UNIVERSITY
AT ALBANY
State University of New York

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M.S.I.S. STUDENT HANDBOOK

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A copy of this handbook can be found online under Master's Student Handbook in Student Resources.

~ Revised February 2017 ~

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DEPARTMENT OF INFORMATION SCIENCE

The [Department of Information Science](#) is one of three academic units which make up the [College of Engineering and Applied Sciences](#)). Located on the downtown campus of the University at Albany, the Department of Information Science is well situated to provide opportunities for interdisciplinary study. In addition, IS students have ready access to numerous sites for gaining practical experience through on-campus or off-campus employment, or through internships in government and cultural institutions, libraries, and commercial enterprises throughout the Capital Region.

Programs of Study

At the undergraduate level, the College of Engineering and Applied Sciences offers an interdisciplinary undergraduate major in Information Science. In addition, it is possible to study practically any undergraduate major while at the same time beginning their professional preparation for a career in information science with the combined B.A./M.S.I.S. or B.S./M.S.I.S.

At the graduate level, the Department of Information Science offers the Master of Science in Information Science (M.S.I.S.), a Certificate in Advanced Study (C.A.S.), and an interdisciplinary doctoral degree in Information Science. Two dual-degree programs are available, which combine an M.A. in either History or English with the M.S.I.S.

The undergraduate program and the doctoral program each have their own handbooks. This handbook explains the M.S.I.S., M.A./M.S.I.S. dual-degree programs, B.A./M.S.I.S. program, and C.A.S.

Non-degree Study

Students contemplating entering a graduate degree program may begin study on a non-degree basis. See the next section for more details on applying for non-degree study.

ADMISSION REQUIREMENTS & APPLICATION PROCESS

All applicants except those with a graduate degree in another field must submit scores on the general portion of the Graduate Record Examination (GRE). A 300 total combined score on the verbal and quantitative sections plus a score of 4.0 or above on the analytical writing section is required. The GRE is waived only for those applicants who have already completed a graduate degree in another field.

The admissions process for the M.S.I.S. degree requires official transcripts from all post-secondary institutions attended—a grade-point average of 3.0 (B) is strongly preferred—GRE scores as noted above, three letters of recommendation (academic or professional), and completion of an application form that includes a personal essay. This process is explained in detail on the Graduate Admissions webpage.

As noted earlier, non-degree study is available to those who have yet to take the GRE, or who have already completed the M.L.S., M.S.I.S., or a related degree. Non-degree study is limited to 12 credits of coursework. Application for non-degree study requires official transcripts and a completed application form.

MASTER OF SCIENCE IN INFORMATION SCIENCE DEGREE (M.S.I.S.)

The [Master of Science in Information Science](#) is designed to serve two major purposes: 1) to prepare students for employment in corporate and public sector organizations where the generation, management, and use of information is an essential aspect of the organization; and 2) to equip students with the knowledge and skills required for entry into a doctoral program in information science.

The M.S.I.S. is accredited by the American Library Association.

Four general themes are stressed in the curriculum:
- the analysis, evaluation, design, maintenance, and management of information systems;
- the conceptualization and organization of information;
- the application of relevant information technologies; and
- the study of the social, political, economic, and institutional milieu within which information is produced, organized, stored, retrieved, and used.

Typical employers of M.S.I.S. graduates include libraries, corporations, hospitals, academic institutions, human service organizations, government agencies, and archives. The degree is awarded for successful completion of a minimum of 42 credit hours, of which 27 must be in Information Science. There are five areas of concentration in the curriculum:
1) **Archives/Records Administration** for students who wish to pursue a career in archives, or as paper or electronic records managers;
2) **Library and Information Services** prepares students for professional positions in academic, special, or public libraries;
3) **Library and Information Services/School Media Specialist** for students seeking certification to work in public school libraries throughout New York State;
4) **Information Management and Policy** for students pursuing careers as information managers in corporations, government agencies and nonprofit organizations; and
5) **Information Systems and Technology** to prepare students for professional employment as systems and technology experts in a wide range of government, library, corporate and nonprofit organizations.

M.S.I.S. Degree Requirements

Required Courses:

IIST 523*   *Fundamentals of Information Technology* and one additional technology course from the menu below (6)

IIST 601   *The Information Environment* (3)

IIST 602   *Information and Knowledge Organization* (3)

IIST 608   *Research Methods* (3)

IIST 614   *Administration of Information Agencies* (3)

IIST 668   *Internship* (150 hours) (3) This requirement may be fully or partly waived on the basis of recent relevant work experience.

Additional technology courses *include IST 535, IST 538, IST 561, IST 611 (not for students in IST concentration), IST 658, IST 673 (IST 673 is required for school media students). Other courses may be approved by your faculty advisor.*

Concentration Courses as Advised: (6-15 credits)

Supporting Courses as Advised: (9-15 credits)

M.S.I.S. Concentrations

All M.S.I.S. students will complete the general course requirements as well as fulfill the specific concentration requirements as described below.

Archives and Records Administration

Graduates of this concentration gain employment in archives or as paper or electronic records managers. This specialization concentrates on storing, preserving, and organizing information.

Required Courses:

IIST 546	*Fundamentals of Records Management* (3)
IIST 547	*Electronics Records Management* (3)
IIST 656	*Archives and Manuscripts* (3)
AND	
IIST 660	*Archival Representation* (3)
OR	
IIST 654	*Preservation Management in Archives and Libraries* (3)

Students will also take electives in the Department of Information Science or Department of History to support this concentration.

Information Management and Policy

This interdisciplinary specialization concentrates on the political, legal, and economic environment of information. Graduates of this concentration gain employment as information managers in government agencies, corporations, and nonprofit organizations.

Required Courses:

IIST 560	*Information and Public Policy* (3) [previously required: RISP 562]
IIST 615	*Advanced Seminar in Information Management and Policy* (3)
	(not offered regularly, usually replaced with PAD course as advised)
IIST 636	*Systems Analysis in the Info. Environment* (3) [previously: RPAD 623]

Students take electives in the Department of Information Science, Department of Public Administration, and School of Business to support this concentration.

Information Systems and Technology

This interdisciplinary specialization concentrates on information technology. Graduates gain employment as systems and technology experts in a wide range of government, library, corporate, and nonprofit organizations.

Required Courses:

IIST 533	*Information Storage and Retrieval* (3)	[previously: RISP 633]
IIST 611	*Information Systems* (3)	
IIST 636	*Systems Analysis in the Information Environment* (3)	

Students take electives in the Department of Information Science, Department of Computer Science, Department of Public Administration, Department of Geography and Planning, and School of Business to support this concentration.

Library and Information Services

Graduates of this specialization typically gain employment in academic, special, or public libraries.

Required Courses:

IIST 603   *Information Processing* (3)
IIST 605   *Information Sources and Services* (3)

Students take electives in the Department of Information Science and in other departments throughout the University to support this concentration.

School Library Media Specialist

Eligibility for NYS K-12 certification requires the following courses in addition to requirements listed separately on the school library media program description.

Required Courses:

IIST 571   *Literature for Children* (3)*
IIST 578   *Literature for Young Adults* (3)*
IIST 603   *Information Processing* (3)
IIST 605   *Information Sources and Services* (3)
IIST 668   *Internship* (3) [Prerequisite: 100 hours of field experience]
               This is in addition to the 3-credit Internship of the M.S.I.S. Required Courses. One internship must be in an elementary school and one in a secondary school. Of those, one must be in a high needs school.
IIST 670   *Teaching Fundamentals for School Libraries* (3)*
IIST 673   *Technology in School Library Media Centers* (3)*
IIST 675   *Curriculum and Supportive Resources* (3)*
IIST 676   *Administration of School Media Centers* (3)
               (IIST 676 is taken as a substitute for IIST 614.)

* These courses include field experience assignments.

There are additional education requirements for students with no prior education courses. Please refer to the *Library and Information Services/School Library Media Specialist* handout for more information (following page).

New York State Public Librarian Certification

All students with the M.S.I.S. degree are eligible for New York State Public Librarian Certification and may apply once they have cleared for their degree. The *Application for Public Librarian's Professional Certification* can be obtained by from the New York State Library website.

Library & Information Services/School Library Media Specialist

A student must be admitted specifically to the specialization for school library media specialist in order to qualify for New York State certification through the University.

Required Courses

IST 523 *Fundamentals of Information Technology (3 credits)* [or approved substitutes as advised]
IST 571 *Literature for Children (3)*
IST 578 *Literature for Young Adults (3)*
IST 601 *The Information Environment (3)*
IST 602 *Information & Knowledge Organization (3)*
IST 603 *Information Processing (3)*
IST 605 *Information Sources & Services (3)*
IST 608 *Research Methods (3)*
IST 668 *Internship (6)* [Prerequisite: 100 hours of field experience over the course of IIST 670†, 673, & 675]
IST 670† *Teaching Fundamentals for School Libraries (3)* [includes 50 hours' field experience]
IST 673 *Technology in School Library Media Centers (3)* [includes 25 or 50 hours' field experience]*
IST 675 *Curriculum & Supportive Resources (3)* [includes 25 or 50 hours' field experience]*
IST 676 *Administration of School Media Centers (3)*
†IST 670 may be waived for students with appropriate teaching experience or teacher education courses. Consult your advisor.
* These courses will require 25 hours of field experience if you have taken or plan to take IIST 670. They will require 50 hours of field experience if you waive IIST 670.

Most of these courses meet once a week for 3 hours on the downtown campus, many scheduled for late afternoon or evening. However, to meet the needs of learners seeking flexibility in course offerings, many are available online.

Education Requirements

Minimum of 15 education credits, including the following content areas, for those who aren't certified teachers:

- Human Development/Social Concerns in Education (3 credits)
- Language Acquisition/Literacy/Reading and Writing Instruction (6 credits)
- Curriculum and Instructional Design/Program Development (3 credits)
- Enhancing the Learning of Students with Disabilities (3 credits)

Field Experience and Internship

A minimum of 100 hours of pre-internship supervised field experience will be completed through class assignments in the following school media course sequence: IST 670 (*certain exemptions from IST 670 for experienced teachers may apply*), IST 673, and IST 675. Alternate arrangements can be discussed with the student's advisor and/or internship

coordinator. Field experience must be divided equally between elementary (K-6) and secondary (7-12) schools. At least half of the field experience will be completed in high-needs school districts.

Two supervised school media internships of 150 hours each, one elementary (K-6) and one secondary (7-12), must be completed. One of these must be in a high-needs school district. A minimum of 24 credits must be completed prior to the internship and should include courses that include field experience (listed above). Internships may be completed consecutively in one semester or in two separate semesters.

Experienced teachers or school library media specialists may be eligible for alternate models of field experience and internship. Similarly, internship requirements can be waived for practicing school librarians, including teachers who are filling the library media specialist position. Please see your faculty advisor for details.

General Education Core

This program requires college-level study in the following:
- Artistic Expression
- Humanities
- Communication
- Written Expression
- Information Retrieval
- History or Social Science
- Language other than English (including American Sign Language)
- Scientific Processes
- Mathematical Processes

NYS Certification Requirements

- Completion of a NYS Registered Program – Library Media Specialist
- Completion of application for New York State certification at the end of your last semester of coursework. You can find the necessary forms at the website below: *http://www.albany.edu/informationstudies/ist_lis_sm.php#nys_certification*
- Institutional Recommendation – Library Media Specialist
- Passing Score on the New York State Teacher Certification Exams: EAS and the content specialty test for Library Media Specialists. More information can be found at: *http://www.highered.nysed.gov/tcert/certificate/certexam.html*
  - **NOTE**: Plan ahead; the NYSTCE is only given a few times a year.
- edTPA – Library Specialist
- Child Abuse Recognition & Prevention Workshop. Learn more about this workshop: *http://www.highered.nysed.gov/tcert/certificate/ca.html*
- School Violence Prevention & Intervention Workshop. Learn more about this workshop: *http://www.highered.nysed.gov/tcert/certificate/save.html*
- Dignity for All Students Act Workshop. Learn more about this workshop: *http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html*
- Fingerprinting for criminal history background check (OSPRA). More information: *http://www.highered.nysed.gov/tcert/faqfin.html*

For additional information on NYS requirements, please consult the NYS Teacher Certification web page at http://www.highered.nysed.gov/tcert/.

Certification Links:
- School of Education Teacher certification page: *http://www.albany.edu/education/Cert_Program_list.php*
- School of Education's Pathways into Education Center (PIE): *http://www.albany.edu/education/pie.php*
- NYSTCE Program *http://www.nystce.nesinc.com/NY_annProgramUpdate.asp#NewTest*
- New Certification Exams: *http://www.highered.nysed.gov/certexam.html*
- Academic Literacy Skills Test (ALST): *http://www.nystce.nesinc.com/PDFs/NY202_OBJ_DRAFT.pdf*
- Letter to building level administrators – October 2013: *http://www.highered.nysed.gov/pdf/LetterfromCommissionerKingRegardingtheedTPA_1.pdf*

For more details, please contact the Information Science Department at (518) 442-5110 or infosci@albany.edu.

MASTER OF ARTS/MASTER OF SCIENCE IN INFORMATION SCIENCE DUAL DEGREES (M.A./M.S.I.S.)

Degree programs combining the M.S.I.S. and the M.A. in either English or History are offered by the Department. By applying six credits in Information Science to the English or History degree program and seven credits from English or History to the Information Science program, a student can reduce the total number of credits needed for both degrees to a minimum of 59. However, faculty responsible for concentrations in both programs may require the student to complete additional course work.

Students may be admitted to a dual master's degree program at the beginning of their graduate studies, but not later than after completing 20 graduate credits applicable to a dual master's degree program. Work done for an awarded master's or doctoral degree may not be used for this program. Students may leave a dual program before completion of both degrees. If the requirements for one degree have been fulfilled, that degree may be awarded. You must be admitted to graduate study in <u>both</u> the M.A. and M.S.I.S. degree programs for the dual degree program.

M.A./M.S.I.S. in History

<u>M.A. in History</u> (30 credit hours minimum)

History Courses: (21 credits minimum) Courses as advised, including at least one research seminar in the appropriate major field and one reading seminar. With departmental approval a thesis in history for 4-6 credits may be presented in place of or in addition to the seminar.

Supporting Courses: (6-9 credits) Six credits of approved course work in Information Science must be included.

Major Field Exam: Satisfactory completion of a major field examination from Group A or one concentration chosen from Group B:
   Group A: United States History; Modern European History; Third World History—Latin America, Asia, Middle East, Africa.
   Group B: Local and Regional History, International History, Social and/or Economic History, Public Policy, Gender and Society, and Culture and Society.

With departmental approval, a student may prepare for examination in a field of concentration not listed under Groups A or B. The major field examination is waived for those students who write a master's thesis in history (HIS 699).

Foreign Language Requirement: Foreign language competency may be required for students who choose to write theses concentrating on areas other than the United States. This competency requirement can be satisfied by examination or by completion of an approved graduate-level language course. Please consult the History Department for details.

Note: The M.S./M.S.I.S. is not an option for those earning the M.A. in Public History. However, students wishing to complete both programs should consult with their M.S.I.S. faculty advisor for information on courses that may be used in both degree programs.

Master of Science in Information Science (42 credit hours minimum)

Required Courses:
IIST 523*   *Fundamentals of Information Technology* (6)
                  *or approved substitutes
IIST 601   *The Information Environment* (3)
IIST 602   *Information and Knowledge Organization* (3)
IIST 608   *Research Methods* (3)
IIST 614   *Administration of Information Agencies* (3)
IIST 668   *Internship* (3)

Concentration Courses: (6-12 credits)
- Archives and Records Administration: IIST 546, 547, 654, 656
- Information Management and Policy: IIST 560, 615, 636
- Information Systems and Technology: IIST 533, 611, 636
- Library and Information Services: IIST 603, 605

Supporting Courses: (9-15 credits) Seven hours of approved course work in History [in the M.A. (English)/M.S.I.S. Program, this course work is in English] must be part of the supporting courses sequence.

M.A./M.S.I.S. in English

M.A. in English (32 credit hours minimum)

English Courses: (24 credits minimum) Courses as advised, including: ENG 500 *Textual Practices I* (4); one course numbered 600 or above (4), in addition to ENG 698 *Master's Research Tutorial and Examination* <u>or</u> ENG 699 *Master's Thesis* (4); one seminar (4 credits, and it cannot be used to satisfy the requirement for a course at the 600 or above level)

Supporting courses: (8 credits) Six credit hours of approved Information Science course work must be part of the supporting courses sequence.

Master of Science in Information Science (42 credit hours minimum)
(See requirements above)

B.A./M.S.I.S. or B.S./M.S.I.S. DEGREE COMBINED DEGREE PROGRAMS

The combined B.A./M.S.I.S. or B.S./M.S.I.S. program in information science provides a unique opportunity for capable, highly motivated students to pursue practically any undergraduate major while at the same time beginning their professional preparation for a career in information science. The emphasis of the program is on the planning, provision and administration of information systems and services. M.S.I.S. concentrations include Archives and Records Administration, Information Management and Policy, Information Systems and Technology, Library and Information Services, and Library and Information Services/School Media (leads to NYS certification for School Library Media Specialist).

Students may be admitted to the combined program at the beginning of their junior year or after successful completion of 56 credits. A carefully designed program can enable the student to earn the B.A./B.S. and M.S.I.S. within 10 semesters. A cumulative grade point average of 3.20 or higher and three supportive letters of recommendation are required. The Graduate Record Exam is not required for admission.

B.A./M.S.I.S. or B.S./M.S.I.S. Degree Requirements

In qualifying for the baccalaureate, students will meet all University and department requirements, including existing major and minor requirements, general education requirements, minimum liberal arts and sciences requirements, and residency requirements. Students in the combined program may complete a minor in information science and policy including the courses listed below. Students who are Information Science majors will combine undergraduate and graduate courses to fulfill major requirements, and will choose a different area for their minor. However, please note that undergraduate students do not have to major or minor in Information Science in order to enter the combined program.

> ICSI 105
> IINF 201
> IIST 523
> IIST 601
> IIST 602
> One additional IIST courses at 500 level or above

A minimum of 150 credits is required to fulfill both undergraduate and graduate degree requirements (up to 12 graduate credits may be used to fulfill requirements at both levels). A minimum of 120 credits is needed for the B.A. or B.S. After the semester in which they complete 120 credits or 12 graduate credits, students are considered graduate students for the purposes of tuition and eligibility for graduate assistantships, fellowships, and loans. Students apply for the undergraduate degree when all B.A. or B.S. requirements are met, and then continue with full graduate status.

CLARIFICATION TO STUDENTS IN COMBINED BACHELOR'S/MASTER'S PROGRAMS

As noted above, "Students are considered undergraduates until they have accumulated 120 credits, satisfied all degree requirements and been awarded the baccalaureate degree."

However, although students who have failed to satisfy "all degree requirements" will not be granted the baccalaureate degree until all undergraduate requirements are met, please be aware that for determining such matters as whether students pay undergraduate or graduate tuition, the following policy applies:

"Although admitted to an integrated degree program, students will be considered as undergraduate students for purposes of tuition, financial aid, and head count identification until completion of *12 credits of graduate work or until qualified to receive the bachelor's degree.* In the semester in which a student enrolls in the 13th credit of graduate course work, he or she will be considered a graduate student for purposes of tuition, headcount identification, and eligibility for graduate assistantships, fellowships, and loans whether or not the student has completed the degree.

Students' progress through the combined program will be reviewed in the Office of the Vice Provost for Undergraduate Education to ensure timely completion of the undergraduate degree. Academic advisors of bachelor's-master's programs and students themselves should also attend to course enrollment choices that lead to timely completion of undergraduate requirements." *(Accepted by University Senate, March 9, 2009)*

Students interested in further information regarding the combined programs should contact the appropriate program's department* or the Office of the Vice Provost for Undergraduate Education, LC 30 (518-442-3950).

http://www.albany.edu/undergraduate_bulletin/joint_degree.html

*The Information Science Department contact is Draper 113, 442-5110, infosci@albany.edu

CERTIFICATE OF ADVANCED STUDY (C.A.S.)

The profession of information and library management is experiencing rapid growth in its body of knowledge, and also in the technology used in libraries and other information agencies. Librarians and other information professionals who hold the Master of Library Science or equivalent degrees almost universally feel the need for educational upgrading, for the acquisition of further knowledge and additional skills or technical capabilities.

Many individuals who seek such education prefer to study in an organized program leading to a post-master's credential. Such a credential can be helpful in connection with changes in position and with promotion decisions.

The Certificate of Advanced Study represents the completion of an integrated and rigorous program of study. The special requirements listed on the back of this sheet are designed to insure the quality of the program.

The program leading to the Certificate of Advanced Study includes a minimum of 30 semester credits of graduate study beyond the master's degree. All credits applied toward the C.A.S. must be completed within a period of five years. Up to six of the 30 required credits may be transferred from work taken at another institution. The five-year time limit applies to these credits also. Within the requirements of the specialty selected and through individualized advisement, a program will be designed for the student utilizing a substantial number of courses within the Department, supplemented by courses from other relevant departments and schools of the University.

You are eligible if . . .

- you have a master's degree in library science, information science, or a closely related field, with demonstrated academic excellence
- you have had two years of successful professional experience
- your professional interests and goals match the program capabilities of the School and would be benefitted by the program

C.A.S. Program Requirements

1. **Required Courses: (12 to 18 credits)**
   IST 701   *Pro-Seminar in Information Science and Policy (3)*
   IST 702   *Directed Readings in Information Science and Policy (3)*
   IST 768   *Advanced Internship in Information Science and Policy (3-6)*
   IST 780   *Major Research Seminar (3-6)*

2. **Specialization Courses: (6 to 12 credits)**
   Examples of a possible specialization:
   - Information systems development

- Information resources management for public sector decision-making
- Reference and information services
- School media information program administration
- Records and archives management
- Services for special groups
- Indexing and abstracting
- Government information resource management

3. Supporting Courses: (6 credits) As advised from other academic or professional programs, such as the following: School of Business, School of Education (Educational Theory and Practice, Educational Administration and Policy Studies, Reading), Graduate School of Public Affairs (Public Administration, Political Science), College of Arts and Sciences (Computer Science, Communications, History)

4.   Comprehensive Exam: An examination, individually tailored to the student's concentration, is to be taken at the end of the student's program of study. The examination assesses:
   (a) mastery of chosen specialization
   (b) knowledge of major trends and issues in the field; and
   (c) familiarity with research methods and priorities

COURSE DESCRIPTIONS

Undergraduate Courses

IIST 402: History of Recorded Information (3)
An introduction to the history of how human beings have created, maintained, and preserved information for personal, official, and cultural purposes. Topics will include the development of writing, recordkeeping, and libraries; the emergence of printing and the history of the book; the evolution of recordkeeping by organizations, government, and individuals; and the impact of different technologies on the development of print and digital culture.

IIST 433: Information Storage and Retrieval (3)
See description for IIST 633 *Information Storage and Retrieval.*

IIST 457: Introduction to Legal Research (3)
See description for IIST 657 *Introduction to Legal Research.*

IST 469/469Z: Independent Study (1-3)
Student-initiated research project under faculty guidance. May be repeated for credit up to total of six credits with permission of department. IIST 469Z, Independent Study, is the writing intensive version of IIST 469. S/U grading. (Written approval of the independent study proposal by a supervising faculty member and the department chair is required prior to registration.)

IIST 473Z: The History of Children's Literature (3)
See description for IIST 573 *The History of Children's Literature*.

Graduate Courses

IIST 502: History of Recorded Information (3)
An introduction to the history of how human beings have created, maintained, and preserved information for personal, official, and cultural purposes. Topics will include the development of writing, recordkeeping, and libraries; the emergence of printing and the history of the book; the evolution of recordkeeping by organizations, government, and individuals; and the impact of different technologies on the development of print and digital culture.

IIST 523: Fundamentals of Information Technology (3)
Introduces essential information technology skills for information professionals. Students learn how operating systems, hardware, software, and networks interoperate. Includes an overview of web-based applications, including XHTML, JavaScript, digital representation of information, database basics, and information security.

IIST 533 (graduate); IIST 433 (undergraduate): Information Storage and Retrieval (3)

An introduction to current practices in information retrieval. Topics covered include key concepts in information storage and retrieval, the document and query structure, matching mechanisms and formal retrieval models, output presentation, and the evaluation of system effectiveness. Includes an investigation of the inner workings of retrieval systems and search engines.

IIST 535: Web Database Programming (3)
This course covers the application of database technology to the service of Websites. Students learn practical programming skills in a hands-on project based course, and acquire the ability to develop a database-backed, dynamic and feature-rich Web site. *Prerequisite*: IIST 523 or permission of instructor.

IIST 538: Fundamentals of XML (3)
Extensible Markup Language (XML) provides a standard to support automated processing across platforms and applications. Students will learn practical applications of XML and will apply the standard to sample texts and objects.

IIST 546: Fundamentals of Records Management (3)
Basic concepts and practices of records management in governmental, institutional, and corporate agencies, including those areas of communication, administration and computer technology that relate to the efficient and effective flow of information from its generation to its final disposition. Will include records inventory, active and inactive records control, manual and automated systems, vital records protection, the records center, micrographics technology and applications, and legal and ethical aspects of records management.

IIST 547: Electronic Records Management (3)
Topics include problems of defining records and documents in a digital environment, analysis and understanding of the requirements for creating and keeping records digitally, developing information systems that create usable and accessible digital records, and preservation of and access to digital materials. The emphasis is on electronic records created by institutions and organizations. *Prerequisite*: IIST 656 or IIST 546.

IIST 554: Contemporary Publishing (3)
Structure and problems of the publishing industry (including print and non-print materials); production and distribution systems and their implications for libraries and other information agencies; legal and economic aspects and technological developments.

IIST 557: Introduction to Legal Research (3)
Examination and analysis of the basic and specialized information sources that provide a structure for legal research. Topics include court reports, digests, annotations, constitutions, Shepard's citations, loose-leaf reporters, legal encyclopedias and periodicals. Assignments in WESTLAW and LEXIS-NEXIS online databases will provide hands-on familiarity with computer-assisted legal research (CALR).

IIST 560: Information and Public Policy (3)
Analysis and evaluation of public policies affecting the production, dissemination, and access to information generated by or for the federal government. Topics and issues include concepts of intellectual freedom, the public's right to be informed, freedom of information

and privacy legislation, policies on dissemination of information in non-print formats, national security classification, privatizing of government information, issues of equity, and related policy matter.

IIST 561: Web Design and Development (3)
This course introduces principles of Web design and development through readings, exercises, discussions, hands-on lab activities, lectures, projects, and presentations. Topics covered include: Web design basics, HTML/XHTML, Web technologies, CSS, Web graphics, dynamic HTML/XHTML, usability, evaluation of Websites and Web-based online resources, and accessibility.

IIST 565: Human Information Behavior (3)
Human Information Behavior (HIB) is central to the field of Information Science and is very relevant to all the tracks in the MSIS program. The course introduces theories, methods and models relating to information behavior. Examines human information behavior, including information needs, information seeking and use in different situations, environments, and populations. Essentially the course focuses on the relationship between information and human behavior. Presents and overview of HIB in different contexts, including information behavior in science, technology, education, medicine, health and in various professions. The use of information resources in different social contexts, such as in everyday life information seeking (ELIS) and also in the context of digital libraries, IR and the web.

IIST 566: Special Problems in Information Science & Policy (3)
Special course on a current problem, issue, or development in information and library science.

IIST 571: Literature for Children (3)
Introductory survey of literature for children with emphasis on twentieth-century authors and illustrators. Problems and trends in writing and publishing. Class discussion and written critical evaluations based on extensive readings, plus basic skills in accessing electronic resources on children's literature.

IIST 573 (graduate); IIST 473Z (undergraduate): The History of Children's Literature (3)
Selected literature for children in English from the beginnings to the early 20th century. Texts are selected to represent different historical periods and diversity of authorial perspectives; the key considerations are the quality of the literature and its historical significance. Attention is given to changing attitudes toward children as reflected in the books provided for them. Writing assignments will range from historical/critical analyses to reader-response essays. Includes introduction to basic skills in accessing electronic resources in literary history.

IIST 578: Literature for Young Adults (3)
This is an introductory survey of literature for young adults (ages 12-18), with an emphasis on current authors. Includes a discussion of the characteristics, needs, and reading interests of teenagers, a critical study of the literature, an overview of basic selection tools, practice in booktalking and usage of the literature with Common Core Learning Standards.

IIST 601: The Information Environment (3)
Provides a theoretical background for students entering the information science professions. Through guest speakers, field trips, a variety of readings, class discussion, lectures, and writing assignments, students gain knowledge of the critical themes in the field, such as information seeking, users, environments, policies, and ethics.

IIST 602: Information and Knowledge Organization (3)
An introduction to fundamental concepts and theoretical principles of knowledge-organization models and techniques used to facilitate access to information resources. The emphasis in this course is on interdisciplinary ideas and concepts.

IIST 603: Information Processing (3)
An introduction to the principles and practices of bibliographic control, including cataloging and classification. A variety of methods, systems, and tools are used to illustrate the application of underlying principles in practical situation. *Prerequisite*: IIST 602

IIST 605: Information Sources and Services (3)
General consideration of reference/information services, the kinds of knowledge, the kinds of formats in which knowledge is recorded, and the ways in which it is pursued and retrieved.

IIST 606: Collection Development and Management (3)
Theoretical and practical aspects of the selection, acquisition, evaluation, and management of resources to meet the information needs of clientele in libraries and other institutions. *Prerequisite*: IIST 605.

IIST 608: Research Methods (3)
Basic research methods and statistics for students entering the information science professions. Covers descriptive and inferential statistics through correlation and regression; basic research process methods, quantitative and qualitative, and the creation of grant or research proposals.

IIST 610: Visual Resources Management (3)
Addresses the knowledge and competencies required by the visual resources profession. This course is concerned with the management of visual resources, such as images, photographs, moving images, cultural objects and the like. Provides the necessary background to work in art libraries, museums, special collections, and institutions where information professionals are responsible to oversee and manage image/visual resources collections. Students will have an opportunity to work on practical problems and projects.

IIST 611: Information Systems (3)
This course provides a detailed survey of information systems. It will present conceptual, theoretical, historical, social, economic, and ethical issues surrounding the development, deployment and management of dominant information systems technologies. Topics covered include: information systems architectures, database management systems, transaction processing, eCommerce, telecommunications, software and hardware standards, Web-based systems, data warehousing, data mining, agent-based systems, and social impacts of information systems.

IIST 614: Administration of Information Agencies (3)
    This course focuses on the managerial role in information agencies. The purpose of the class is to highlight the core competencies necessary for information organization management, summarize some of the key theories behind management, and provide an opportunities for students to experiment with tools for improving managerial effectiveness. *Recommended*: IIST 601.

IIST 615: Advanced Seminar in Information Policy and Management (3)
    This course consists of advanced study of selected topics in information policy and organizational information management. Expanding on concepts covered in core IST policy and management courses, students select, in consultation with the instructor, an area of in-depth research focus, regularly sharing research insights with other class participants.

IIST 617: Academic Libraries and Higher Education (3)
    The course studies the academic library in the context of the changing environment of higher education, including the historical development of institutions of higher education and their libraries in the U.S. Enrolled students will analyze the academic library, its functions, and its relationships within the various institutions of which they are a part and study current challenges confronting academic libraries.

IIST 618: Public Libraries (3)
    This course focuses on current issues, practices and trends in public library organizations, planning, and service delivery. Topics include levels of governance in public libraries; the role of state charters, systems, and trustees; public, technical and administrative services; and professional development, including career paths, continuing education, and compensation. *Prerequisite*: IIST 601.

IIST 619: Special Libraries/Information Centers (3)
    The application of contemporary management techniques with emphasis on the operation, function, purpose, and problems of special libraries/information centers.

IIST 623: Special Topics (1)
    Short one-credit course examining aspects of library science. Topics change from semester to semester.

IIST 636: Systems Analysis in the Information Environment (3)
    Theory and methods of systems analysis as applied to information systems and services.

IIST 640: Abstracting and Indexing (3)
    Characteristics and applications of abstracts and indexes and techniques for their creation. Impact and implications of recent technology. *Recommended*: IIST 603.

IIST 642: Advanced Cataloging (3)
    Explores special problems in handling various types of non-print materials. Covers the cataloging and management of the following types of resources: computer files, Internet resources, electronic serials, sound recordings, video-recordings, realia, kits (multimedia), cultural objects, manuscripts etc. These skills will be useful in libraries (special, academic and special collections in public libraries, museums and archives). *Prerequisite*: IIST 603.

IIST 643: Information Sources in the Humanities (3)
Bibliographic structure, information resources and services, classic and contemporary scholarship, research problems and trends in the humanities. *Prerequisites*: IIST 603 and IIST 605.

IIST 644: Information Sources in the Social Sciences (3)
Bibliographic structure, information resources and services, classical and contemporary scholarship, research problems and trends in the social sciences. *Prerequisites*: IIST 603 and IIST 605.

IIST 645: Information Sources in the Sciences (3)
Bibliographic structure, reference and information sources, research problems, specialized information problems and services in the pure and applied sciences. Recommended for individuals intending to take the Medical Library Association Certification Examination. *Prerequisites*: IIST 603 and IIST 605.

IIST 647: Health Sciences Information & Communications Systems (3)
Management and operation of information resources and services. Essential elements of database searching. Relationship of health information agencies, health education, drug information programs, and health sciences records administration. Clinical decision making and medical information. Recommended for individuals seeking Medical Library Association certification. *Prerequisites*: IIST 603 and IIST 605.

IIST 648: Information Sources and Services in Business and Economics (3)
The study of national and international corporate, industrial, governmental information resources in business and economics; user needs and communication patterns in the business world; search strategies for effective use of databases; library and information services to business community. Prerequisite: IIST 605.

IIST 649: Information Literacy Instruction: Theory and Techniques (3)
This course is an introduction to user education in a variety of types of libraries and other information-related organizations. The history of library instruction, theoretical issues in the field, instructional program development, and teaching techniques will all be included. Students will develop and present an instructional session designed for a specific library or other user group.

IIST 650: United States Government Information Sources (3)
An examination of the general and specialized sources that comprise the texts and finding aids of United States government information. Practical assignments will give students direct experience with these sources, and the lectures and readings will provide a framework for understanding the ways in which the federal government generates and disseminates information. In addition to printed materials, as array of online services, including Westlaw and Lexis-Nexis, will be studied. *Prerequisite*: IIST 605 or consent of instructor.

IIST 651: Serials (3)
General bibliographic control of serials, including cataloging and recent efforts at international standardization; serials management; collection development and resource sharing. *Prerequisites*: IIST 603 and IIST 605.

IIST 653: Digital Libraries (3)

Provides an overview of both the theoretical and practical aspects of digital libraries. Topics covered include types and formats of digital content, collection development and selection, digitization and underlying technologies, metadata, organization, access, preservation, project management, and evaluation and use of digital libraries.

IIST 654: Preservation Management in Archives and Libraries (3)

An introductory survey of preservation management in libraries and archives, covering such topics as the historical evolution of the preservation dilemma, programs for academic and public libraries, collections maintenance and environmental controls, commercial binding and rebinding, selecting for preservation and microfilming, security, archival preservation, paper conservation, disaster planning and recovery and preservation of non-print materials (including electronic media).

IIST 655: Rare Books (3)

Introduction to the handling and development of rare book collecting; conservation and preservation; terminology and principles of bibliographic description; the antiquarian book trade; the history of rare book collection; important collections.

IIST 656: Archives and Manuscripts (3)

Administration of archival and manuscript collections; appraisal, arrangement, description, and reference services; current practices at national, state, and local levels. Topics include concepts of records management, preservation and conservation, online retrieval systems, and freedom of access and privacy.

IIST 658: Database Design and Development (3)

Database principles for microcomputers, with an emphasis on relational database management systems (DBMS) for applications development in the library and information fields. Database design, creation, and maintenance; the user interface; programming concepts. Creation of the working database system.

IIST 660: Archival Representation (3)

Introduction to the history, theory, and practice of the representation of archival materials. Examines arrangement principles, descriptive standards, current research, and implementation of description programs for archival access. Students study different types of surrogates, including finding aids, MARC, EAD, and archival metadata and complete a description project at a local repository.

IIST 666: Current Problems in Information Science (3)

Special course on a current problem, issue, or development in information and library science. Topics vary; previous topics include public relations and fundraising for libraries, educational assessment and evaluation for school librarians, network and systems security, and creating makerspaces.

IIST 668: Internship

Opportunity for skill development and problem solving through observation and practice in an information environment under the supervision of a faculty member and a cooperating

librarian or other information professional. Meetings, reports, and 150 hours of experience required. *Prerequisites*: 24 credits completed toward M.S.I.S. and consent of advisor.

IIST 669: Independent Study in Information Science (1-3)

Supervised reading, research, or field project in some specialized area of library and information science and policy to meet the needs of advanced students. Written approval of the independent study proposal by a supervising faculty member and by the Information Science Chair is required prior to registration. *Prerequisite*: 12 credits of graduate course work in Information Science.

IIST 670: Teaching Fundamentals for School Libraries (3)

Covers essentials of K-12 educational theory and practice with particular reference to information literacy instruction. Includes 50 hours of supervised school library field experience. Mandatory for students who do not have prior student teaching or equivalent instructional practice.

IIST 673: Technology in School Library Media Centers: Theory, Practice, Application and Assessment (3)

Based on information literacy, educational technology, and learning theories, problem-based project teams of students will develop a multimedia curriculum/web project and be actively involved in its implementation in assessment collaboration with K-12 media specialists and teachers. *Prerequisites*: IIST 523, IIST 601, and one education course.

IIST 675: The Curriculum and Supportive Resources (3)

Elementary and secondary curriculum and the school media center program; analysis, appraisal, selection, and use of curricular resources and related print and non-print materials. Consultative and instructional responsibilities. Includes 25 hours of school library field experience. *Prerequisite*: IIST 605

IIST 676: Administration of School Media Programs (3)

Problems, practices, and research in the organization and management of school media centers. Standards, programs and services, facilities, policies, budgets, human and organizational factors. *Prerequisite*: IIST 601

IIST 680: Seminar (3)

In-depth research of a specific problem or issue in information science and policy. Class reports, discussions, and submission of a major paper are required. *Prerequisites*: IIST 608 and IIST 609 or equivalent, and consent of instructor. Limited to students who have completed a minimum of 15 credits of graduate study in library and information science.

IIST 699: Master's Thesis in Information Science and Policy (2-6)

Prerequisites: IIST 608 or equivalent and consent of instructor and Associate Dean.

IIST 701: Proseminar in Information Science and Policy (3)

Trends, issues, and problems in information science and policy; problem formulation; research design and method; development of research projects. (May be taken twice.)

IIST 702: Directed Readings in Information Science and Policy (3)

Supervised reading on selected topics in information and library science appropriate to the planned specialization of the advanced student. (May be taken twice).

IIST 768: Advanced Internship in Information Science and Policy (3-6)
Planned experiences which emphasize the student's professional objective. Includes a critical and analytical paper on some aspect of the program of the library or information center in which the internship takes place.

IIST 780: Major Research Seminar (3-6)
Preparation of a major research paper in the area of the student's specialization. Paper is expected to follow thesis format and be suitable for deposit in University Library or ERIC Clearinghouse. Requires special permission of instructor.

COURSE FREQUENCY

M.S.I.S. "core" courses are offered every fall and spring semester, with some occasionally offered during the summer, and the internship is available spring, summer and fall semesters. Each concentration in the M.S.I.S. program offers some choice in course selection (elective credit).

Students should consult with a faculty advisor to develop a plan of study which includes appropriate electives; these may be IIST courses or graduate courses from other academic units. Students in any M.S.I.S. concentration may use courses required in a different concentration as elective credit, or may select other electives following a specific interest or career goal. While general and concentration requirements are offered every semester or annually, some electives may be offered only occasionally. Listed below are M.S.I.S. concentration and elective courses and approximate frequency of scheduling. Courses marked with an asterisk are required for that concentration. All other courses are suggestions and not formal requirements. Full course descriptions appear elsewhere in this Handbook or can be found on the Course Descriptions and Syllabi portion of the department website.

CONCENTRATIONS

Archives and Records Administration	Generally Offered:
IIST 538 *Fundamentals of XML*	Fall/Spring
IIST 546 *Fundamentals of Records Management**	Annually (Fall)
IIST 547 *Electronics Records Management**	Annually (Spring)
IIST 654 *Preservation Management in Archives and Libraries**	Annually (Spring)
IIST 655 *Rare Books*	Annually (Fall)
IIST 656 *Archives and Manuscripts**	Annually (Fall)
IIST 658 *Database Design and Development*	Annually (varies)

Information Management and Policy

IIST 560 *Information and Public Policy**	Annually (Spring)
IIST 636 *Systems Analysis in the Information Environment**	Annually (Spring)

Information Systems and Technology

IIST 533 *Information Storage and Retrieval**	Annually (Spring)

| IIST 611 | *Information Systems** | Annually (Fall) |
| IIST 636 | *System Analysis in the Information Environment** | Annually (Spring) |

Library and Information Services
| IIST 603 | *Information Processing** | Fall/Spring |
| IIST 605 | *Information Sources and Services** | Fall/Spring |

School Library Media Specialist
IIST 571	*Literature for Children**	Fall/Spring
IIST 578	*Literature for Young Adults**	Fall/Spring
IIST 603	*Information Processing**	Fall/Spring
IIST 605	*Information Sources and Services**	Fall/Spring
IIST 668	*Internship**	All semesters
IIST 670	*Teaching Fundamentals for School Libraries*	Annually (Fall)
IIST 673	*Technology in School Library Media Centers**	Fall/Spring
IIST 675	*Curriculum and Supportive Resources**	Annually (Spring)
IIST 676	*Administration of School Media Centers**	Annually (Fall)

SPECIALIZATION AREAS – SUGGESTED ELECTIVES:

Academic Libraries (College and University)	**Generally Offered:**
IIST 606 *Collection Development and Management*	Annually (Fall)
IIST 642 *Advanced Cataloging*	Infrequently
IIST 649 *Information Literacy Instruction*	Annually (Spring)
IIST 650 *U.S. Government Information Sources*	Occasionally
ISP 656 *Archives and Manuscript*	Annually (Fall)

If interested in particular fields of study:	**Generally Offered:**
IIST 643 *Information Sources in the Humanities*	Occasionally
IIST 644 *Information Sources in the Social Sciences*	Occasionally
IIST 645 *Information Sources in the Sciences*	Occasionally
IIST 648 *Information Sources and Services in Business/Economics*	Occasionally

Public Library Services
IIST 560 *Information and Public Policy*	Annually (Spring)
IIST 561 *Web Design and Development*	Fall/Spring
IIST 571 *Literature for Children*	Annually (Spring)
IIST 578 *Literature for Young Adults*	Annually (Fall)
IIST 606 *Collection Development and Management*	Annually (Fall)
IIST 618 *Public Libraries*	Annually (Spring)
IIST 650 *U.S. Government Information Sources*	Occasionally

Reference and Information Services
IIST 557 *Introduction to Legal Research*	Occasionally (Spring)
IIST 560 *Information and Public Policy*	Annually (Spring)
IIST 561 *Web Design and Development*	Fall/Spring
IIST 606 *Collection Development and Management*	Annually (Fall)
IIST 648 *Information Sources and Services in Business/Economics*	Infrequently
IIST 650 *U.S. Government Information Sources*	Occasionally (Spring)

Special Libraries (including **Government Documents/Legal Reference Sources**)

IIST 546	*Fundamentals of Records Management*	Annually (Fall)
IIST 557	*Introduction to Legal Research*	Occasionally (Spring)
IIST 560	*Information and Public Policy*	Annually (Spring)
IIST 561	*Web Design and Development*	Fall/Spring
IIST 619	*Special Libraries/Information Centers*	Infrequently
IIST 640	*Abstracting and Indexing*	Infrequently
IIST 648	*Information Sources and Services in Business/Economics*	Infrequently
IIST 650	*U.S. Government Information Sources*	Occasionally (Spring)

Technology Electives

IIST 535	*Web Database Programming*	Annually (Fall)
IIST 538	*Fundamentals of XML*	Fall/Spring
IIST 561	*Web Design and Development*	Fall/Spring
IIST 658	*Database Design and Development*	Annually (Spring)
IIST 659	*Digital Imaging and the Web*	Annually (Fall)
IIST 666	*Various topics*	Occasionally

Technical Services/Systems

IIST 640	*Abstracting and Indexing*	Infrequently
IIST 642	*Advanced Cataloging*	Infrequently
IIST 651	*Serials*	Occasionally
IIST 658	*Database Design and Development*	Annually (varies)

Youth and Children's Services

Students wishing to prepare for a career in youth services in public libraries are advised to include the following courses in their preparation:

IIST 561	*Web Design and Development*	Fall/Spring
IIST 571	*Literature for Children*	Annually (Spring)
IIST 573	*History of Children's Literature*	Infrequently
IIST 578	*Literature for Young Adults*	Annually (Fall)

Curriculum and Assessment

IIST 670	*Teaching Fundamentals for School Libraries*	Annually (Fall)
IIST 673	*Technology in School Library Media Centers* Fall/Spring	
IIST 675	*Curriculum and Supportive Resources**	Annually (Spring)

ADVISEMENT

You will be assigned a faculty advisor upon your acceptance to the program. You must contact your advisor (there is a listing of professors' offices, phone numbers, and e-mail addresses at the back of this handbook) prior to registration each semester. If you change your concentration and feel your needs would be better met by a different advisor, contact the department office.

CREDIT TRANSFERS

Students with graduate course work with a grade of B or better at an accredited institution authorized to grant graduate degrees may request a transfer of up to a maximum of twelve graduate credits of appropriate course work. In most cases, the maximum of 12 credits will be allowed only when 6 or more of these credits come from a program accredited by the American Library Association. Students should consult with their faculty advisors before making such requests. Evaluation of courses for transfer credit will consider such factors as the student's MSIS concentration, career goals, and general background. Some concentrations have more specific requirements and/or policies for transferred credits.

Graduate credits transferred must be in accord with the university's statute of limitations on the completion of degrees. This policy also applies to students with graduate degrees that meet the above requirements. This policy is effective September 1, 2002. In order to receive transfer credit, you must submit the Application for Transfer of Credit form (http://www.albany.edu/content_images/creditransferapp.pdf), along with supporting documents and official transcripts.

Requirements for the satisfactory completion of research seminars, theses, field courses, clinical courses, student teaching, internships, and practica may not be satisfied by courses taken at other institutions, and such courses are not eligible for transfer credit for these purposes.

WAIVER OF REQUIRED COURSES

If you have completed courses that are similar to required courses in the M.S.I.S. program, you may be able to waive one or more of these courses. You will need a detailed course description along with a completed Application for Exemption from Required Courses form, which is available in the department office (Draper 113) or on the department's website. Students need to consult with their advisors before making such requests, which are subject to the Dean's Office approval.

Courses to be considered for waiver should be fairly recent course work. Please note that a waiver of a required course does *not* constitute a credit waiver, and thus does not alter the number of credits required for your degree.

ONLINE CLASS REGISTRATION

MyUAlbany is the University's self-service portal used by students to complete academic, financial, and campus involvement activities. Class enrollment is completed online within MyUAlbany. Prior to beginning the enrollment process each semester, you will meet with your advisor to obtain your **AVN** or Advisor Certification Number, and plan your class schedule. In addition to your AVN, you will need to know the **Class Number** of each course you wish to complete during the semester before beginning the online class enrollment process.

Step 1: Activate your UAlbany computing account to set a password and obtain your NetID.

- Activating your computing account enables access to the University's IT resources with your NetID and password.
    - NOTE: You may have completed this process upon notification of being accepted to the MSIS program. If you know your UAlbany NetID and password, then skip to Step 2.
- Instructions on how to set or reset password and obtain NetID can be found at https://wiki.albany.edu/x/r4NB

Step 2: Login to the MyUAlbany portal using your UAlbany NetID and password.

- Go to www.albany.edu/myualbany and select "STUDENT LOG ON." Enter your NetID and password. Click "Login." You have now accessed the MyUAlbany portal where you will complete the class enrollment process.
    - Reminder: Always "Sign Out" and close all browser windows when you have finished a session using MyUAlbany to protect the privacy of your information.
- Need help with MyUAlbany log on process? Troubleshooting tips can be found at https://wiki.albany.edu/x/8wRm
- Student Tutorials about MyUAlbany and the features most often used by students can be found at www.albany.edu/myualbany

Step 3: How to Register for Classes

- Log on to MyUAlbany, select the Academics tab and complete the "Steps to Enroll".
    - Select "Enter My AVN". Enter your Advisor Verification Number next to the appropriate semester for which you are registering and click 'Save'.
    - Return to Academics page and select "Enroll, Add, or Drop Classes"
        - Select the correct semester and click "Continue"
        - Within the 'Select classes to add' screen, enter the class number and click "Enter".
        - Course name and meeting times will appear.
            - If required, enter the class permission number in the "Permission Nbr" field. Permission numbers are obtained from the class instructor or the DIS Office.
        - Select "Next" and course will appear in your "shopping cart."

- Continue with the add course process until you have a schedule of classes.
- Select "Finish Enrolling" to complete the registration process.
  - Courses labeled with green check indicate successful enrollment. A red "X" indicates that an error occurred.
  - Once you are successfully enrolled in classes, you can view your class schedule.

UNIVERSITY SERVICES AND DEPARTMENTS

LIBRARY SERVICES   http://library.albany.edu/

The University at Albany has three libraries: the Main Library and the Science Library on the uptown campus, and the Dewey Library on the downtown campus. You will most likely find most of what you need for classes at the Dewey Library. Each library has a self-guided tour, which should be available in the library lobbies or at the reference desks. There are many library orientation sessions offered at the beginning of the semester to introduce you to library services, and they also offer numerous classes throughout the semester that can help you learn to use the libraries' electronic resources. For full information about these classes, consult the library web page or ask at the reference desk; there is usually a posting of upcoming classes in the lobby.

INFORMATION TECHNOLOGY SERVICES (ITS) http://www.albany.edu/its

Students at the University have access to a wide range of computing products and services in support of their academic endeavors. Information Technology Services supports the following IT resources:

- **MyUAlbany:** Self-service portal used by students, faculty and staff
- **Blackboard:** Course management system used by instructors and students for the delivery of online instruction and other class activities
- **UAlbany Mail:** University's e-mail service with access to calendaring and global address list
- **Information Commons:** Located in the University Libraries (uptown and downtown), where computers (installed with Microsoft Office and a suite of academic software) and printing services are available
- **Virtual Information Commons:** Offering internet access to University-licensed software
- **WiUAlbany (UA_WPA):** Wireless service on campus
- **S Drive:** Used for storing personal files and web pages
- **Sponsored Services for student groups under the guidance of a University faculty or staff member:**
  - Classroom Technology Support
  - LISTSERV for using email to communicate with groups of people sharing topics of common interest
  - Video Conferencing
  - Wikis for communication and collaboration concerning University-related activities
- **Non-credit workshops:** Available for Microsoft Office products, various web and graphics packages, and select administrative applications.
- In addition to the ITS website, **the askIT wiki** contains answers to common questions and has information about IT resources at UAlbany

- **HelpDesk support for students"**
  - Walk-up Location: LC-27 (Uptown campus)
  - Call Center: 518-442-3700
  - Online Service Desk: http://www.albany.edu/its/help
  - When classes are in session during the fall and spring semesters, a Tech Help student consultant is available in the Information Commons.

DOWNTOWN CAMPUS INFORMATION SCIENCE COMPUTER FACILITY

Information Science students may take advantage of free printing and computer access in Draper Hall's student computer lab, located in Draper 22 in the basement of Draper Hall. Students must sign out the key from the Information Science office in Draper 113. Any issues that may occur with the computing equipment located in Draper 22 should be reported to the Information Science Office.

ADDITIONAL INFORMATION ABOUT TECHNOLOGY USE

- Personal Computing Equipment
  - Students can purchase software for personal use at discounted prices from e-Academy
    - Log on to MyUAlbany and use the link provided within the "Technology Discounts" section
  - You are responsible for maintaining your personal computing equipment. It is recommended that you purchase a service contract or extended warranty for personally-owned equipment. You will need to contact a vendor if your computer requires support (i.e. software, hardware or operating system issue.)

- Residential Student Technical Help: 518-442-4588
  - If you live on campus, report problems with red phone and jacks in rooms, or obtain help with using Apogee wired/wireless internet service used in the residences.

Reminder from the ITS Department: "The University at Albany will never ask you to reveal your password. You should ignore any email message asking for your password, no matter who the sender claims to be or the reason given for the message." You should see this message at the bottom of any correspondence from the ITS Office.

EMPLOYMENT OPPORTUNITIES

Currently the DIS office receives numerous job notices from employers around the country including academic, corporate, public, school and special libraries, and archives. Job bulletins from other library and information science programs, announcements from several professional associations, and information regarding various types of financial aid, such as temporary and part-time student jobs, scholarships, grants, fellowships, and travel awards to attend conferences are also regularly received. Summaries of these announcements are posted regularly on the Department's employment listserv, ISTJOBS. For directions on how to subscribe to ISTJOBS, please refer to *Email Accounts, IST-L and ISTJOBS*. In addition, ISTJOBS is a good source for information about library internships and miscellaneous career opportunities. These announcements are subsequently archived on the department website at: https://listserv.albany.edu/cgi-bin/wa?Ao=ISTJOBS

Additional career resources are available on the website under *Resources for Students*.

In addition to these services, you should also refer to career development resources available on the World Wide Web. One excellent source is the Librarian's Job Search Source. The department web page also offers a list of useful career links including the American Library Association's homepage and other library school job announcement web sites. Local and regional newspapers, professional associations' job publications, and most importantly, personal contact with professionals are also excellent sources for job information. The department also highly recommends that you check the following sources located in the Dewey Library: *Library Journal*, *American Libraries*, *The Chronicle of Higher Education*, *The New York Times*, and Special Library Association's *The Special List*.

EMAIL ACCOUNTS: IST-L AND ISTJOBS

Communication among faculty and students in the Department of Information Science takes place primarily through the department's listserv "IST-L." All students should have either a University at Albany e-mail account or a commercial personal e-mail account. After establishing an e-mail account, ALL STUDENTS SHOULD SUBSCRIBE TO **IST-L** TO BE SURE THAT THEY WILL GET IMPORTANT INFORMATION ABOUT REQUIREMENTS AND ACTIVITIES. For those interested in receiving job postings that are sent to the department office weekly, the listserv "ISTJOBS" has been established. You may subscribe to IST-L or ISTJOBS using any on-campus or off-campus email account. You do not have to be an Information Science student or faculty member to subscribe.

UNIVERSITY EMAIL ACCOUNT

A student's email account is activated by completing the Password Set/Reset process. You may have already completed this process to obtain your NetID and set a password for access to MyUAlbany. If you have not completed this process, view instructions on "How to set or reset password and obtain NetID" at http://wiki.albany.edu/x/r4NB

- The University's email service, UAlbany Mail, is provided by Microsoft Live@edu
- Access to UAlbany Mail can be found within the MyUAlbany portal and by using the 'UAlbany Mail' links posted on the web pages at www.albany.edu/myualbany and www.albany.edu/its.
- Your email address is automatically created based on your first initial and last name followed by @albany.edu
  o When another student or employee has a similar name, the mail alias may contain a number or middle initial.
- If you do not know your University email address, log on to MyUAlbany and go to Other Links > Email Address.
- The University uses e-mail sent to your @albany.edu address as its official method of communication with students.
- The askIT article, Instructions for getting started with using UAlbany Mail, explains how to configure mail clients and mobile devices to receive messages from your UAlbany Mail mailbox.
- Students retain access and use of their UAlbany e-mail account until two semesters after their last semester of enrollment at the University. [Student Information about University IT Account]

SUBSCRIBING TO IST-L

1. Log on to your e-mail account.
2. Compose a message to: ***listserv@listserv.albany.edu***
3. For the message, type: ***Subscribe IST-L your name (e.g. Melvil Dewey)*** to subscribe to IST-L. To subscribe to ISTJOBS, replace ***IST-L*** with ***ISTJOBS***.

      NOTE: You cannot subscribe to both listservs in the same email message. Each subscription requires its own email message.

4. Send message. You will receive an email message confirming your subscription.

POSTING TO IST-L or ISTJOBS

1. To post a message to IST-L, send the email to: ***IST-l@listserv.albany.edu***
    To post a message to ISTJOBS, send it to: ***ISTjobs@listserv.albany.edu***
2. Enter message text.

Helpful hint: When responding to a message posted to IST-L or ISTJOBS, be sure to check the reply address in your message. At times, by pressing the reply button, your message is addressed to everyone that is subscribed to the listserv. You may avoid this embarrassment by double-checking your email before pressing send!

HOW TO RECEIVE EMAIL IN DIGEST FORM

If you would prefer to receive *one* daily email with individual job postings attached to it, you may want to sign up to receive your mail in digest form.

1. From the email account that is subscribed to IST-L or ISTJOBS, compose a message to: listserv@listserv.albany.edu
2. Leave the subject line **blank**.
3. For the message, type: ***set ist-l digest*** or ***set istjobs digest.***
4. Send message. You will receive an email confirming your subscription in digest form.

HOW TO UNSUBSCRIBE

1. From the email account that is subscribed to IST-L or ISTJOBS, compose a message to: listserv@listserv.albany.edu
2. For the message, type: ***SIGNOFF IST-L*** or ***SIGNOFF ISTJOBS***

PROFESSIONAL ORGANIZATIONS

All students in the IS department are encouraged to join at least one professional association while they are still in school. Participation in a professional organization gives students a chance to learn about career paths they are considering and to become familiar with current problems and trends in the field. There are reductions in membership dues available to student members (often extending into the first year of regular membership), and members may also make use of the association's recruiting services to assist in job placement.

The choice of possible organizations can be confusing—there are associations for almost every specialization in the field—but your initial choice of membership at the national level will probably lie between the American Library Association (ALA) and the American Society for Information Science and Technology (ASIS&T). For those who prefer to get their first taste of professional involvement at the local level, there are also regional chapters of most of these associations. Meeting with experienced colleagues, attending meetings and (eventually) serving on committees and helping to plan programs will undoubtedly assist with your career prospects and professional opportunities on a long-term basis.

*In addition to the Divisions listed, ALA and NYLA both offer numerous Round Tables. To be a member of a Round Table you must also be a member of the larger organization.

Organization	Student Membership Fees
American Association of Law Libraries (AALL) http://www.aallnet.org	$58
Special Interest Section Membership Law Library Journal AALL Newsletter	$20 each
American Library Association (ALA) http://www.ala.org	$33
American Association of School Librarians (AASL)	$20
Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF)	$50
Association for Library Collections & Technical Services (ALCTS)	$15
Association for Library Service to Children (ALSC)	$18
Young Adult Library Services Division (YALSA)	$25
Association of College & Research Libraries (ACRL)	$36
Eastern New York/ACRL http://enyacrl.org/site/	$12 (if in ACRL) $15 (if not)
Association of Specialized & Cooperative Library Agencies (ASCLA)	$15
Library Leadership and Management Association (LLAMA)	$15
Library and Information Technology Association (LITA	$25
Public Library Association (PLA)	$15

	Reference and Users Services Association (RUSA)	$25
American Society for Information Science and Technology (ASIST) https://www.asist.org/		$40
	Many special interest groups available: Arts & Humanities; Computerized Retrieval Services; Information Analysis & Evaluation; etc.	
New York Library Association (NYLA) http://www.nyla.org		$15
	Joint ALA/NYLA membership	$35
	Academic & Special Libraries Section (ASLS)	
	Reference & Adult Service Section (RSS)	
	Section of School Librarians (SSL)	
	Public Libraries Section (PLS)	
	Youth Services Section (YSS)	
	Section of Management of Information Resources & Technology (SMART)	
	Leadership & Management Section (LAMS)	
Mid-Atlantic Regional Archives Conference (MARAC) http://www.marac.info/		$20
Capital Area Archivists (CAA) http://library.albany.edu/speccoll/caa		$5
American Society for Indexing (ASI) http://www.asindexing.org		$150
Art Libraries Society of North America (ARLIS/NA) http://www.arlisna.org/		$50
Association for Information Systems (AIS) http://start.aisnet.org/		$85
Association for Information Management Professionals (ARMA) http://www.arma.org		$25
Medical Library Association (MLA) http://www.mlanet.org		$50
	Many special interest groups available	
Music Library Association (MLA) http://www.musiclibraryassoc.org		$50
Society of American Archivists (SAA) http://www.archivists.org/		$48
New England Archivists http://www.newenglandarchivists.org		$15
Special Libraries Association (SLA) http://www.sla.org Each SLA membership includes membership in one chapter and one division. Chapters bring together information professionals where they work and live; divisions bring together those who practice in a unique discipline of special librarianship. For an optional nominal fee,		$40

members may join additional chapters and divisions as well as caucuses (an informal network of discipline or interest not covered in other divisions).	
Hudson-Mohawk Library Association (HMLA) http://www.hmla.org	$10

For a more comprehensive listing of Library and Information Science organizations, check out http://slisweb.sjsu.edu/current-students/resources.

INFORMATION SCIENCE STUDENT ASSOCIATION (ISSA)

The Student Association promotes effective communication between the students in the department and acts as a liaison between the student body and the faculty. All students in the department are considered members of the Information Science Student Association. Any student with an interest in the organization is invited to attend meetings, announced regularly on IST-L. ISSA also plans events for the department, and participation and help are encouraged from all students. Comments and suggestions are also welcome.

ISSA Department Involvement:

Faculty Meetings

ISSA has a seat at the department's faculty meetings. Student representatives at faculty meetings report on the proceedings to the Student Association at its regular meetings. Student reps are free to ask questions or make comments. At times faculty members, in discussing matters that will directly affect the student body, ask the student reps what they think the student response would be to certain proposals or will inquire about their personal reactions, to be construed as typical of their peers' attitudes. Faculty meetings are held about once a month, and generally last about two hours.

Standing Committees of the Department of Information Science Faculty

Student Affairs Committee

This is the major channel of communication between faculty and students. It is made up of faculty and up to two student representatives, and addresses concerns from students, and assists the Student Association with planning department activities.

Faculty Development Committee

This committee screens candidates for faculty positions, amends the department's by-laws, and helps formulate sabbatical proposals. Up to two student representatives work with the current faculty on the committee. Student participation and input are strongly encouraged.

Curriculum and Program Development Committee

This evaluates and makes revisions to the department's programs, degrees, and courses offered by the Department. Up to two student representatives work with the faculty on the Committee. Student participation and input are strongly encouraged.

FACULTY

Philip B. Eppard, Professor and Chair of the Department of Information Science
Ph.D., Brown University
Specializations: archival administration and preservation; the history of archives, libraries, publishing and reading; and documentary editing.

Hemalata Iyer, Associate Professor
Ph.D., University of Mysore, India
Specializations: classification theory, knowledge organization and information retrieval.

Abebe Rorissa, Associate Professor
Ph.D., University of North Texas
Specializations: multimedia information organization and retrieval, information and communication technologies.

Donghee Sinn, Associate Professor
Ph.D., University of Pittsburgh
Specializations: archives, archival use/user studies, archiving web contents, archives and public memory.

Joette Stefl-Mabry, Associate Professor
Ph.D., Long Island University
Specializations: educational technology, human computer interaction.

Xiaojun (Jenny) Yuan, Assistant Professor
Ph.D., Rutgers University
Specializations: Human information behavior and human-computer interaction

OFFICES AND TELEPHONE NUMBERS

University Offices and Services	Phone Number (518 area code)
Academic Computing (IT) Help Desk Services	442-3700
Admissions, Graduate / Undergraduate	442-3980 / 442-5435
Bookstores	Campus Center: 442-5690 (Fax: 442-5685) Mary Jane Books: 465-2238
Financial Aid, Office of (CC G26)	442-3202
Health Center, University	442-5454
Housing, On-Campus (Residential Life & Housing)	442-5875
Library	Main: 442-3600 Dewey (Downtown Campus): 442-3691
Parking Management (Public Safety Bldg.)	442-3121
Police, Campus	Non-Emergency: 442-3130 Emergency: 442-3131 or 911 Security (Husted Lobby): 442-5981
Registrar's Office (CC B52)	442-5540
Student Accounts (CC G26)	442-3202
SUNYCard Office (CC B52)	442-5989
University Switchboard	442-3300