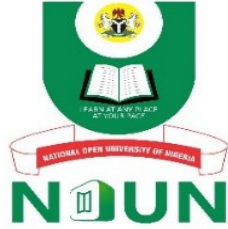


DEPARTMENT OF LIBRARY & INFORMATION SCIENCE



STUDENTS HANDBOOK

NATIONAL OPEN UNIVERSITY OF NIGERIA



NATIONAL OPEN UNIVERSITY OF NIGERIA
91 CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESS WAY, JABI, ABUJA FCT

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

BLIS PROGRAMME

**STUDENTS'
HANDBOOK**

2018 - 2023

Nigeria National Anthem

1. Arise, O compatriots, Nigeria's call obey
To serve our fatherland
With love and strength and faith
The labour of our heroes past
Shall never be in vain
To serve with heart and might
One nation bound in freedom, peace and unity.

2. Oh God of creation, direct our noble cause
Guide our leader's right
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where peace and justice shall reign.

National Open University of Nigeria Anthem

National Open University of Nigeria

Determined to be the foremost University in Nigeria

Providing highly accessible and enhanced quality education

Anchored by Social justice, equity, equality and national cohesion

Come to NOUN

For quality, cost-effective and flexible learning

That adds lifelong value, for all who yearn

For quality education and for all

Who seeks knowledge.

NATIONAL OPEN UNIVERSITY OF NIGERIA

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FOREWORD

The Department of Library and Information Science is delighted to present this maiden handbook as one of the first steps in informing you of the programmes that lead to the Bachelor of Library and Information Science (BLIS) award of the National Open University of Nigeria (NOUN). It is like a compass to guide you through the courses all students across the levels are expected to register for, study and pass. It specifies the requirements for admission into 100 and 200 levels. New students often stagger at the appropriate number of credits to carry in each semester and meet the minimum requirements. This handbook has unequivocally listed the course combination and the number of credit units spanning General Studies (GST), Core, Cognate and Elective courses.

Therefore, this handbook is a document that introduces you to the general academic information to make your journey to the National Open University of Nigeria seamless and successful. It serves as the bedrock and operational map that regulates your primary academic interactions in each semester.

The handbook also provides information on academic advisers you can contact when confronted with thorny issues in your academic journey. It is essential to take note of the academic adviser for your level. Those advisers are usually handy and helpful in charting your course, guiding you in meaningful decision-making, and planning your programme profitably.

Interestingly, this handbook is available in print and online. You can access it conveniently anytime you require the necessary information contained therein. As information professionals, I assure you that the contents of this handbook will be reviewed and updated constantly and consistently.

I urge you to thoroughly review the contents to be guided appropriately in your semester registrations throughout your three- or four-year programme.

You are welcome to the Department of Library & Information Science; where we are poised to train and transform you into a 21st-century information specialist that will be sought after locally and internationally.

Ukoha O. Igwe, *PhD, CLN, MNIM*
Ass. Professor, LIS, NOUN

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AG. HEAD OF DEPARTMENT**

1.0 NAME OF THE PROGRAMME:

Bachelor of Library and Information Science (BLIS). This is a first-degree programme in Library and Information Science currently housed in the Faculty of Education.

2.0 PHILOSOPHY AND MISSION OF THE PROGRAMME

The philosophy of the library and information science education in NOUN is to impart the knowledge, techniques, and skills of library and information work to the students through the Open and Distance Learning (ODL) mode. To this end, the needs of society and the current trends in the use of ICT in information organisation and dissemination are considered in designing the BLIS programme. This is in tandem with the national objectives of education as contained in section one and paragraph one of the National Policy on Education, which states:

-
- a) ~~A free and democratic society~~
 - b) A just and egalitarian society
 - c) A united, strong, and self-reliant nation
 - d) A great and dynamic economy
 - e) A land of bright and full opportunities for all citizens

Within the above context and the basic tenets of ODL (flexibility, affordability and accessibility), the philosophy of education for library and information science at the National Open University of Nigeria is based.

2.1 Vision of the Programme

The vision of the BLIS programme is to provide an accessible, affordable and flexible platform to produce qualified and competent librarians capable of adding value in information management and the provision of state-of-the-art library and information services to all sectors of the economy.

2.2 Mission of the Programme

The Department's mission is to educate, train, and produce 21st-century librarians and scholars and enhance the skills of library and information professionals through teaching, research, innovation and services.

3.0 GOALS AND OBJECTIVES OF THE PROGRAMME

3.1 Goals

The Department of Library and Information Science offers a graduate-level program of preparation for careers in all types of libraries and information centres that:

- Provides students with a robust and well-rounded education through a curriculum that reflects the profession's immediate and long-range needs and prepares students to be leaders in a changing field.
- Sustains an environment supportive of students, faculty members, and staff from all segments of a multicultural, multi-ethnic, and multilingual society.
- Promotes excellence in research contributions to the base of theoretical and practical knowledge in library and information science.

- It helps students understand how to meet individuals and groups' varied and changing information needs in a global society.
- Provides public service through continuing education programs, library and information centres' consulting services, and professional organisations' participation.
- Encourages students, faculty members, and alumni to shape the future of the profession by filling critical roles in organisations involved in all aspects of the information cycle.

3.2 Objectives:

The general objective of the programme is to prepare students with the appropriate professional knowledge and technological skills to be globally competitive and nationally relevant in various library and information work environments. The specific objectives of the library and information science training in NOUN are:

- to provide the opportunity to qualified individuals to pursue a career in Library and Information Science through ODL,
- to produce library and information professionals for all types of libraries and information centres,
- to equip the products of the programme with relevant theoretical knowledge, practical skills, and techniques to develop and enhance their job performance,
- to encourage the spirit of inquiry and creativity among the library and information professionals to understand the emerging concepts of the role of information in a complex multi-cultural, multi-ethnic, and broadly non-literate society like Nigeria,
- to provide prospective library and information professionals with the intellectual and professional background adequate for their assignments and make them adaptable to any changing situation,
- to provide an understanding of the role of the new communication technology (e.g., the Internet) in handling information.

PART 1: INFORMATION FOR NEW STUDENTS

1.0 Introduction

Once a student has been offered admission into the programmes, the next exercise is to become a bona fide student of the university after registration and documentation at the study centre. This involves taking several steps which are sequentially described in the succeeding subsections.

1.1 Orientation Programme

This is designed to help new intakes become familiar with the overall university environment considering the fact that the Open Distance Learning mode is different from their previous study approach. The exercise will help them know and locate the first contact points and registering for courses of study. The rules, regulations and administrative set up of the university will be made known to them. Students are introduced to the use of university facilities, lines of communication, teaching staff and Learner Support Services (LSS) put in place to make their transition as smooth as possible.

1.2 Deferment of Admission

Students who for one reason or the other are unable to take up and continue their registration can write the University for Deferment. Such students will write to inform the University of their readiness to take up the offer of admission. (After one year of deferment, if the student seeks for an extension, the student needs to write again for the extension).

1.3 Change of Programme:

1.3.1 Registered Students who wish to change their Programme of Study:

Students can apply for a change of programme as long as they are qualified for the programme. Such students if already registered would have to buy a change of programme form which will be endorsed by the Centre Director and sent to the respective Faculty for approval before the change can be effected by the MIS/ICT personnel.

1.3.2 New Students who are Wrongly Admitted into a Programme

If a new student is wrongly admitted to a programme, then such a student should lay his/her complaint in writing through the Director to MIS/ICT/Administrative officer.

1.3.3 Students Complaint using NOUN E-Ticketing Support System

The Support Ticketing System, in response to the challenges of Students, provides an integrated mechanism for receiving, resolving and monitoring of complaints and enquiries without physical contact between the complainants and the response team. All the complainant or enquirer needs to do is visit the website to state his/ her complaints and a number would be assigned to them for ease of tracking of the complaint in case the complaint is not addressed satisfactorily. This is, however, unlikely as all tickets are subjected to further scrutiny by higher authorities within the institutional structure. The system engenders transparency and provides the opportunity to track not only the staff that resolved the complaint but also the time taken to do so for quality

assurance purposes. Upon the receipt of the complaint or enquiry, the system assigns it to the appropriate unit depending on the nature of the complaint. The software is able to do these automatic assignments based on the institutional structure of the client as fed into the system before deployment. In addition, the system is provisioned with a reporting or an alarm system that alerts the top executives as to the status of any ticket raised and the action(s) taken on it as well as the actors involved. Go to the NOUN support portal at <https://support.nou.edu.ng> for any of your complaint and enquires.

PART 2: PROGRAMME AND DEGREE AWARD REQUIREMENTS

2.1 Course Structure for the Programme

The Library and Information Science Department operate a complete Course Credit System (CCS) for its 3-year and 4-year degree programmes. This implies that some students are admitted at 100 level while others are at 200 level. The students admitted at 200 levels will spend a minimum of $3 \times 2 = 6$ semesters, while those admitted at the 100 level will spend a minimum of $4 \times 2 = 8$ semesters. This aligns with the Course Credit System (CCS) introduced into the Nigerian University System in compliance with the National Universities Commission (NUC) minimum academic standard.

2.2.1 Prerequisite Course

This refers to any course which must be passed before a student would be allowed to register for a certain specified course at a higher level. It is expected that students who did not pass a prerequisite course but have obtained an acceptable level of achievement (decided by the Senate) can be allowed to register concurrently for the prerequisite course that failed with the higher-level course.

2.2.2 Registration Procedure

The University's registration system is computerized and so the registration exercise is online. Each student is provided with internet access, user name, and password to log on the registration portal of the University. For fresh students, the registration procedures include participation in interview and screening exercise where credentials are screened for authenticity.

Registration processes in National Open University of Nigeria are treated with utmost seriousness. Without proper registration and documentation, one cannot become a *bona fide* student of the University. Registration for courses and examinations by both fresh and returning students take place at the Study Centers. Registration exercise shall not last more than 4 weeks after which the course registration portal closes. However, examination registration can continue for another 4 weeks after which the portal will close for the semester.

2.2.3 Opening and Closing of Registration Portal

The registration portal is usually opened at the start of a new semester and closes 4 weeks after for course registration and 8 weeks after ready for examination registration.

PART 3: REGISTRATION OF COURSES

3.1 Course Re-registration

Course registration is done online on the university's registration portal at www.nouonline.net. Students are expected to register for courses after they must have completed payment for the semester. (For fee schedule, visit <http://www.nouedu.net/page/fees-schedule>).

3.2 Add and/ or Drop Courses

In the process of registration, a student for one reason or the other may decide not to take a course already registered for. Such a student is allowed to drop the course and add (replace) it with any other course for the same amount of registration fee. This must be done within the registration period for that semester.

3.3 Credit Transfer

Credit Transfer is the process by which recognition is granted by NOUN to applicants on the basis of previous studies undertaken in another institution, and also on the basis of prior learning. Credit Transfer may be approved when a course previously passed in another institution is assessed as being equivalent to a course in NOUN.

3.4 Credit Unit

Credit Unit (CU) represents the weight assigned to the course, and is recorded in unit hours. One credit is considered as one hour of classroom lecture per week or two hours of laboratory exercise per week.

3.4.1 Minimum Credit Unit Requirement

There is minimum credit weight loading of courses allowed at any particular semester for academic purposes. However, the minimum number of credits one can register for in a semester in the open learning system is still dictated by one's purse and time availability.

3.4.2 Maximum Credit Unit Requirement

There are a maximum number of credits the University can allow for registration in a given semester. A student cannot register more than 24 unit in a semester.

3.5 Core Courses

There are core courses that are compulsory for all students across the three programmes. A student must pass these core courses before he/she will be allowed to register for courses at the next level or indeed graduate if the courses are at the highest level of the three programmes.

3.6 Elective Courses

These are courses available in one's domicile University or from other faculties in the University. While students are advised to work hard and pass their elective courses, they can still graduate if they have sufficient credit units if they failed some elective courses. They should however note that the number of failed courses will eventually affect their grading, because all such failed courses will be used in computing their Cumulative Grade Point Average (CGPA).

3.7 Grade Point (GP)

This involves the assigning of numerical or alphabetical letter to the scores of students at examination, reports or projects. Letter systems generally run from A (5 points), B (4 points), C (3 points), D (2 points), E (1 point), and F (0 point).

3.7.1 Grade Point Average (GPA)

This refers to the evaluation of students' performance in any semester. It is the average of weighted grades points earned in the courses offered by a student in a semester. The GPA is calculated as follows:

$$\text{GPA} = \text{GP} \div \text{TCR}$$

Where:

GP: Grade Point

TCR: Total Credits Required

3.7.2 Cumulative Grade Point Average (CGPA)

The CGPA represents an up-to-date average (i.e. cumulative) of the GPA earned by the student in at least two semesters. It is an indication of the student's overall performance at any point in the course of his/her training at the University. Cumulative Grade Point Average (CGPA) is attained after two semesters or more in an academic programme.

Calculation of CGPA/GPA

CGPA is calculated as follows:

$$\text{CPE/CCR}$$

Where:

CPE = Cumulative Points Earned

CCR = Cumulative Credits Registered

3.8 General Studies Courses

Regardless of the academic programmes at the undergraduate level in which a student is enrolled, all first-year undergraduate student and Direct entry must register for and pass some general courses. These are GST courses. If a student fails any of these, he or she would not be allowed to graduate. These courses are:

Courses

1. GST 101 - Use of English and Communication Skills I
2. GST 102 - Use of English and Communication Skills II
3. GST 103 - Computer Fundamentals
4. GST104 – Use of Library
5. GST 105 – History and Philosophy of Science
6. GST 107 – A Study Guide for the Distance Learners
7. GST 201- Nigerian Peoples and Culture
8. GST 202 – Fundamentals of Peace Studies and Conflict Resolution
9. GST 204 – Entrepreneurship and Innovation
10. GST 302 – Business Creation and Growth

3.9 Programme Delivery Method

The NOUN employs a range of delivery methods to take education to the people and make learning an enjoyable activity. These methods include:

- Printed instructional materials, audio, video tapes and CD -ROMs.
- Electronic transmission of materials in multimedia (voice, data, graphics, video, zoom).

Study Centres in each of the geo-political zones, states and local government areas shall perform critical roles in the delivery of instruction. Study Centres are resource places where a student picks up a course and other study materials and interacts with instructional facilitators and tutors, student counsellors, study centres directors and other students. Several other learner support facilities, including internet browsing, e-mailing, library and a range of communication channels, are also available at the study Centres.

3.10 Research Projects Grading, Moderation and Mode of Submission

3.10.1 Research Projects

A research project is a compulsory course for every student of the faculty and must be registered and passed before a student is considered for graduation.

The steps involved in the research project are listed as follows:

- Study Centres assign students to qualified supervisors. Projects should be assigned to supervisors with PhD in relevant areas of specialisation.
- Students are to submit three topics to their supervisors.
- Supervisors approve one topic after necessary modifications and endorse the approval form.
- Students forward approved topics to the Study Centre.
- Study Centre Directors collate approved topics and send them to the Faculty in Excel format.

3.10.2 Grading

- Study Centres should make available Project Assessment Sheet to Supervisors to avoid discrepancies observed in assessment and grading sheet use.
- Project Supervisors should utilize Faculty assessment sheet to assess students' project work.
- Any assessment done on any other form different from the Faculty assessment sheet would be rejected.

3.10.3 Submission of Completed Students' Projects and Scores

Study Centres upload students' scores (supervisor's score) on Project Assessment Sheet on (PAS) for moderation. Completed project reports are sent directly from Centres to any of the zones which the centres belong to. Departmental representatives appointed will guide and monitor the external moderators invited for the exercise.

3.10.4 Moderation of Projects

- External moderators of the rank of Associate Professor and above are invited from other Universities.

- Each moderator would be assigned to minimum of thirty projects in a programme to assess for four to five days.
- Project moderation assessment forms are given out to the moderators to specifically reassess the projects.
- The scores given by the external moderators would be uploaded on the NOUN's Project Administration System (PAS). The final moderated project scores would be uploaded into NOUN's Management and Information System (MIS) platform for further processing before a final transfer to each student's portal.

3.10.3 Students' Examination Guidelines and Regulations

Examination constitutes a very important aspect of the University's activities, and the conduct of examination is taken seriously by the Department. The Department will not condone any form of examination malpractice or misconduct. Students are therefore advised to abide by all the rules guiding examinations:

1. A student's matriculation number serves as his/her examination number.
2. Students should normally write examinations at their designated centres.
3. Students must bring to the examination hall their writing materials and any other material which may be permitted by the University for a particular examination. These materials must have been listed as essential for certain question(s).
4. Students arriving 30 minutes after the commencement of an examination shall be allowed to sit for the examination only at the discretion of the Supervisor. Such a student will not be allowed extra time.
5. Once a student is admitted into the examination hall, he/she may not leave the hall until he/she has finished the examination. If for any cogent reason, the student must leave the Hall, he/she must do so with the permission of the Supervisor.
6. A student must be accompanied by an invigilator if permitted to leave the examination hall temporarily (e.g., visiting the restroom, etc.)
7. No answer booklets other than those supplied by the University are allowed in the examination hall. All rough works must be done in the supplied answer booklets and crossed out neatly. All supplementary answer sheets/booklets must be tied/attached to the main answer booklet.
8. Silence must be observed in the examination hall. Any student requiring the attention of the invigilator should raise his/her hand.
9. Any activity or behaviour which may be construed as examination misconduct or malpractice (e.g. cheating etc.) shall be liable to discipline in accordance with the University's rules and regulations governing examination as contained in the Students' Handbook
10. Communication between students is strictly forbidden during examinations. Any student found receiving or giving assistance would be sanctioned. Such a student may be required to withdraw from the examination and subsequently made to face the university examination malpractice panel.
11. Students are not permitted to smoke or sing or pray aloud or engage in any activity that may distract others in the examination halls.
12. Bags and briefcases are not allowed in examination halls. The University will not be liable for any loss or damage of a student's personal effects/property.
13. Un-authorized materials (such as textbooks, course materials, notebooks, sheets/scraps of papers) in printed or electronic form are not allowed in examination halls.
14. Papers and mobile phones are not permitted at all in examination halls.

15. Students must observe the Supervisor's instructions regarding the commencement and end of an examination. Students who start writing before being told to do so, or who continue writing after being asked to stop would be sanctioned.

4.0 ADMISSION REQUIREMENTS

4.1 Compulsory O-Level Requirements

Credit passes in **five (5)** subjects which must include the following:

Subject	Minimum Grade
Mathematics	C6
English Language	C6

The candidate **MUST** possess Credit passes in the Senior Secondary Certificate Examination (SSCE) or its equivalent in five (5) subjects, including English and Mathematics, in not more than two sittings.

ENTRY-LEVEL: 200 (DIRECT ENTRY, MINIMUM OF 3 YEARS DURATION)

COMPULSORY O-LEVEL REQUIREMENTS

The candidate **MUST** possess Credit passes in Senior Secondary Certificate Examination (SSCE) or its equivalent in five (5) subjects, including English and Mathematics, in not more than two sittings.

Direct Entry (3-year degree programme): Any candidate with the following qualifications is admissible:

Acceptable A-Level Subjects

Library Science	D
Social Studies	D
Other Social and Science subjects	D

Acceptable Diploma Results

Library Science	Merit
Information Management/related discipline	Merit

Acceptable NCE Results

Education	C
Library Science	C
Any other Social/Science Combination	C

Duration of the Programme

The B.LIS programme in library and Information Science will run for 3 or 4 years, depending on the point or level of entry.

4.2 Programme Structure and Degree Rules

√ For a four-year degree programme, a minimum of 125 units is required for graduation.

- √ For a direct entry programme (3 years) a minimum of 95 units is required for graduation; and
- √ The student must pass all the core, GST, and cognate courses offered during the programme.

4.3 Graduation Requirements

Every undergraduate student should determine and be conversant with the minimum credits required before graduation. Such knowledge is needed to guide them in spreading their academic engagements throughout the 8 or 6 semesters they will pursue their studies. In the library and information science programme, students admitted at the 100 level earn a minimum of 125 credit units. In comparison, those admitted at the 200 level needs a minimum of 95 credit units to graduate, while those admitted at the 300 level needs a minimum of 61 credit unit to graduate.

Generally, it is expected that:

Students should register for a minimum of 15 credit units and a maximum of 20 credit units per semester. Students are strongly advised not to over register for courses as it could damage their success at the end of the day. Students must have at least 75% attendance in all facilitations, tutorials, and practical training sessions to qualify for semester examination in any course registered for.

The Tutor Marked Assignment, which is 30% of the final student grade, shall be administered in the facilitation period.

The Semester examinations shall be conducted at the end of every semester, and they shall carry 70% of the total weight of each course. These examinations can either be administered as e-examination or pen-on-paper examinations.

4.4 Staff/ Student Workload

- Every full-time student should be required to register for a minimum of 15 credit units per semester and a maximum of 24 credit units except for students on field experience.
- A full-time lecturer, on the other hand, should have a minimum online facilitation load of 8 credit units per semester.

4.5 Degree Classification

Degrees in Education are classified into three levels as follows:

1st Class Honour Degree with a cumulative grade point average of 4.5 – 5 points.

2nd Class Honour Degree; Upper with Cumulative grade point average of 3.50 – 4.49,

2nd Lower Degree with a cumulative grade point average of 2.40 – 3.49.

3rd Class Degree with a cumulative grade point average of 1.50 – 2.39.

Pass Degree with a cumulative grade point average of 1.00 – 1.49.

4.6 Probation/ Withdrawal of Underperforming Students

A student is on probation after failing to obtain a 1.0 GPA at the end of two academic semesters. However, a student who had remained on probation for two consecutive academic semesters and could not attain 'good academic standing' status at the end of that year of study shall be withdrawn from the programme of study. A failure in any course unit registered for shall be recorded as such. It can be redeemed by taking and passing the examination of the said failed course unit in another semester. A student is said to have passed an examination by obtaining a pass mark of 40%.

4.8 Course Credit Unit System

This is a system of organisation of the curriculum in which courses are broken down into units and are examinable and for which students earn credit(s) if passed. The courses are assigned weights allied Credit Units. E.g. two credits units means two hours of online facilitation per week, including practical. The online class could be scheduled as synchronous or asynchronous. The use of the forum, class discussion and online contents will be utilised.

4.9 Grade Point Average and Cumulative Grade Point Average

Performance in any semester is reported in Grade Point Average. This is the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by multiplying the Grade Point Average in each course by the number of Credit Units assigned to that course and then summing these up and dividing by the total number of Credit Units taken for the semester.

Table 1: SCORING AND GRADING SYSTEM

(i) Credit Units	(ii) Percentage Scores	(iii) Letter Grades	(iv) Grade Points	(v) Grade Point Average(GPA)	(vi) Cumulative Grade Point Average (CGPA)	(vii) Class of Degree
Vary according to the study hours assigned to each course per week and according to the workload carried by each student	70-100	A	5	Derived by multiplying i and v, and dividing by the total credit units	4.50-5.00	1st Class
	60-69	B	4		3.50-4.49	2nd Class Upper
	50-59	C	3		2.40-3.49	2nd Class Lower
	45-49	D	2		1.50-2.39	Third Class
	40-44	E	1		1.00 – 1.49	Pass*

* It is important to note that the classification of undergraduate degrees ends in Third Class. Pass is no more accommodated or recognised in first-degree result classification.

5.0 Evaluation

5.1 Techniques of Students Assessment

The students shall be assessed through a combination of the following methods:

- (a) Written essay examination (Pen on Paper)
- (b) Computer based objectives examination (e-exam)
- (c) Essay assessment with the use of computer
- (d) Individual and group projects
- (e) Term paper/Presentation
- (f) SIWES
- (g) Project Writing

5.2 COURSE ASSESSMENT

Learners are encouraged to have at least 75% attendance of online facilitations through their Virtual Learning Environment (VLE). The Tutor Marked Assignment, which is 30% of student's final grade, shall be administered during the facilitation period.

The Semester examinations are conducted at the end of every semester, and they carry 70% of the total weight of each course. These examinations can either be administered as e-examination or pen-on-paper examinations.

5.3 FACILITATION

Students will receive online facilitation. The facilitation is learner-centred. The mode of facilitation shall be asynchronous and synchronous.

For the **asynchronous facilitation**, the facilitator will: Present the theme for the week; Direct and summarise forum discussions; Coordinate activities on the platform; Score and grade activities when needed; Upload scores into the university-recommended platform; Support and help you to learn. (In this regard personal emails may be sent); Send videos, audio lectures, and podcasts to the students.

For the **synchronous facilitation**: There will be eight hours of online real-time contacts in the course. This will be through video conferencing in the Learning Management System. The eight hours shall be of one-hour contact for eight times. At the end of each one-hour video conferencing, the video is uploaded for viewing at your pace. The Facilitator concentrates on the main themes you must know in the course. The facilitator will present the online real-time video facilitation timetable at the beginning of the course. The facilitator will take the student through the course guide in the first lecture at the start date of the facilitation. Students are expected to contact the facilitator if they do not understand any part of the study materials or the assignments; or have difficulty with the self-assessment exercises.

5.4 EXAMINATION REGULATIONS

(a) The courses must be offered in progressive tiers. This means that 100-level courses are to be offered and passed (especially if they are prerequisites) before a candidate is allowed to register for the higher tier of courses.

(b) Learners are encouraged to have at least 75% attendance of online facilitations through their Virtual Learning Environment (VLE).

5.4.1 ELIGIBILITY FOR GRADUATION: MINIMUM REQUIREMENTS

To be awarded the degree of Bachelor of Library & Information Science in the department, you are expected to pass a minimum of 125 and 95 credit units for the four-year and three-year programmes, respectively.

5.4.1 Exam

The weighting of the examination is 70% of the final grade, course by course. The final grade of a student in a semester consists of an examination. Examination is written at the end of each semester.

5.4.1 External Examination System

External Examiners shall be used to moderate final year courses and projects.

5.4.1 Students' Evaluation of Courses

The students shall evaluate each course at the end of each semester. The students shall evaluate the quality of course materials, facilitation, facilitator or course coordinator's feedback, and learner support on the course.

WEIGHTING AT DIFFERENT LEVELS

Total Credit Units for 100 Level Students

GST Courses		Units
i. GST 101	Use of English and Communication Skills I	2
ii. GST 102	Use of English and Communication Skills II	2
iii. GST 103	Computer Fundamentals	2
iv. GST 104	Use of Library	2
v. GST 105	History and Philosophy of Science	2
vi. GST 107	A Study Guide for Distance Learners	2
Total		12

Core Courses

1. LIS 101	Information Literacy	2
2. LIS 102	Libraries and Society	2
3. LIS 103	Introduction to Library & Information Work	2
4. LIS 104	Introduction to ICT in Library & Information Services.	2
Total		8

Cognate Courses

Students should register for cognate courses of ten credit units from their faculty of choice – Education, Social Sciences, Arts, Science etc.

Elective Courses

1. LIS 105	Information Systems, Resources and Services	2
2. LIS 107	Basic Computer Skills & Operating Systems	2
3. LIS 108	History of Writing, Publishing & Book Trade	2
4. LIS 109	Introduction to African Information Environment	2

The total credit units for 100 level courses (Core, GST, Cognate and Electives):

GST	12	Credit Units
Core courses	8	Credit Units
Cognate	10	Credit Units
Electives	4	Credit Units

Total **34 Credit Units**

Total Credit Units for 200 Level Students

GST Courses		Units
i. GST 201	Nigerian Peoples and Culture	2
ii. GST 202	Fundamentals of Peace Studies and Conflict Resolution	2
iii. GST 203	Introduction to Philosophy & Logic	2
iv. GST 204	Entrepreneurship & Innovation	2
Total		8

Core Courses

1. LIS 201	Organisation of Knowledge (Classification)1	3
2. LIS 202	Information Retrieval (Cataloguing)1	3
3. LIS 203	Reference & Information Sources & Services	2
4. LIS 204	Technical Services in Libraries and Information Centres	2
5. LIS 205	Internet and Information Searching	2
6. LIS 206	Introduction to Information Science	2
7. LIS 207	Bibliography & Citation Techniques	2
8. LIS 210	Library Application Software Packages	2
Total		18

Cognate Courses

Students should register for cognate courses of ten credit units from their faculty of choice – Education, Social Sciences, Arts, Science etc.

Elective Courses

1. LIS 211	Learning & Communication Skills	2
2. LIS 212	Indigenous Knowledge Management	2
3. LIS 213	Library & Information Services to People with Special Needs	2
4. LIS 214	Literature & Library Services for Young People	2
5. LIS 215	Rural Information Systems, Services & Packaging	2
6. LIS 217	Business Information Systems and Services	2
7. LIS 218	Introduction to Telecommunication	2
8. LIS 219	Multimedia Application in Libraries and Information Centres	2

Total Credits

The total credit units for 200 level courses (Core, GST, Cognate and Electives):

GST	8	Credit Units
Core courses	18	Credit Units
Cognate	10	Credit Units
Electives	8	Credit Units
Total	44	Credit Units

Total Credit Units for 300 Level Students

GST Courses		Units
i.	GST 302: Business Creation and Growth	2
Core Courses:		
1.	LIS 301 Collection Development	2
2.	LIS 302 Organisation of Knowledge II	3
3.	LIS 303 Information Retrieval (Cataloguing) II	3
4.	LIS 305 Research Methodology & Statistics in Library & Information Science	3
5.	LIS 306 Indexing and Abstracting	2
6.	LIS 307 Preservation & Security of Lib & Info. Resources	2
7.	LIS 308 Entrepreneurship in Lib & Information Services	2
8.	LIS 310 Records Management and Archives Administration	2
9.	LIS 312 SIWES (Student Industrial Work Experience Scheme)	6
	Total	31

Cognate Courses

Students should register for cognate courses of ten credit units from their faculty of choice – Education, Social Sciences, Arts, Science etc.

Elective Courses

1.	LIS 315 Management of School Libs & Media Res. Centres	2
2.	LSI 316 Advocacy & Marketing of Lib. & Info. Services	2
3.	LIS 317 Public Information Systems & Services	2
4.	LIS 318 Database Design and Management	2
5.	LIS 319 Management of Serials Publications	2
6.	LIS 320 Resource Sharing and Networking	2
7.	LIS 321 Management and Use of Government Publications	2
8.	LIS 322 Information Representation and Packaging	2
9.	LIS 323 Academic Information Systems & Services	2
10.	LIS 324 Specialised Information Systems & Services	2
11.	LIS 325 National Information Systems & Services	2
12.	LIS 326 Introduction to Application Packages	2
13.	LIS 327 Introduction to Computer Operating Systems	2
13.	LIS 328 Financial Management in Lib and Information Services	2

GST	2	Credit Units
Core courses	19	Credit Units
Cognate	10	Credit Units
SIWES	6	Credit Units
Elective	8	Credit Units_

Total **45 Credit Units**

Total Credit Units for 400 Level Students

Core Courses		Units
1. LIS 401	Research Project	6
2. LIS 402	Automation in Library Services & Information Centres	2
3. LIS 403	Information Seeking Behaviour	2
4. LIS 404	Web Technologies	2
5. LIS 405	Management of Libraries and Information Centre	2
6. LIS 406	Knowledge Management	2
7. LIS 407	Management of Digital/Virtual Libraries	2
 Electives:		
1. LIS 408	Information Policy & Analysis	2
2. LIS 409	Information Systems Analysis & Design	2
3. LIS 410	Politics and Economics of Information	2
4. LIS 411	Library Architecture	2
5. LIS 412	Project Management and Evaluation	2
6. LIS 413	Publishing & Book Trade	2
7. LIS 415	Bibliography in Subject Areas	2
8. LIS 416	Introduction to Digital Information Systems & Services	2
9. LIS 418	Personnel Management in Libraries & Information Centres	2

The total credit units for 400 level courses (Project, Core, and Elective courses):

Project	6	Credit Units	
Core courses	12	Credit Units	
Electives	12	Credit Units	-
Total	<u>30</u>	Credit Units	

CREDIT LOAD/WEIGHTING OF UNIT

All taught courses in the Department carries 2 or 3 credit units, while the Students Industrial Work Experience Scheme (SIWES) which is generally regarded as Industrial Attachment, is the field experience carried out at the end of 300 level, and it is six credits. And the final year project carries six credits.

COURSE DESCRIPTIONS

100 LEVEL

LIS 101: Information Literacy

2CU

Definitions and descriptions of Concepts; Functions and importance of Information Literacy; characteristics and types of information; Theories, models and practice of information literacy; Methodology of Information Literacy; Development of Information Literacy Programs for Libraries, Communities, Agencies, Business organisations, Education and Other Information

Institutions; information literacy skills; information needs and wants/desires; information sources; information access tools; search strategies; information literacy skills; Internet as information provider; ethical issues in information access and utilisation; Relationship Between Technology and Information Literacy; Application of Information Literacy in Library and Information Centres; Trends in Information Literacy

LIS 102: Libraries and Societies

2CU

Definition and descriptions of concepts and scope of library and society; factors determining the establishment and patterns of library services in society with particular reference to Nigeria; library as medium of communication and its relationship with other information and communication systems; history of libraries- Ancient, Medieval and Renaissance and digital age periods; history of libraries in Nigeria; functions of different types of libraries; oral traditions; literacy and libraries; intellectual freedom and censorship; librarianship profession and professional responsibility; the impact of information and communication technology on cultural, ethnic and linguistic groups in Nigeria.

LIS 103: Introduction to Library and Information Work

2CU

Definition and descriptions of concepts, the origin and background of man; intellectual history; foundation and development of information transfer in ancient period, the middle ages or medieval period; the renaissance period; the enlightenment and age of reasoning; the information age; information society; Importance of libraries and information in the educational and learning process; Types of libraries and information centres; the information worker; social issues relating to libraries & information Centres; information institutions and organisations; information networking; role of professional association and bodies in the transfer of information; professional qualities and advancement of information worker.

LIS 104: Introduction of ICT in Library and Information Services

2CU

Definition and descriptions of Concepts, Development of ICTs in Pre-Electronic and Electronic Era; Types and Functions of ICTs; Data Communication, Modulation and Demodulation; ICT applications to technical service; ICT application to readers' services; ICT applications in information access and retrieval; ICT application in library management and promotion; The Internet and world wide web technologies as an information resource; electronic Storage System such as Magnetic Storage devices; CD-ROMs, Flash drives, Hard disk etc. ICT application in

Library services; Impact of ICT in Libraries and Information Centres; Ethical issues and Considerations; Challenges and prospects of ICT application in Nigerian libraries.

LIS 105: Information Systems, Resources & Services

2CU

Definition and descriptions of concepts; types of Information Systems, Sources, Resources and Services; The relevance of information systems, resources and services in communication and information access, retrieval and transfer; The nature and characteristics of information systems, resources and services; Digital information systems, resources and services; Evaluation of Information systems, sources, resources and services; Information Access, Storage and Utilization; User Education; ICT application to information resources and services access and management; Factors affecting the Development of Information sources, Resources, services in Nigeria.

LIS 107: Basic Computer Skills & Operating Systems

2CU

Definition and descriptions of concepts; evolution and types of computer; basic components of computer system; computer operating systems and functions; the relevance and application of computers in information access, dissemination and transfer; the essential skills and competences required for effective computer utilisation especially in library and information services delivery; challenges in the utilisation of computer technologies in library and information services in Nigeria.

LIS 108: History of Writing, Publishing and Book Trade

2CU

Definition and descriptions of concepts; essence and types of writing and publishing as medium of communication and documentation of ideas, events and issues in ancient times transiting to modern times; book chain and book trade in information and knowledge acquisition; information dissemination and transfer; the effect of technologies applications on writing, publishing and book trade.

LIS 109: Introduction to African Information Environment

2CU

Definition and descriptions of concepts; analysis of different typical traditional African societal settings, traditions and culture; types of information and information generation, documentation and transmission; sources of information and channels of communication and information transfer; information access and utilisation; and ethical issues in information generation, storage,

access, transmission and utilisation in typical African societies; challenges of information management and utilisation in Nigerian traditional information environment.

200 LEVEL

LIS 201: Knowledge Organisation (Classification) I

3CU

Definition and descriptions of Concepts: information explosion and the need for organisation of information resources; history and development of knowledge classification; essence and types of classification schemes; Knowledge Organisation and Classification; Theories of classification, Development and Practice of Classification; types of classification scheme; Normative Principles of Classification; Techniques of Information and Knowledge Organisation; Modes of Subject Heading and Indexes formation; Universe of Knowledge Structure And Architecture; Notation and Construction of Classification Number; Current Trend in Library Classification; Practicum (DDC, and LC) and Subject Indexes.

LIS 202: Information Retrieval (Cataloguing) I

3CU

Definition and descriptions of Concepts; Purpose, Functions and Forms of Cataloguing; Types, Catalogues; Normative Principle of Cataloguing; History and Development of Library Catalogue Codes; Theories of Information Resources Description; Common Tools Used in Cataloguing; Format and Arrangement of Catalogue Entries; Cataloguing Standards; Elements of Resource Description; The Concept of OPACS; Practicum: Fundamental Requirements of Bibliographic Records (FRBR), Resource Description Access (RDA), and AACR2.

LIS 203: Reference and Information Sources and Services

2CU

Definition and descriptions of concepts; Philosophy of reference and Information services; Scope and functions of reference and information services; types and levels of reference and information services, types of references sources and resources; principles and practice of reference and information services in libraries and information centres; ICT application in reference and information services; online reference sources and resources; online reference and information services; use of social media in reference and information services; compilation of bibliography; evaluation of reference sources, resources and services; visit to reference Department of a library.

LIS 204: Technical Services in Libraries and Information Centres

2CU

Nature and Scope of technical services in Libraries. Management of technical operations such as acquisition, collective development, cataloguing and classification, storage, preservation, and automation of technical operations. It is to familiarise students with the basic functions of technical services in libraries; to develop an awareness of the basic library routines and procedures; to orient them on the wide range of operations and techniques associated with acquisition, processing, organisation, preservation and handling of library resources; to be able to master library routines and procedures; and to be able to perform the job effectively when asked to do so.

LIS 205: Internet and Information Searching

2CU

Definition and descriptions of Concepts; History and Development of the Internet; Uses and Significance of the Internet to library and information services; The Internet as Medium for Information Access, Learning, Research and Communication; Information storage and organisation on the Internet; basic steps for information search, search strategies and techniques on the Internet; basic skills and competencies for information search in the Internet; The Concept of WWW and Web Technologies; Web Page and Utilities; Search Engines and Meta-Search Engines, Interface and Navigation; Web 2.0 and Library 2.0 technologies; Network protocols and client/server architecture issues; web page design; authoring and evaluation; social and ethical issues and considerations such as censorship, copyright, intellectual property, security of digital information sources and resources, and utilisation of information for storage, access, retrieval and dissemination on the Internet.

LIS 206: Introduction to Information Science

2CU

Definition and descriptions of Concepts, Emergence and Scope of information science; Theories of Information and Information Science; Information communication and transfer; Information Life Cycle; conceptual structure and methodology of information science; principles of information processing, storage and retrieval of human cognition; Nature and Characteristics Of Information Explosion and Overload; information theories and models of information behaviour and management; perspectives of Information Security, Storage and Dissemination; Information System and Evaluation; Information Representation, Organisation and Control; Internet and Information Science; Role of Information in Modern Society; relationship of information science with other disciplines.

LIS 207: Bibliography & Citation Techniques

2CU

Definition and descriptions of Concepts; philosophy underlying bibliography and bibliographic citation; Purpose and functions of bibliography and bibliographic citation; Types of Bibliography; Construction and Presentation of Bibliographies; Bibliographic Annotations; Arrangement of bibliographic entries and indexes; Selection and Evaluation of bibliographic Items and indexes; Types of Citation and Referencing Styles; (APA, MLA, Chicago, Harvard etc.). Citation Process; Thesis Formatting and Final Report Writing, Practicum on bibliographic compilation and citation.

LIS 210: Library Application Software Packages

2CU

Definition and descriptions of concepts; functions of library application software packages; types of library application software packages; basic structures of typical application software packages for library and information work; library application software packages skills and competencies requirements; acquisition and management of library application software packages; application of library software packages to library and information work; hands-on practical sessions on library application software packages in computer laboratory/ libraries and information centres.

LIS 211: Learning and Communication Skills

2CU

Definition and descriptions of concepts; essences, types and styles/methods of reading and learning; reading and learning skills; introduction to effective reading and learning; essence and types of communication; levels and channels of communication; communication patterns, languages use skills in communication; communication for academic purposes; oral communication; body language and non-verbal communication and impression management; communication in organisations; public speaking and presentation skills; technical communication; development communication; communication techniques in libraries and information centres; and ICT application to communication in libraries and information centres in Nigeria.

LIS 212: Indigenous Knowledge Management

2CU

Definition and descriptions of concepts; Rationale for Indigenous Knowledge; types, sources and natures of Indigenous Knowledge; oral information systems; Typology and Features of Indigenous Knowledge; Indigenous Knowledge Systems (IKS); indigenous knowledge generation, acquisition and management; channels and methods of indigenous knowledge dissemination and transfer; Indigenous Knowledge Sharing and transfer; role of ICTs in Indigenous knowledge management; role of libraries and information Centres in development

and management of indigenous knowledge; databases creation for IKS; ethical issues and considerations in indigenous knowledge acquisition, access, dissemination and utilisation; Potentials and Challenges of Indigenous Knowledge access and utilization in Nigeria Society; Practicum on indigenous knowledge management.

LIS 213: Library and Information Services to People with Special Needs 2CU

Definition and descriptions of concepts; types, psychology and characteristics of people with special needs; information needs of people with special needs; types of library and information services and resources to people with special needs; user support services; assistive technologies for people with special needs; ICT applications to library and information services for people with special needs; skills and competences requirements for library and information services provider for people with special needs; ethical issues and consideration for information services provision for people with special needs; information and communication technology application to library and information services to people with special needs.

LIS 214: Literature & Library Services for Young People 2CU

Definition and descriptions of concepts; categorization and classification of young people; philosophy, overview, philosophy and objectives of library services for young people; types of literature for young people; types of library and information services for young people; characteristics and information needs of young people; information resources and services for different categories of young people; development of reading habits, culture and skills for the young people; information literacy for the young people; Internet and ICT use by the young people; educational and informational use of multi-media and games by the young people; and ethical issues and considerations for access and utilisation of Internet tools, resources and social media by the young people.

LIS 215: Library & Information Services to Rural Community 2CU

Definition and descriptions of concepts; importance and types of community information systems and services; community analysis; information needs (types of information needs) and characteristics of rural communities; philosophy of information services to rural communities in Nigeria; information sources and providers in rural communities; principles of rural community information repackaging; process of information repackaging; ICT tools and use in rural information repackaging; ICT application in the provision of community information services; community information centres design and developments; functions of community information centres; staffing, financing and management of community information centres; problems and

challenges associated with development of community information services and information repackaging in Nigeria; practical work in community information services delivery and repackaging.

LIS 217: Business Information Systems and Services

2CU

Definition and descriptions of concepts; types and models business enterprises; the characteristics of business enterprises and entrepreneurs; relevance and types of business information systems, sources, resources and services; nature and characteristics of business and corporate environment; information needs and use by business enterprises; information sourcing, management and service provision for business enterprises; application of ICTs for information service provision for business entrepreneurs; relevance and use of Internet and social media in business information service provision and access; skills and competencies of business information service providers; ethical issues and consideration in business information service provision, access and utilisation; challenges of business information service provision in Nigeria.

LIS 218: Introduction to Telecommunication

2CU

Definition and descriptions of Concepts; historical antecedents, essence, types and dimensions of communication, traditional and modern communication channels and devices; the place of media in communication and socio-cultural integration; the impact of telecommunication in formal and informal environment, work and business settings etc.

LIS 219: Multimedia Application in Libraries and Information Centres

2CU

Definition and descriptions of concept; types and features of multimedia technologies; multimedia technologies application in libraries and information centres; rationale for using multimedia technologies in libraries and information centres; multimedia application in libraries and information service delivery; multimedia presentations, design and production techniques; problems, diagnosis and maintenance of multimedia technologies in library operations; competencies and skills of multimedia librarian; competencies and skills of multimedia users; safety requirements for multimedia utilisation; evaluation of multimedia systems; resources and services; Challenges associated with the application and use of multimedia technologies in library and information services in Nigeria.

300 LEVEL

LIS 301: Collection Development

2CU

Definition and descriptions of concepts; rationale and purpose of information resources development; types and feature of information resources in libraries and information Centres; information resources development policy; information resources development processes; information resources acquisition tools and selection policies; resources sharing and consortium building for libraries and information centres for information resources development; skills and competencies of resource development librarian/manager; legal and ethical issues in information resources development; cost benefit analysis in information resources development; financial management in information resources development; management of electronic resources; inventory control, evaluation and weeding of information resources; ICT application to information resources development; practical work in information resources management.

LIS 302: Organisation of Knowledge (11)

3CU

Overview of Concepts; Classification of Simple and Compound Subject Documents; Introduction and Application to Common and Simple Auxiliaries; Postulation Approach and System Approach to Classification; Description and use of Sears List of Subject Headings; filling rules; Technological Issues in Library Classification; Facet Analysis and Sequence; Classification and organisation of Electronic and web Resources; Current Trend in Library Classification; basic skills and competencies of knowledge organisation librarian; basic skills and competencies of users of knowledge organisation tools; Applications of classification Schemes and Challenges in Nigerian libraries Practicum: UDC, Bliss, Colon Classification Schemes etc.; on-line classification; MARC, OCLC, World CAT.

LIS 303: Information Retrieval (Cataloguing) II

3CU

Overview of Concepts; Information Representation and Retrieval; approaches to information representation; Language in information retrieval; Objectives of Information Retrieval; Retrieval Techniques and Query Representation (Boolean searching, stemming, algorism, and rooting systems) Precision and Recall, Functional Process of information retrieval; Information Retrieval Models; Information Retrieval Systems; Evaluation of Information Retrieval techniques and processes; Multimedia Information Retrieval Systems; Information Retrieval on the WWW; Users and Information Retrieval; problems and Challenges of Information Representation and Retrieval in libraries and information centres in Nigeria.

LIS 305: Research Methodology & Statistics in Library & Information Science 3 CU

Definition and descriptions of Concepts, Variables, Construct, Need and Purpose of Research; Types of Research Methodology, Methods and design; Literature Review; Research Problem; Research Questions/Assumptions/Hypothesis/; Research Process; Sampling Procedure and techniques; Designing a Research Proposal; Instrumentation, Establishing Validity and Reliability of Research Instruments; Data Collection and Analysis: Qualitative data analysis; Quantitative data analysis; Descriptive and inferential statistics; Ethical Issues in Research Process; Writing Research Report, Bibliographic/Referencing style and Citation Techniques.

LIS 306: Indexing and Abstracting 2CU

Definition and descriptions of concepts; purpose, forms and types of index and abstracts; functions of index and abstract as a tool for information retrieval; bibliographic control and types of computerized indexes and abstracts; list of subject headings and thesaurus and uses; indexing languages; evaluation of indexes and abstracts; technical and practical indexing and abstracting processes; the use of computers in indexing and abstracting, databases and networks of index and abstract; practicum on indexing and abstracting.

LIS 307: Preservation and Security of Library and Information Systems and

Resources

2CU

Definition and descriptions of Concepts; importance of preservation and security of information systems and resources; Principles of Preservation and Conservation; Policies and Standards for Preservation and Conservation of library and information systems and resources; Methods and Procedures for library and information systems and resources preservation and security; Factors Contributing to the Physical Vulnerability of information systems and resources: Methods for Effective Preservation and Conservation; Regeneration and Reprography of Information Resources; Issues in information security; Cryptology and network security; access control; external attack; operational and organisational security; software security; security protocols; authentication protocols; data integrity and provenance; digital signatures; security management and risk assessment; Challenges of Preservation and security of library and information systems and resources in Nigeria.

LIS 308: Entrepreneurship in Library and Information Services

2CU

Definition and descriptions of concepts; importance and functions of entrepreneurship in library and information services; theories of entrepreneurship; development of creative and innovative skills and capacity for entrepreneurship; entrepreneurship growth and opportunity search; employment creation; Marketing and promotion; sources of funds and financial capital requirements for developing a venture; writing of business plans and proposals for venture creation; requirements for establishing and managing enterprises; branding and rebranding library and information products and the image of the librarian for entrepreneurship; and visit to an information related business organisations.

LIS 310: Records Management & Archives Administration 2CU

Definition and development of archives; principles and techniques of organisation of archives. The National Archives of Nigeria: Origin, development and services. History of archives; theory of archives management; archival practice; challenges in the 21st Century; practical sessions; definition of record and records management; records storage equipment; records filing system and records disposition.

LIS 312: Students Industrial Work Experience Scheme (SIWES) 6CU

SIWES should last for six months (24weeks) and should take place in libraries and information centres manned by qualified professionals in library and information or other information professions. SIWES could be undertaken in two different centres for a period of three months each. As much as possible, SIWES should be undertaken in centres that apply Information and Communication Technologies (ICTs) to their activities

LIS 315: Management of Schools Libraries & Media Resource Centres 2CU

Definition and concept of school library and media centre; the relevance of school and media centre in education and information needs of both the school teachers and students; the types of information resources and services of school libraries and media centres; the physical infrastructures, facilities, environments, staffing and funding of school libraries and media and media centres; and management of human and material resources and services of school libraries and media centres.

LIS 316: Advocacy and Marketing Library & Information Services 2CU

Concept of marketing in general and information services marketing in particular. Importance and development of information services marketing. Environment and analysis of information services and marketing (Internal and External Environment); marketing of services in libraries

and information centers. Marketing mix; target market segmentation, strategy of information services marketing and SWOT analysis; marketing and information services of the internet (E-marketing); public relations and its role in information services marketing. Problem of information services marketing.

LIS 317: Public Information Systems and Services

2CU

Definition and concept of public information systems viewed from the perspectives of public libraries and information centres. The history and development of public libraries and information centres from early civilisation to the contemporary modern age of computers will be examined, followed by a study of other public information services and agencies as well as functionality, access and utilisation.

LIS 318: Database Design and Management

2CU

Definition and descriptions of Concepts; importance and characteristics of databases; Types and categories of Databases; Database design, development, maintenance and Implementation strategies; SQL, and Data Modelling; Normalization 1NF, 2NF, 3NF and Storage Management of databases; transaction management and Query Evaluation of databases; Distributed and Non-relational Database Systems; Network-centric Data Management; Web-based Information Systems; Heterogeneous databases; information integration and Wireless Data Management; basic skills and competencies of the database manager and user; Challenges of development and Management of database in libraries and information centres in Nigeria. Practicum in building and maintaining databases in libraries and information centres.

LIS 319: Management of Serials Publications

2CU

Definition and scope of serial management; types of serials; printed and electronic serials; sources for serials; acquisition policy and acquisition process; processing of printed serials; serials records; organisation of serials; ICT application in serials management; serials use policy; serials finance; evaluation of serials; legal issues in serials management; serials infrastructure; Practical work with serials in libraries.

LIS 320: Resource Sharing and Networking

2CU

Structure and analysis of social and information networks such as WWW, blogging platforms, instant messaging, Face book and Twitter; large scale network data; models for network structure; methods for link analysis; Social network analysis; network community detection; diffusion and information propagation on the web; virus outbreak detection in networks; connections with work in the social sciences and economics.

LIS 321: Management and Use of Government Publications

2CU

Definition and descriptions of concepts; Importance of government publications in library and information services; Types and characteristics of government publications; acquisition methods and processes; acquisition policy; organisation; use policy; preservation and dissemination of government publications; challenges of acquisition and organisation of government publications.

LIS 322: Information Representation and Packaging

2CU

The course is designed to familiarize students with the theoretical foundations underlying indexing and abstracting; to develop an awareness of the problems involved in preparing different types of indexes; constructing a thesaurus; using existing general subject headings lists for indexing and assigning subject headings in information retrieval system preparing abstracts. To develop an awareness of the bibliographic problems is solved by (i) in-house indexes; (ii) commercial indexes; (iii) abstracting journals. Lastly, it familiarises students with the state of the art in indexing, abstracting and thesaurus construction.

LIS 323: Academic Information Systems and Services

2CU

Definition and concept of universities and other institutions of higher learning (i.e., the academia) and the history, culture and mission of academia. The campus is viewed as an integral system of learning comprising of a diversity of sub-systems for the creation, production, acquisition, management and provision of information. The course zeros in on the three key campus sub-systems of information viz: the university library, the university press and the university book store. It examines their organisation and functions within the overall campus structure of learning and research. The aim of the course is to provide the student with a comprehensive view of the workings of the learning, research and information environment of academia.

LIS 324: Specialised Information Systems and Services

2CU

The course aims to introduce the students to specialised information systems and services, their nature, type and characteristics, nature and characteristics of their users, their management, and ICT application. At the end of the course, the students are expected to be able to effectively provide and manage specialised information systems and services both in digitalised, and none digitalised environments.

LIS 325: National Information Systems and Services

2CU

Concept, history, development, objectives, functions, organisations, finance staffing, clientele, collections and services. Major National Libraries in the World. National Library in Nigeria, its role in National development. Information Communication Technology (ICT) in National

Library services in Nigeria. The course is designed to introduce the students to the nature and concept, history and types, structure and systems, characteristics, functions and services of National Libraries. It will also deliberately focus on the history, structure, systems, management, functions and services of the National Library of Nigeria as well as the contemporary issues and challenges of the library.

LIS 326: Introduction to Application Packages 2CU

The course is aimed at introducing the students to some major computer application package. The course will examine how Access 2000 is used for database management and discuss the use and application of Excel 2000 as well as a Microsoft word 2000.

LIS 327: Introduction to Computer Operating Systems 2CU

The course is aimed at introducing the students to the concepts, principles and practice of operating systems with the view to making them capable of working with different operating systems especially of micro and minicomputers in library and information work.

LIS 328: Financial Management in Library and Information Services 2CU

Definition, concepts and essence of financial management in public and private organisations; sourcing, funding and financing library and information centres; library budget and budgeting; and library incomes and expenditure; risk management in libraries and information centres.

400 LEVEL

LIS 401: Research Project 6CU

Students will design, carry out, and present high-quality project reports, demonstrating their grasp and understanding of the research methods in library and information science.

LIS 402: Automation in Library Services & Information Centres 2CU

Definition, concept and scope of automation in libraries and information centres; history of library automation; needs, requirements of and preparation for automation; choice of software and systems site for automation; system acquisition and implementation plan; training in library automation; funding of library automation; evaluation of library automation. Practical work based in libraries and information services.

LIS 403: Information Seeking Behaviour 2CU

Definition, concept and scope of information-seeking behaviour; user-centred approaches to human information behaviour; information needs, seeking, sources and information use of

various groups in different contexts; theoretical frameworks; models and practical research that form the foundation for studies of information behaviour.

LIS 404: Web Technologies

2CU

Definition, concept and scope of web technologies; introduction to different emerging and evolving web technologies in library and information science (LIS) and other domains; introduction to open-source software (OSS); social media and emerging technologies such as wikis, blogs, social networking and social bookmarking; issues and challenges related to different evolving technologies.

LIS 405: Management of Libraries and Information Centres

2CU

Definition and descriptions of Concepts; Principles and Practice Management; Roles, Functions and Characteristics of Information Institutions; Types of Libraries and Information Centres; Perspective of Information Institutions; basic skills and competencies of library and information centre librarian/manager; Leadership styles, delegation, motivation, conflict management and resolution in libraries and information centres; and Library Legislations; Libraries as information Institutions; Library and Professional Associations; Five Laws of Librarianship and their Implication on Library and Information systems and services; Role of Libraries and information centres in Modern Society; budgeting and funding of libraries and information centres; Trends and Issues in Management of Library and Information Centres in Nigeria; Application of Information Technology in Library and Information Institutions management.

LIS 406: Knowledge Management

2CU

Definition, scope and topology of knowledge management (KM) within an organisation or business context; techniques for capturing/acquiring, organizing, distributing and sharing knowledge; formulation of knowledge management strategies, requirements and issues in designing enterprise knowledge architecture and implementing knowledge management projects; ethical issues and problems inherent in knowledge management; measurement of the impact of KM programmes. Practical work in knowledge management.

LIS 407 Management of Digital/Virtual Libraries

2CU

Definition of concepts; types and characteristics of digital libraries; digital libraries' functions and services; types and characteristics of digital libraries users; types and characteristics of digital libraries' resources and services; skills and competencies of digital librarians; tools for managing digital libraries; Digital library management policies; skills and competencies of digital librarian; skills and competencies of digital library users/customers; technical requirements and skills for developing digital libraries; preservation and security of digital

information sources; multimedia and applications; evaluation and strategies for digital libraries management; human resources and financial management for digital libraries, problems and challenges of digital libraries management in Nigeria.

LIS 408: Information Policy & Analysis

2CU

Definition of concept; components of information policy; public policy issues in the use of information; digital environment; intellectual property; economic regulations; freedom of expression; privacy of information; Freedom of Information Act (FOIA); information security; access management; regulation of public information and information policy and libraries.

LIS 409: Information System Analysis and Design

2CU

Definition and descriptions of Concepts; Types and Characteristics of Information Systems; System Development Life Cycle; Role of System Analyst; Information Organisation as a System; Evaluation of Information Systems and Services; system software life cycle and development feasibility; data gathering; context diagram; data flow diagram; data dictionary; Design of and modelling of Information System (structured system modelling and object oriented modelling etc.); strategic approaches to system implementation (installation and training, documentation and maintenance); Current Trends in Information System Analysis and design; Problems Solving Perspectives.

LIS 410: Politics and Economics of Information

2CU

Definition, concept and scope of politics and economics of information as discussed in library and information science as well as other related literatures; politics and economics of information as related to government public policies; considers issues such as information as commodity and as public good; impact of economics of information on libraries and information centres from national and international perspectives.

LIS 411: Library Architecture

2CU

Introduction of library architecture; characteristics of library buildings; relevance to public, school and academic libraries; key elements in the history of library architecture from the Roman period to the present; architectural styles- modernism and post-modernism; designing community needs assessment; space needs programme and building programme; assessment of proposed building sites; assessment of qualifications of an architect or consultant; elements of blueprint; impact of electronic technologies on library facilities; types of library furniture appropriate for

different library settings; ergonomics considerations; post-occupancy evaluation of a new library; elements of a 'Green' building programme.

LIS 412: Project Management & Evaluation 2CU

Definition, concept and scope of project management; organisational and interpersonal issues in project management within the concept of different types of projects; project principles; organisational leadership; interpersonal and political aspects of project management; tools and techniques to support planning and budgeting; resource of allocation and other aspects of project management.

LIS 415: Information Resources in Subject Areas 2CU

Definition; communication patterns; bibliographic organisation and information resources in the subject areas; overview through the field(s) and provision of practice in reference resources to solve users' information need; provide experience in the use of databases related to the field(s).

LIS 416: Introduction to Digital Information Systems and Services 2CU

The course aims at introducing students to types of digital systems and services in libraries and in the World Wide Web. It also examines how digital systems have changed the nature of publishing and the challenges posed by their preservation and security. Additionally, it looks at the challenges and opportunities of digital systems for libraries in some of these areas: collection developments, references.

LIS 418: Personnel Management in Library and Information Centre 2CU

It has been designed to acquaint students with them overview of management, nature, characteristics and principles of personnel management. It also familiarises students with the principles and techniques of managing human resources. Organisational behaviour, human resource management, recruitment and selection, training and development, leadership, classification and duties of library personnel.

Language of instruction:

All courses are taught in the English Language, including thesis/project report.

7.0 Learner Support Services

The National Open University of Nigeria (NOUN), as an open and distance learning institution, has a Directorate that provides support services to its students. This Directorate is named

Directorate of Learner Support Services (DLSS). The concept of Learner Support Services (LSS) in NOUN is intended to assist learners in meeting their objectives from the point of first inquiry through graduation and often for a lifetime. The learner support model in the Directorate is a two-tier system *viz*: The Main Campus (Headquarters) and the Study Centres, which have direct contact with the students and larger society. The Directorate at the Main Campus coordinates the activities of the Study Centres with a Director as the head and other staff. While the Study Centres are headed by Study Centre Directors supported by Student Counsellors and other support Staff.

Learner Support Services in NOUN are deployed in various ways. They include:

- a) **Information, Advice and Guidance (IAG):** Where information on the various programmes in the University, basic requirements for each of the programmes and other related information are given.
- b) **Counselling Services:** Providing individual and group counselling for both staff and students who may be having difficulty in rejoining studies or any other issue that may hamper completion of their studies.
- c) **Other ways of providing support for the learners are:** e-ticketing, emails, WhatsApp groups, telegram etc. These are used in sending information to students, while queries or complaints are addressed using e-ticketing. In this platform, learners are sure to get answers to their queries within 24 hours.

Academic counselling services are equally provided on general academic matters before enrolment and during the progress of study. Furthermore, support services to learners are provided in the area of study skills advice, managing and monitoring student attendance; orientation on academic issues, registration and matriculation. In addition to these are grouping learners for tutorials (facilitation), helping to source for instructional facilitators and recommending same to the Dean of Faculties for appointment among others.

The learner support services also cater for learners with special needs. This is done taking cognisance of the different categories of disabilities: visually impaired, deaf or hard of hearing, physical disability, autism spectrum disorder etc.

In any case, the National Open University of Nigeria always strives to meet the needs of its students one-on-one by providing 24/7 support services to them.

8.0 Quality Assurance:

The Detailed Programme Proposal (DPP) on the BLIS programme has undergone all the approved stages of scrutiny and approved by the Senate of the National Open University of Nigeria.

To ensure high level of quality assurance in all the courses of all the programmes offered in Faculty, all the departments, in collaboration with the Directorate of Quality Assurance of the University, insists on Total Quality Management (TQM) of all our programmes through qualitative method of admission that selects the best of qualified applicants. The Faculty also embarks on rigorous method of study material development that allows for only the best brains available to develop course outline for all our courses to guide the development of study materials. In the same manner, the centre engages competent hands to develop the study materials. In addition, there is adequate supervision of all the administrative and academic activities to enthrone quality in online facilitation videos, online lecture, tutorial, as well as tests and examinations administration in the faculty. High technologies of information and communication (ICT) are deployed in all its availability to grapple with exigencies of the Faculty.

ACADEMIC ADVISERS

100 LEVEL: Igwe, Ukoha O. Ph.D.

200 LEVEL: Okpala, Angela E. Ph.D.

300 LEVEL: Ekwueme, Loveth O. Ph.D. and Mayowa-Adebara, Okeoghene Ph.D.

400 LEVEL: Ajie, Ifeoma A. Ph.D. and Mr. Ambrose, Smart

ACADEMIC STAFF LIST

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2.	Dr. Igwe, Ukoha O.	Associate Professor	<p>BLS Ahmadu Bello University, Zaira. (1988)</p> <p>M.Sc. Ahmadu Bello University, Zaira. (1996)</p> <p>Ph.D. University of South Africa, Pretoria (2018)</p>	Library & Information Science.
4.	Dr. Okpala, Angela E.	Associate Professor	<p>BA University of Ibadan (1988)</p> <p>MLS University of Ibadan (1991)</p> <p>Ph.D. University of Ibadan (2005)</p>	Library Science.
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	Loveth O.	Lecturer	Education Eha- Amufu (1986) B.Ed. Nnamdi Azikiwe University, Awka (1992) MLS University of Nigeria, Nsukka (2003) Ph.D. University of Nigeria, Nsukka (2018)	Information Science.
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NON-ACADEMIC STAFF LIST

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3.	Mrs Onyia-Hills, Helen	Chief Clerical Officer	NCE. National Teachers' Institute, Kaduna (2010)
4.	Mr Musa, Suleiman	Asst. Executive Officer	OND- Computer Science. Adamawa State Polytechnic. (2015) B.Sc. Physics. Adamawa State University, Mubi. (2021)
5.	Mr Mohammed, Sani Musa	Environmental Attendant (Cleaning)	O'Level Certificate

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Accessing the Library

Information resources should be readily, equally and equitably accessible to all library users.

NOUN library can be accessed by all users at any given time, regardless of location, using any device.

The students can access the library's resources through their virtual learning environment (VLE) using the link: <https://elearn.nouedu2.net/login/index.php>. Other library users can also access electronic resources of the library via the library portal: <https://nou.edu.ng/library-2/>. Users can walk into any of the 35 existing libraries closest to them Monday-Friday from 8 am-4 pm.

Library service to persons with special needs is ongoing in NOUN. To enhance access library orientation video is embedded in the portal. The access link (<http://youtu.be/ZfKHs3TOHGw>) is available on the students' virtual learning environment (VLE). Also, the library orientation programme for fresh students is ongoing in all study centres at the beginning of every semester.

Usage of the Library

Undergraduates use the Library, postgraduates and researchers for the purpose(s) of learning, research, leisure and general self-development. Resources are available in hard copies at the physical libraries at the Headquarters and Study centres. Also, the e-resources below are accessible 24/7 at remote places by students and staff.

ELECTRONIC RESOURCES

S/N	Database	Links	USERNAME	PASSWORD	REMARK
1	JSTOR	https://jstor.org/	NOUNLIBRARY	learning	All subject
2	EBSCOHOST	https://search.ebscohost.com/	Noun	NN2022!	All subject
3	RESEARCH4LIFE	https://login.research4life.org/tacgw/login.cshtml	nie516	73355	All subject
4	Law pavilion	primsol.lawpavilion.com	noununiversitylibrary1@gmail.com	Noununiversity@2022	All subject
5	Law pavilion	primsol.lawpavilion.com	noununiversitylibrary2@gmail.com	Noununiversity@2022	All subject
6	Law pavilion	primsol.lawpavilion.com	Noununiversitylibrary3@gmail.com	Noununiversity@2022	All subject

OER JOURNALS IN LIBRARY AND INFORMATION SCIENCE

University of Nigeria OER - Library and Information Science	https://oer.unn.edu.ng/journal-articles-in-library-and-information-science?rdr=1
Global Educational Journal of Library and Information Science	https://www.globalscienceresearchjournals.org/library-information-science.html
International Journal Of	https://academicjournals.org/articles/j_articles/IJLIS

Library And Information Science	
The Journal of Academic Librarianship	https://www.journals.elsevier.com/the-journal-of-academic-librarianship/open-access-articles
Practical Academic Librarianship: The International Journal of the SLA Academic Division Current Archives Announcements About Search	https://journals.tdl.org/pal/index.php/pal
The Journal of Academic Librarianship	https://journals.scholarsportal.info/browse/00991333
Libraries & the Cultural Record	https://www.jstor.org/journal/librandcultrec
Journal of Library Administration	https://www.tandfonline.com/loi/wjla20
Journal of Electronic Resources Librarianship	https://www.tandfonline.com/toc/wacq20/current
Journal of <i>Communications in Information Literacy (CIL)</i>	https://pdxscholar.library.pdx.edu/comminfolit/
Journal of information technology and Libraries International Journal of Digital Curation	https://ejournals.bc.edu/index.php/ital/index http://www.ijdc.net/
IAFOR Journal of Literature & Librarianship	https://iafor.org/journal/iafor-journal-of-literature-and-librarianship/
Frontiers in Research Metrics and Analytics International Journal of information diversity, and inclusion	https://www.frontiersin.org/journals/research-metrics-and-analytics#about https://jps.library.utoronto.ca/index.php/ijidi/index
The <i>Journal of Information Literacy (JIL)</i>	https://ojs.lboro.ac.uk/JIL/index
Journal of the European Association for Health Information and Libraries (EAHIL). International Journal of Librarianship	http://ojs.eahil.eu/ojs/index.php/JEAHIL https://journal.calajol.org/index.php/ijol
<i>Issues in Science and Technology Librarianship</i>	https://journals.library.ualberta.ca/istl/index.php/istl
The <i>Journal of Copyright in Education and Librarianship</i>	https://www.jcel-pub.org/
The Journal of eScience Librarianship (JeSLIB)	https://escholarship.umassmed.edu/jeslib/
The Journal of Information Science Theory and Practice, JISTaP Practical Academic Librarianship: The International Journal of the SLA Academic Division	https://www.jistap.org/journal/viewFullTextArchive.do?journalSeq=J000043&menuId=0202&introMenuId=0202&archiveIndex=1 https://journals.tdl.org/pal/index.php/pal
<i>Journal Of Library User Experience</i>	https://journals.publishing.umich.edu/weaveux/
Open Information Science Marketing Libraries Journal (MLJ)	https://www.degruyter.com/journal/key/opis/html https://journal.marketinglibraries.org/

Library and information science research e-journal	https://www.libres-ejournal.info/
The Journal of Librarianship and Scholarly Communication	https://iastatedigitalpress.com/jlsc/issues/

