Development of Library of Information Science
Faculty of Educational Sciences
University of Jordan

Study Plan for the Diploma Degree
in Library and Information
Science

Degree Title :   Diploma Degree in Library and Information Science

A- Plan Outlines :
 The Course Plan for the Diploma Degree in Library and Information Science include **(24) Compulsory Credit hours .**

B- Coding System :

1- Department Codes :

No.	Department
1	Educational Psychology
2	Curriculum & Instruction
3 + 4	Educational Administration & Fundamental
5	Special Education & Guidance
7	Library & Information Science

2- Course Codes * :

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0	8	0	7			
College		Department		level	Field	Serial no.

- Obligatory Courses : (24) Credit Hours as follows :

Course No.	Course Title	Credit hrs.	Theory	Prac	Pre-request
807561	Introduction to Information & Library Science	3	3	-	–
807562	Development of Information Sources and Management	3	3	-	–
807563	Cataloging	3	3	-	–
807564	Classification	3	3	-	–
807565	Information Services	3	3	-	–
807566	Software Packages & Applications	3	3	-	–
807567	Automation of Information Centers and Libraries	3	3	-	–
807568	Management of Information Centers and Libraries	3	3	-	–

Course Description for the

Diploma Degree in Library and Information Science

807561   **Introduction to   Information & Library Science**   **(3 credit hours)**
Philosophy of Information, information and knowledge, Information Science, electronic environment, information organizations and institutions, digital libraries, information sources, information organization, information services, information technology, information storage and retrieval, information networks and the INTERNET.

807562   **Development of Information Sources and Management**
(3 credit hours)
Information sources and their importance, the concept of information sources development: policies and requirements, bibliographic control, technology and electronic publishing, electronic sources, cooperative acquisition, acquisition via the Internet, management of information sources, planning for collection development, budget management, controlling and censorship, the Internet and development management.

807563   **Cataloging:**   **(3 credit hours)**
Definition and importance, descriptive cataloging, subject cataloging, subject analysis, thesauri, forms of cataloging, rules and standards, types and forms of catalogs, online catalogs, computerized cataloging, cataloging records, cataloging and expert systems, cataloging of printed and non-printed information sources, copy cataloging via the internet, practicum.

807564   **Classification**:   **(3 credit hours)**
The concept of classification, importance and functions, modern classification systems (Dewey Decimal Classification and the Library of Congress classification systems), ways and methods of classifying information sources, basic classification skills, building classification numbers and analysis, current developments in the field, and practicum.

807565   **Information Services:**   **(3 credit hours)**
The concept, importance and requirements of information services, planning and developing information services, human resources, traditional and advanced information services, the role information technology, commercial information services, online services, information services via the internet, evaluation of information services, recent developments.

807566   **Software Packages & Applications**   **(3 credit hours)**

The concept of software packages , the main software packages necessary for use in various computer applications including Word Excel. Power Point, databases i.e Access, VB, the Internet HTMIL Language, Flash… etc. along with the necessary skills needed to work with them.

807567   **Automation of Information Centers and Libraries: (3 credit hours)**

The concept and rational of automation of library and information centers. management and organizational issues, the technological environment, planning, the use of hardware and software packages, developing databases, analysis of information systems, automating library functions and information services, tools of automation, integrated software packages used in libraries: WINISIS, Horizon, Oracle, information networks, information security, online searching, standards for information transfer, evaluation, practicum.

807568   **Management of Information Centers and Libraries: (3 credit hours)**

The concept, and importance of management of information centers and libraries, Schools and management theories and their applications to information centers and libraries; functions of management of information centers and libraries: planning, organizing, coordinating, controlling, decision-making; human resources, finance, technology and change management, leadership, total quality management, public relations, case studies.