Open University *of* Mauritius

BA (Hons) Library and Information Science [OUba011]

1.   Aim

This programme is designed for learners who wish to upgrade their competencies for work in library set ups. It has multi-entry points at Certificate (Year 1), Diploma (Year 2) and Year Three levels. Exit points are also flexible at Certificate, Diploma and Undergraduate levels. .Consisting of a blend of Open and Distance Learning (ODL) and contact-based modules, this programme focuses on both theoretical and applied aspects of librarianship.

The *Research Methodology and Dissertation* components in the final year aim at enabling learners to undertake research in any area of library studies which is meaningful for them. For those already working in a library this is an opportunity to explore certain issues for reflective praxis and professional development.

2.   General Entry Requirements

I.   **EITHER** ''Credit'' in at least three subjects at the School Certificate or General Certificate of Education O-Level or equivalent and ''pass'' in at least two subjects at Higher School Certificate or General Certificate of Education Advanced Level or Equivalent;

II.   **OR** An appropriate equivalent Diploma/Certificate/Foundation Courses acceptable to the Open University of Mauritius.

III.   Learners who do not qualify under options I and II may register for Foundation Courses offered by The Open University of Mauritius. Those who complete the Foundation Courses successfully will be eligible for registration for the relevant degree programmes

IV.   **OR** Qualifications awarded by other universities and institution, which are acceptable to the Open University of Mauritius as satisfying the minimum requirement for admission.

V.   Mature candidates having a strong background of work experience and uncertified learning may be assessed for entry to programmes through the accreditation of Prior Learning (APL) and the Accreditation of Prior Experiential Learning (APEL). Please consult the General Rules and Regulations of the Open University of Mauritius for further details.

3.   Programme Requirements

Certificate Level (Year One)
2 A-levels or equivalent. Work experience will be considered.

Diploma Level (Year Two)
Certificate in Librarianship and Information Science or 2-Alevels or equivalent. Work experience will be considered.

Year Three

Diploma in Library and Information Science or equivalent.

4. Programme Duration

Minimum   Maximum

3 years   6 years

5. Minimum credits required for the award

Certificate – 36 credits
Diploma – 70 credits
Undergraduate – 106 credits

6. Assessment

Assessments will be based on a written examination of 2-hour duration, continuous assessment carrying a maximum of 30 % of total marks and a dissertation of 12 000 to 15 000 words. Continuous assessment will be based on assignment(s). Each module will carry 100 marks. To pass any module the learner should score a minimum of 40.0% in continuous assessment and a minimum of 40.0% in the end of semester examination. Learners may re-sit up to a maximum of two failed modules for the semester of the programme.

7. Grading

Marks (x) %	Description	Grade	Grade Point
$x \geq 70$	Excellent	A	5
$60 \leq x < 70$	Very Good	B	4
$50 \leq x < 60$	Good	C	3
$45 \leq x < 50$	Satisfactory	D	2
$40 \leq x < 45$	Pass	E	1
$x < 40$	Ungraded	U	0

8.   Award

BA (Hons) Library and Information Science with
1st Class with Honours   CPA ≥ 70
2nd Class 1st Division with Honours 60≤ CPA < 70 2nd
Class 2nd Division with Honours 50≤ CPA < 60 3rd
Class   45≤ CPA < 50
Pass   40≤ CPA < 45
No Award   CPA < 40

If CPA < 40, the learner will have to repeat the entire academic year, and retake the modules as and when offered. However, s/he will not be required, if s/he wishes, to retake module(s) for which Grade C or above has been obtained. Learners are allowed to repeat twice once over the entire duration of the Programme of Studies. No award is made if CPA < 40.

9.   Programme Structure

	Course Title	No of Credits	Mode	
Year I Semester I	Computer Fundamentals [OUba011111]	4	F2F	CERTIFICATE LEVEL
	Principles of Library Management [OUba011112]	6	ODL	
	Communication Skills & Public Relations [OUba011113]	4	ODL	
Year I Semester II	Workshop [OUba011121]	6	F2F	
	Library Organisation and Management [OUba011122]	6	ODL	
	Reference Sources & Resources [OUba011123]	6	ODL	
	Team Management [OUba011124]	4	ODL	
		36		36 CREDITS
Year II Semester I				DIPLOMA LEVEL

	Library and Society [OUba011211]	4	**ODL**	
	Customer Relations [OUba011212]	4	**ODL**	
	Classification [OUba011213]	6	F2f	
Year II **Semester** **II**	Human Resource Management [OUba011221]	4	**ODL**	
	Cataloguing[OUba011222]	6	**F2F**	
	Information Retrieval Techniques [OUba011223]	6	**ODL**	
	Placement [OUba011224]	4	**F2F**	
		34		**70 CREDITS**
Year III **Semester I**	Current issues in libraries [OUba011311]	6	**F2F**	
	Project Management For Library Studies[OUba011312]	4	**ODL**	
	Research Methodology [OUba011313]	4	**F2F**	**DEGREE** **LEVEL**
	Financial Management For Library Studies [OUba011314]	6	**ODL**	
Year III **Semester** **II**	Digital Libraries [OUba011321]	6	**ODL**	
	Strategic planning [OUba011322]	4	**ODL**	
	Dissertation [OUba011323]	6	**ODL**	
		36		**106 CREDITS**

10. Module Outline

OU: Computer Fundamentals [OUba011111]
Contents
• A brief history of computers • Survey of various types/classes of hardwareand of software used in current ICT systems • Impact of ICT onlibraries and society • Computer applications in the library – Word, Access, Internet, Web search

- Forthcoming developments with specialization in the library   sector

Learning Outcomes

After completing this module, learners should be able to
- outline computer applications in libraries
- use computers for basic library work

OU: Principles of Library Management   [OUba011112]

Contents

- The nature of management, levels of management, management   roles
- Planning as a management function, Tools and   techniques
- Organising as a management function, Types of organisational   structure
- Directing as a management function, Motivation,   Supervision
- Leadership and communication
- Control and monitoring

Learning Outcomes

After completing this module, learners should be able to
- Apply management principles to library set ups

- Describe elements of good management   systems

- Plan, organize, control and monitor basic library   activities

OU: Communication Skills and PR [OUba011113]

Contents

- Importance of communication in   organisations
- Various communication types and   skills
- Importance of public relations in organizations including   libraries
- Benefits of effective communication
- How to develop good communication and PR skills in   libraries,
- Ethics of PR
- Barriers to effective communication and PR in   libraries.

Learning Outcomes

After completing this module, learners should be able to

- Explain how and why communication has a big role in organizations.
- Demonstrate effective public communication skills and PR
- Explain why libraries need to establish strong communication skills in order to enhance good regulations
- Outline the barriers which may hinder communication and public relations.

OU: Workshop [OUba011121]

Contents

The workshop will delve into practical aspects of classification and cataloguing. It will have an intensive hands on orientation scheduled all along a working week. Learners will be initiated to use tools such as DDC and ACR2 for practical classification and cataloguing tasks.

Learners will submit a portfolio at the end of the workshop.

Learning Outcomes

After completing this module, learners should be able to
- Classify materials
- Catalogue materials

OU: Library Organisation and Management [OUba011122]

Contents

- Conceptual framework of a library

- Library services

- Various types of libraries: National , Public, Special Academic (school, college and university) Virtual,

- New trends in librarianship and library services.

Learning Outcomes

After completing this module, learners should be able to

- Explain the importance of libraries
- Outline the numerous functions and services offered by libraries
- Describe how libraries have been differentiated based on their various services offered
- Management of libraries
- Organisation of the various types of libraries

- Describe new trends and development in libraries
- Explain modern librarianship as a profession
- Delineate features of virtual and digital libraries.
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OU: Reference Sources and Resources   [OUba011123]

Contents

- Definition of reference sources and types
- Ready-reference and long-range reference sources (dictionaries, encyclopaedias, yearbooks, almanacs,directories, web)
- Referencing tools and techniques
- Referencing process
- Referencing services
- Mechanics of compiling bibliographies
- Bibliographic services
- Referencing tools and services
- Referencing process, effective services
- Evaluation of reference types and referencing services

Learning Outcomes

After completing this module, learners should be able to
- Describe the different types of reference sources and resources
- Explain the importance of each reference source
- Carry out effective reference tasks
- Compile bibliographies
- Provide effective reference services
- Evaluate reference services

OU: Team Management [OUba011124]

Contents

- Working in groups and teams
- Creating successful teams
- Team roles
- Managing team processes
- How teams work?
- Virtual teams
- Managing conflict
- Obstacles to team work
- Evaluating team work

Learning Outcomes

After completing this module, learners should be able to

- Describe team roles
- Demonstrate understanding of team   management
- Demonstrate understanding of conflict   management
- Demonstrate understanding of evaluation of team   work

OU: Human Resource Management

Contents

- Nature and scope of HRM
- HRM process
- HR planning
- HRM policy
- Recruitment and selection
- Induction and orientation
- Performance management and appraisal
- Compensation and benefits
- Occupational health and safety
- HRM functions in libraries

Learning Outcomes

After completing this module learners should be able to

- Demonstrate understanding of HRM functions in   libraries
- Explain the HRM process
- Develop insights into HRM planning
- Demonstrate understanding of performance appraisal

OU: Library and Society [OUba011211]

Contents

- History of the development of libraries in   society
- Role and functions of the librarian
- Structure and library functions
- Types of libraries and their importance in   society
- Social change and needs and their impact on   libraries
- Library associations and their roles
- Role of libraries in the fields of education, social and economic   development
- Development of libraries in Mauritius

Learning Outcomes

After completing this module, learners should be able to

- Explain the importance of libraries in   society

- Describe how libraries respond to social needs and contribute to development
- Outline the development of libraries

OU: Customer Relations [OUba011212]

Contents

- Introduction to customer relations,
- Importance of customer relations in various types of libraries,
- How to deal with customers,
- Difference between public and customer relations,
- Empowerment and training of staff and customers, sustaining customer relations

Learning Outcomes

After completing this module learners should be able to
- Explain the importance of customer relations in libraries
- Describe relations between users and library staff
- Explain how customer relations is different from public relations
- Explain how to sustain good customer relations
- Practise good customer relations

OU: Classification [OUba011213]

Contents

- What is library classification?
- Needs and purpose of library classification
- Dewey Decimal classification
- Some other general schemes (Library of Congress, Universal Decimal Classification, Bliss Classification and Colon Classification)
- Five fundamental categories
- Canons
- Special library classification
- Book and Collection Number
- Knowledge Classification
- Uses of library classification.

Learning Outcomes

After completing this module learners should be able to
- Explain why do libraries need classification system
- Describe the various general schemes used world-wide
- Apply Dewey Decimal classification
- Explain what is a book number, collection and call number and their uses in libraries
- Differentiate between knowledge classification and library classification
- Outline special classification systems

- Describe uses of library classification schemes

OU: Cataloguing [OUba011221]

Contents

- Importance of cataloguing in libraries

- Cataloguing technologies

- Online cataloguing systems

- AACR2

- Cataloguing Rules

- Sears list of Subject Headings

- Practical tasks

Learning Outcomes

After completing this module, learners should be able to
- Explain the importance and functions of cataloguing
- Describe and apply cataloguing rules
- Use AACR2 for cataloguing tasks
- Use Sears List for cataloguing

OU: Information Retrieval Techniques [OUba011223]

Contents

- Various techniques and methods of information retrieval

- Use of IT in information retrieval– use of databases, websites and internet

- Information Retrieval Application
- Multimedia information retrieval
- Information search
- Use of indexes, abstracts and reviews

- User Education

- Selective Dissemination of Information

- Use of bibliographies

- E-literacy

Learning Outcomes

After completing this module, learners should be able to
- Describe various information retrieval techniques
- Carry out information search
- Use online resources for information retrieval

OU: Placement [OUba011224]

Contents

In this component learners will be allocated work placement in different library set ups where they will observe day to day work and participate in certain activities. Attendance registers will be kept and their work will be supervised by the Senior Librarian. Learners will submit a report at the end of the placement.

Learning Outcomes

After completing this module, learners should be able to
- Develop insights into work processes in libraries
- Carry out practical library work
- Write a report based on insights gained

OU: Current Issues in Libraries [OUba011311]

Contents

- Social, ethical and legal aspects of information provision

- Issues affecting contemporary library work

- Access to libraries, deprivation of information

- Right to privacy and freedom of information

- Censorship issues- multicultural contexts

- Ethical code of conduct for librarians

- Trends in conservation of library materials

- Restoration of library materials

Learning Outcomes

After completing this module, learners should be able to
- Explain the need for a code of ethics for librarians
- Discuss social, ethical and legal aspects of information provision
- Demonstrate understanding of current trends in the conservation and restoration of materials

OU: Project Management For Library [OUba011312]

Contents

- What is a project?

- Why do projects fail?

- Making projects work

- Project inputs and outputs

- Making a project plan

- Case studies

- Writing a project brief

- Planning a project

- Making cost estimates

Learning Outcomes

After completing this module, learners should be able to
- Demonstrate understanding of project   management
- Write a project brief
- Plan a project and make a cost estimate

OU: Research Methodology [OUba011313]

Contents

- Introduction to Research Methods

- Components of a Research Proposal

- Planning the Research Process

- Qualitative and Quantitative Research

- Research Design

- Handling of data and analysis of data

- Dissertation writing skills

Learning Outcomes

After completing this module, learners should be able to
- outline a research plan
- write a research proposal
- select appropriate methods for research
- implement the research process
- analyse and assess data
- write a dissertation based on their research

OU: Financial Management For Library Studies [OUba011314]
Contents

- Concepts and principles of financial m a n a g e m e n t
- Financial statements
- Statement of comprehensive income and financial p o s i t i o n
- Financial planning
- Short term funds management
- Inventory management
- Current liabilities management
- Risk management

Learning Outcomes

After completing this module, learners should be able to

- Demonstrate understanding of financial management

- Carry out simple financial planning

- Demonstrate understanding of short term funds management

OU: Digital Libraries [OUba011321]
Contents

- Digital libraries; introduction and overview
- Access in digital libraries, organization and use of digital   libraries
- Digital preservation, repositories and archives
- Legal rights and future of digital libraries
- Web page design
- Social networks (Facebook, twitter), library b l o g
- Ebooks
- Online journals
- Greenstone software

Learning Outcomes

After completing this module, learners should be able to

- give an overview of digital libraries
- demonstrate   understanding of the organization of digital libraries,
- show familiarity with social networks, blogs as communication tools of   libraries
- demonstrate understanding of ebooks, online   journals
- use the library software Greenstone

OU: Strategic Planning [OUba011322]
Contents

- Strategic management concept and evolution

- Strategic planning levels and models

- Stepwise approach

- Environment analysis

- Vision mission and competitive advantage

- Strategy formulation

- Strategy implementation

- Strategy controls and limitations

Learning Outcomes
After completing this module learners should be able to

- Demonstrate understanding of strategic   planning
- Explain key concepts in strategic planning
- Develop a strategic plan
- Analyse the limitations of strategic plans

OU: Dissertation [OUba011323]
Learners will submit a dissertation of 12 000 to 15 000   words.

List of Reference Materials

AUTHOR	TITLE
Allan, A.	Myth of Government Information
American Library Association	ALA Filing Rules
Anders, V.	Automated Information Retrieval in Libraries
Battaile, C.	Circulation Services in a Small Academic Library
Beenham, R.	Basics of Librarianship, 3rd ed.
Biddiscombe, R.	Training for IT
Biddle, S.	Planning in the University Library
Bramley, G.	Adult Literacy, Basic Skills and Libraries
Brophy, P.	Quality Management for Information and Library Managers
Burke, M.	Organization of Multimedia Resources
Carter, R.	Education and Training for Cataloguers and Classifiers
Chirgwin, F.	Library Assistant's Manual, 4th ed.
Clarke, J.	Hospital Libraries and Community Care, 4th ed.
Cornish, G.	Copyright: interpreting the law for libraries and archives
Debowski, S.	Knowledge Management
Dewey, Melvil	Abridged Dewey Decimal Classification …12th ed.

11. Mode of Delivery

The modules will be delivered through a mix of ODL and contact-based sessions. ODL modules will have self-learning materials.