

**NATIONAL BOARD FOR TECHNICAL EDUCATION**

**NATIONAL DIPLOMA IN**

**LIBRARY AND INFORMATION SCIENCE**

**CURRICULUM AND COURSE SPECIFICATIONS**

**PLOT B, BIDA ROAD, P.M.B. 2239,**

**KADUNA NIGERIA.**

## **FOREWORD**

In the last quarter of 1988, the National Board for Technical Education (NBTE) approved the introduction of the National Diploma and Higher National Diploma in Library Science in the polytechnic system in Nigeria. This was done in response to the dearth of library technicians and technologists in Nigerian libraries generally.

After about ten years of the implementation of the programmes in the polytechnics, a review of the curriculum was carried out in order to update it and keep it abreast with recent developments in the field. Participants in the review workshops were drawn from the polytechnics, universities, Nigerian Library Association and employers of diplomates of the programmes.

This reviewed curriculum has been renamed Library and Information Science, and is structured in unit courses in line with the provisions of the National Policy on Education which makes it mandatory for all institutions of higher learning to operate the credit unit system in order to facilitate the transfer of credits obtained in one institution to a similar programme in another institution.

I wish to express the Board's sincere appreciation to the curriculum review workshop participants as well as all the others (too numerous to list here) who offered their unstinted assistance to make this updated curriculum one that would meet the needs of this nation.

**Dr. Nuru Yakubu**  
**Executive Secretary.**

## **GENERAL INFORMATION**

### **1.0 NATIONAL DIPLOMA (ND)**

#### **1.1 Programme Goal**

The National Diploma (ND) programme in Library and Information Science aims at producing the nation's library and information science technicians who will be capable of performing middle level functions in libraries.

#### **1.2 Programme Objective**

On completion of this course, the diplomate will be able to carry out the following functions:

- (a) classify and catalogue books;
- (b) process journals and other reference materials;
- (c) compile some general and specific subject bibliographies, indexes and abstracts;
- (d) perform readers' services with minimum supervision;
- (e) supervise junior (clerical and non-technical) staff in a library;
- (f) take charge of a school or community library efficiently and effectively;
- (g) utilize information and communication technologies (ICT) in information handling and processing.

#### **1.3 Minimum Entry Requirements**

Candidates for admission into the National Diploma (ND) programme should have at least four credit/merit level passes at one sitting or five at two sittings in WASC/GCE (O/L) SSC/NECO/NTC/NBC/Teachers Grade II Certificate which must include English Language and at least a pass in Mathematics.

#### **1.4 Programme Duration**

The National Diploma programme in Library and Information Science is structured to run for two academic sessions of two semesters each.

#### **1.5 Project**

Project work is an integral part of the National Diploma curriculum. The student will carry out an original project in the field of Library and Information Science to qualify for the ND certificate.

#### **1.6 Evaluation**

For the purpose of awarding the National Diploma in Library and Information Science, evaluation of students' work shall include examinations, course work (tests, quizzes, practicals, etc) and industrial attachment. The weighting of each of the components shall be as prescribed by the National Board for Technical Education/the institution running the programme.

#### **1.7 Certificate**

The National Diploma (ND) shall be awarded only to persons who have satisfied all conditions for the award of the certificate as laid down by the National Board for Technical Education (NBTE) and the institution in which the programme is offered.

### **2.0 CURRICULUM COMPONENTS**

#### **2.1 The Curriculum of the ND Library and Information Science programme consists of three main components. These are:**

- i) General Studies Courses
- ii) Professional Courses
- iii) Supervised Industrial Work Experience Scheme (SIWES)

**2.2 The General Studies component shall include courses in:**

- a) English Language and Communication, which is compulsory.
- b) Citizenship Education I and II which are also compulsory.
- c) Entrepreneurship Development which is also compulsory.
- d) General and Social Sciences which are electives.

2.3 The General Studies component shall account for 10-15% of the total contact hours for the programme.

2.4 Professional Courses are those courses which give the student the theory and practical skills he needs to practice his field of calling at the technician level. These may account for at least 60% of the contact hours of the programme.

2.5 Supervised Industrial Work Experience Scheme (SIWES) shall be taken during the long vacation following the end of the second semester of the first year. (See details of SIWES in section 7.0).

**3.0 CURRICULUM STRUCTURE**

The structure of the programme consists of four semesters of classroom, laboratory and workshop activities in the institution and a semester (3-4 months) of Supervised Industrial Work Experience Scheme (SIWES). Each semester shall be of 17 weeks duration made up as follows: 15 contact weeks of teaching and practical exercises, and two weeks for registration and examinations.

SIWES shall take place at the end of the second semester of the first year.

**4.0 ACCREDITATION**

The programme shall be accredited by NBTE before the diplomate can be awarded the certificate. Details of the process of accrediting a programme for the award of the ND are obtainable from the Executive Secretary, National Board for Technical Education, P.M.B. 2239, Kaduna, Nigeria.

**5.0 CONDITIONS FOR THE AWARD OF THE NATIONAL DIPLOMA**

Institutions offering the programme will award the National Diploma to a candidate who successfully completes the programme after passing prescribed course work, examinations, project and the Supervised Industrial Work Experience Scheme. Such a candidate should have completed a minimum of between 72 and 80 semester credit units.

The Diploma shall be classified as follows:

Distinction	-	GPA of 3.50 and above
Upper Credit	-	GPA of 3.00 - 3.49
Lower Credit	-	GPA of 2.50 - 2.99
Pass	-	GPA of 2.00 - 2.49
Fail	-	GPA of below - 2.00

## **6.0 GUIDE NOTES FOR TEACHERS**

- 6.1 The curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution to another institution of similar standard.
- 6.2 As the success of the credit unit system depends on the articulation of programmes between the institutions and industry, the curriculum content has been written in behavioural objectives so that it is clear to all the expected performance of the student who successfully completes the programme. There is a slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institutions under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. Departmental submission on the final curriculum may be vetted by the Academic Board of the institution. The aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring minimum standard and quality of education in the programmes offered throughout the polytechnic system.
- 6.3 The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practice in the ratio of 50:50 or 60:40 or the reverse.

## **7.0 GUIDELINES ON SIWES**

For the smooth operation of the SIWES the following guidelines shall apply:

### **7.1 Responsibility for Placement of Students**

- (a) Institutions offering the ND programme shall arrange to place the students in industry. By April 30 of each year, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE who shall, in turn, authenticate the list and forward it to the Industrial Training Fund, Jos.
- (b) The Placement Officer should discuss and agree with industry on the following:
  - i) a task inventory of what the students should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field.
  - ii) the industry-based supervisor of the students during the period and the institution-based supervisor,
  - iii) the evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

### **7.2 Evaluation of Students During the SIWES**

In the evaluation of the student, cognizance should be taken of the following items:

- (a) Punctuality
- (b) Attendance
- (c) General attitude to work
- (d) Respect for authority
- (e) Interest in the field/technical area

(f) Technical competence as a potential technician in the field.

### 7.3 **Grading of SIWES**

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students work which has been agreed to by all polytechnics is adopted.

### 7.4 **The Institution-Based Supervisor**

The institution-based supervisor should initial the log book during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist a student having any problem regarding specific assignments given to him by the industry-based supervisor.

### 7.5 **Frequency of Visit**

Institutions should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that:

- (i) there is another visit six weeks after the first visit; and
- (ii) a final visit in the last month of the attachment.

### 7.6 **Stipend for Student on SIWES**

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training Fund and NBTE.

### 7.7 **SIWES As a Component of the Curriculum**

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but failed SIWES,



he may only be allowed to repeat another four months SIWES at his own expense.

**National Board for Technical Education  
Plot B, Bida Road,  
P.M.B. 2239,  
Kaduna.**

**2<sup>nd</sup> September, 2002.**

**Curriculum and Module Specifications for ND Library and Information Science**

**ND PROGRAMME IN LIBRARY AND INFORMATION SCIENCE**

**1<sup>st</sup> SEMESTER: ND 1**

<b>Course Code</b>	<b>Course Title</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
LIS 111	Foundation of Library and Information Science	2	-	-	2	2
LIS 112	Cataloguing I	2	-	1	3	3

LIS 113	Basic Reference Tools and Services I	2	-	1	3	3
LIS 114	History of Libraries I	2	-	-	2	2
LIS 115	Book Production Processes	2	-	1	3	3
LIS 116	Classification I	2	-	1	3	3
LIS 117	Sociology of Library and Information Science	2	-	-	2	2
GNS 101	Use of English I	2	-	-	2	2
GNS 111	Citizenship Education I	2	-	-	2	2
		18	-	4	22	22

### 2<sup>nd</sup> SEMESTER: ND 1

Course Code	Course Title	L	T	P	CU	CH
LIS 121	Cataloguing II	2	-	1	3	3
LIS 122	Basic Reference Tools and Services II	1	-	2	3	3
LIS 123	History of Libraries II	2	-	-	2	2
LIS 124	Classification II	2	-	1	3	3
LIS 125	Basics of Computer and Operating Systems	1	-	1	2	2
LIS 126	Compilation of Bibliography, Indexes and Abstracts.	2	-	-	2	2
GNS 102	Communication in English I	2	-	-	2	2
GNS 121	Citizenship Education II	2	-	-	2	2
BUS 213	Entrepreneurship Development	2	-	-	2	2
		16	-	5	21	21

### 3rd SEMESTER: ND 1

Course Code	Course Title	L	T	P	CU	CH
LIS 211	Elements of Library Administration	2	-	-	2	2
LIS 212	Cataloguing and Classification I	1	-	3	4	4
LIS 213	Research Methods	2	-	-	2	2
LIS 214	Elements of Reprography	1	-	1	2	2
LIS 215	Types of Libraries and Information Centres I	2	-	-	2	2
LIS 216	Preservation and Conservation of Library	2	-	-	2	2

	Materials					
LIS 217	Collection Development	2	-	-	2	2
LIS 218	Elements of Library Automation	2	-	1	3	3
GNS 201	Use of English II	2	-	-	2	2
		16	-	5	21	21

**4th SEMESTER: ND 1**

Course Code	Course Title	L	T	P	CU	CH
LIS 221	Cataloguing and Classification II	1	-	3	4	4
LIS 222	Project	-	-	4	4	4
LIS 223	Types of Libraries and Information Centres II	2	-	-	2	2
LIS 224	AV Equipment Operation and Materials Production	1	-	1	2	2
LIS 225	Introduction to Internet and Virtual Library	2	-	1	3	3
GNS 202	Communication in English II	2	-	-	2	2
		8	-	9	17	17

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

**COURSE CODE:** LIS 111

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to provide the student with knowledge of the basic concepts of Library and Information Science in the context of communication processes.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand the scope, origins and ethics of Library and Information Science.
- 2.0 Appreciate the factors affecting library and information services in society.
- 3.0 Understand the role of Information and Communication Technologies (ICT) in Libraries and information centres.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE:</b> FOUNDATION OF LIBRARY AND INFORMATION SCIENCE		<b>Course Code:</b> LIS 111	<b>Contact Hours:</b> 30
<b>Course Specification:</b> Theoretical			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand the scope, origin and ethics of Library and Information Science.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 7	1.1 Define Library and Information Science. 1.2 Trace the history of library and information science in Nigeria. 1.3 Explain Library and Information Science as a profession including its ethics.	Draw attention to the Librarians Registration Council of Nigeria Act.	1. Personal Computer  2. CD-ROM player.

	<p>1.4 Explain the similarities and differences between libraries and information centres in respect of personnel, training, stock, space, clientele, etc.</p> <p>1.5 Describe types of libraries, e.g., academic, public, national, special, school and mobile libraries.</p> <p>1.6 Explain the role of libraries and information centres in the community.</p>		
<b>General Objective: 2.0:</b> Appreciate the factors affecting library and information services in society.			
8 - 10	<p>2.1 Identify the factors that determine the pattern of library and information centres development in Nigeria, e.g. social, political, economic, religious, demographic, etc.</p> <p>2.2 Describe the factors listed in 2.1 above.</p>		

	<b>General Objective: 3.0:</b> Understand the role of Information and Communication Technologies in Libraries and Information Centres.		
11 - 15	<p>3.1 Define Information and Communication Technologies (ICT).</p> <p>3.2 Trace the historical development of ICT in libraries and information centres in Nigeria.</p> <p>3.3 List available ICTs in Nigerian libraries and information centres, e.g., computers, databases, compact disc (CD-ROM), Internet, tele-communications, fax machines, electronic copying, etc.</p> <p>3.4 Describe the ICTs mentioned in 3.3 above.</p> <p>3.5 State the advantages and disadvantages of the ICTs in 3.3 above.</p> <p>3.6 State the problems of and the possible solutions to the application of the ICTs listed in 3.3 above.</p>		

**Assessment**

Course Work	30%
Examination	70%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: CATALOGUING I**

**COURSE CODE:** LIS 112

**DURATION:** 45 HOURS

**CREDIT:** 3 HOURS

**GOAL:** This course is designed to acquaint the student with the concepts of cataloguing.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand what a library catalogue is.
- 2.0 Know the characteristics of various types of catalogues.
- 3.0 Know how to use the various cataloguing tools and equipment.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>		
<b>COURSE: CATALOGUING I</b>	<b>Course Code: LIS 112</b>	<b>Contact Hours: 45</b>

<b>Course Specification:</b> Theoretical and practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand what a library catalogue is.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 2	1.1 Define a catalogue. 1.2 Identify the functions of a library catalogue. 1.3 Identify various sources of information in the catalogue, e.g. title, pages, table of contents, etc.	Conduct practical exercises on 1.3.	1. LC Classification Scheme. 2. LC Subject Headings A-Z. 3. Cutter table. 4. DDC 5. Sears List of Subject Headings. 6. Catalogue Cards. 7. Catalogue Cabinets. 8. Shelves. 9. Card Sorter. 10. Typewriter (manual).
<b>General Objective: 2.0:</b> Know the characteristics of various types of catalogues.			
3 - 11	2.1 Explain the major differences/characteristics of various kinds of catalogues, their merits and demerits, viz, (a) subject catalogue (b) author catalogue (c) title catalogue (d) dictionary catalogue (e) classified catalogue 2.2 Explain the meaning of added entries, cross references, analytical entries and display. 2.3 Show the relationship between the classified catalogue and the dictionary catalogue. 2.4 Explain what shelf lists and tracings are. 2.5 Explain the usefulness of shelf lists and tracings in the operation of the library	Conduct practical exercises on the usage of cataloguing tools and equipment.	11. Minigraph machine. 12. Minigraph stencils.



	<p>catalogue.</p> <p>2.6 Explain the uses of cross references, viz, <u>see</u> and <u>see also</u> references.</p> <p>2.7 Describe the physical forms of the catalogue, e.g., card, sheaf, printed book, computerized catalogues, etc.</p>		
<b>General Objective: 3.0:</b> Know how to use the various cataloguing tools and equipment.			
12 - 15	<p>3.1 Identify the tools and equipment in the cataloguing department, e.g., catalogue cards, LC Subject Headings, card sorter, 3"x5" cards, etc.</p> <p>3.2 Explain the need for these tools and equipment and how they are used.</p> <p>3.3 Apply the three levels of catalogues entries, viz, another, title, subject.</p>	Conduct practical exercises on the usage of cataloguing tools and equipment.	

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: BASIC REFERENCE TOOLS AND SERVICES I**

**COURSE CODE: LIS 113**

**DURATION: 45 HOURS**

**CREDITS:**                    **3 HOURS**

**GOAL:**                      This course is designed to introduce the students to basic reference tools and services.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0    Know the various types of basic reference tools.
- 2.0    Know the major characteristics of the basic reference books.

**ND Curriculum and Module Specifications in Library and Information Science**

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: BASIC REFERENCE TOOLS AND SERVICES I</b>		<b>Course Code: LIS 113</b>	<b>Contact Hours: 45</b>
<b>Course Specification:</b> Theoretical and practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Know the various types of basic reference tools.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 6	1.1 Define a reference book. 1.2 Describe the various types of reference books.	1. Distinguish between types of reference materials, viz,	1. Encyclopaedias 2. Dictionaries

	1.3 Explain reference services in the library.	(a) specific (b) general 2. Explain the use of British coupon for materials not available in the library.	3. Almanacs 4. Yearbooks 5. Handbooks 6. Directories 7. Manual 8. Biographical works 9. Bibliographical works 10. Geographical works 11. Indexes and Abstracts.
<b>General Objective: 2.0:</b> Know the major characteristics of the basic reference books.			
7 - 15	2.1 Identify sources of information in specific types of reference books, e.g., encyclopedias, almanacs, dictionaries, yearbooks, etc. 2.2 Describe geographical sources of information, e.g., atlases, maps, etc. 2.3 Outline the techniques for compiling a bibliography and a booklist.	1. Organise study visits to the institution's library to identify various reference sources. 2. Give examples of specialized bibliography, e.g., Books in Print, Cumulative Book Index.	

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: HISTORY OF LIBRARIES I**

**COURSE CODE: LIS 114**

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to acquaint the student with the origins and development of libraries from early times to the present.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know the origins and development of libraries in ancient times.
- 2.0 Know the development of libraries in medieval times.
- 3.0 Know the development of libraries in modern times.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: HISTORY OF LIBRARIES I</b>		<b>Course Code: LIS 114</b>	<b>Contact Hours: 30</b>
<b>Course Specification: Theoretical</b>			
<b>WEEK</b>	<b>General Objective: 1.0: Know the origins and development of libraries in ancient times.</b>		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 4	1.1 Trace the origins of libraries in ancient Egypt. 1.2 Trace the development of libraries in Mesopotamia.	Show available pictures of the types of libraries.	Relevant photographs.

	<b>General Objective: 2.0:</b> Know the development of libraries in medieval times.		
5 - 7	2.1 Trace the development of monastic libraries in medieval times. 2.3 Explain the advantages of the medieval libraries over ancient libraries.		Relevant photographs
	<b>General Objective: 3.0:</b> Know the development of libraries in modern times.		
8 - 15	3.1 Trace the development of libraries in the U.K. 3.2 Trace the development of libraries in the USA 3.3 Differentiate between modern and ancient libraries. 3.4 Differentiate between modern and medieval libraries.		

**Assessment**

Coursework	30%
Examination	70%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: BOOK PRODUCTION**

**COURSE CODE: LIS 115**

**DURATION: 45 HOURS**

**CREDIT: 3 HOURS**

**GOAL:** This course is designed to introduce the student to the elements of book production.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand what the book is and its parts.
- 2.0 Know the origins and development of the book.
- 3.0 Know the processes involved in book production.
- 4.0 Know the material inputs in book production.

**ND Curriculum and Module Specifications in Library and Information Science**

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: BOOK PRODUCTION PROCESSES</b>		<b>Course Code: LIS 115</b>	<b>Contact Hours: 45</b>
<b>Course Specification: Theoretical and practical</b>			
<b>WEEK</b>	<b>General Objective: 1.0: Understand what the book is and its parts.</b>		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Define the book. 1.2 Identify parts of the book		
	<b>General Objective: 2.0: Know the origins and development of the book.</b>		
4 - 6	2.1 Enumerate the early forms of the book. 2.2 Describe the antecedents to the book.	Show illustrations/photographs to students.	
	<b>General Objective: 3.0: Understand the processes involved in book production.</b>		

7 - 12	3.1 Describe the book production processes, starting from the author (manuscript) to: (a) type-setting (b) pasting/art work (c) filming (d) plate-making (e) impression (f) print-finishing (g) illustrations.	1. Demonstrate each stage of the process.  2. Organise a study tour to a book publishing establishment.	
<b>General Objective: 4.0:</b> Know the material inputs in book production.			
13 - 15	4.1 Identify the material inputs in book production processes, e.g., paper, ink, type faces and presses. 4.2 Describe the materials identified in 4.1. above.	Show specimens to students.	1. Paper 2. Ink 3. Type faces 4. Press

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** CLASSIFICATION I

**COURSE CODE:** LIS 116

**DURATION:** 45 HOURS

**CREDITS:** 3 HOURS

**GOAL:** This course is designed to acquaint the student with the basic concepts of classification.

**GENERAL OBJECTIVES:**

- 1.0 Understand what classification is.
- 2.0 Know the characteristics of various types of classification tools.



*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: CLASSIFICATION I</b>		<b>Course Code: LIS 116</b>	<b>Contact Hours: 45</b>
<b>Course Specification:</b> Theoretical and practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand what classification is.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 9	1.1 Define classification in its ordinary and technical contexts. 1.2 State clearly the relationship between the word “classification” and the concept of classification. 1.3 State why library materials are classified. 1.4 Describe briefly the historical background of the major classification schemes. 1.5 Describe notation, form class, form division, generalia, index. 1.6 Enumerate the characteristics of a good notation and mnemonic device.	Provide a variety of objects for arrangement by their distinguishing attributes, e.g., fruits, furniture, etc.	1. Classroom items. 2. Natural items. 3. Classification schemes, e.g., DDC, UDC, LC. Colon, Bliss, etc.
	<b>General Objective: 2.0:</b> Know the characteristics of various types of classification tools.		
10 -15	2.1 List the tools used in classification, e.g., LC,	Conduct group practical work on each	1. DDC scheme

	DDC, UDC, Colon, etc. 2.2 Identify the main features of the major classification schemes, e.g., LC, DDC, UDC.	scheme.	2. LC scheme 3. UDC scheme 4. Colon classification scheme
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**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: SOCIOLOGY OF LIBRARY AND INFORMATION SCIENCE**

**COURSE CODE: LIS 117**

**DURATION: 30 HOURS**

**CREDITS: 2 HOURS**

**GOAL:** This course is designed to enable the student appreciate the dynamics of library and information services in the context of a changing society.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand sociology of library and information science.

- 2.0 Understand the nature and purpose of library and information science.
- 3.0 Understand the role of library and information centres in society.
- 4.0 Understand the information needs of the community.
- 5.0 Appreciate factors that influence library and information services to the community.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: SOCIOLOGY OF LIBRARY AND INFORMATION SCIENCE</b>		<b>Course Code: LIS 117</b>	<b>Contact Hours: 30</b>
<b>Course Specification: Theoretical</b>			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand sociology of library and information science.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Define sociology of library and information science. 1.2 Explain basic concepts such as library, culture, communication, information, society, sociology.	Explain all the terms in 2.1 inter-relatedly.	
	<b>General Objective: 2.0:</b> Understand the nature and purpose of library and information science.		
4 - 6	2.1 State the attributes of a library. 2.2 Explain the philosophy of library and information sciences. 2.3 Describe the various types of libraries. 2.4 Examine the purpose of libraries and information centres.	List the attributes in 2.1 with the full involvement of the students.	
	<b>General Objective: 3.0:</b> Understand the role of libraries and information centres in society.		
7 - 8	3.1 Explain the functions of the library in the	Highlight how various types of libraries	

	provision of information. 3.2 Explain the functions of the library in formal education. 3.3 Explain the functions of the library in mass literacy. 3.4 Explain the functions of the library in the promotion of culture. 3.5 Explain the functions of the library in facilitating recreation. 3.6 Explain the functions of the library in extension services.	perform these functions.	
<b>General Objective: 4.0:</b> Understand information needs of the community.			
9 - 13	4.1 Identify the components of the community/society to be served. 4.2 Describe the characteristics of the user groups. 4.3 Identify the information needs of user groups. 4.4 Identify the reading habits of user groups. 4.5 Explain the factors affecting reading habits of user groups.	Organise community analysis on user needs.	
<b>General Objective: 5.0:</b> Appreciate factors that influence library and information service to the community.			
14 - 15	5.1 Examine the social factors affecting library and information services. 5.2 Examine the economic factors affecting library and information services. 5.3 Examine the political factors affecting library and information services. 5.4 Explain how library and information services affect social, economic and political aspects of the community.		

**Assessment**

Coursework 30%  
Examination 70%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** CATALOGUING II

**COURSE CODE:** LIS 121

**DURATION:** 45 HOURS

**CREDITS:** 3 HOURS

**GOAL:** This course is designed to strengthen the students' knowledge of cataloguing acquired in LIS 112.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know the various cataloguing rules.
- 2.0 Know the various bibliographic tools.
- 3.0 Know the use of tools and the application rules of cataloguing.

### ND Curriculum and Module Specifications in Library and Information Science

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: CATALOGUING II</b>		<b>Course Code: LIS 121</b>	<b>Contact Hours: 45</b>
<b>Course Specification: Theoretical and practical.</b>			
<b>WEEK</b>	<b>General Objective: 1.0: Know the various cataloguing rules.</b>		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Trace the history of cataloguing rules, e.g., the AA codes, AACR 1967, AACR II. 1.2 Explain the use of AACR II.	Conduct practical classes.	1. AACR II 2. LC Classification Scheme 3. LC Subject Headings A-Z 4. Cutter Table 5. DDC 6. Sears List of Subject Headings. 7. Catalogue Cards 8. Catalogue Cabinets 9. Shelves.
	<b>General Objective: 2.0: Know the various bibliographic tools.</b>		
4 - 9	2.1 Describe the application of AACR II. 2.2 Explain ISBD as a cataloguing tool. 2.3 Explain the place of punctuation marks. 2.4 Identify the bibliographic tools in cataloguing, e.g., CIP, BNB, ISBN, LC Subject Headings, Sears List, etc. 2.5 Design cataloguing worksheets for: (a) card catalogue (b) computerized catalogue	Show examples of worksheets.	10. Card Sorter 11. Typewriter (manual) 12. Minigraph machine 13. Minigraph stencils 14. Pencils 15. Erasers 16. Worksheet 17. Computers 18. ISBD
	<b>General Objective: 3.0: Know the use of tools and the application rules of cataloguing.</b>		
10 -15	3.1 Catalogue new titles as practical work.	Conduct practical classes.	

**Assessment**

Coursework

40%

Examination 60%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: BASIC REFERENCE TOOLS AND SERVICES II**

**COURSE CODE: LIS 122**

**DURATION: 45 HOURS**

**CREDITS: 3 HOURS**

**GOAL:** This course is designed to introduce the student to the major bibliographic works and their characteristics.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know library accession list.
- 2.0 Know the various forms of catalogues.
- 3.0 Know the various types of Abstracts and Indexes.
- 4.0 Understand current and retrospective bibliographies.
- 5.0 Know how to use basic reference books.

### ND Curriculum and Module Specifications in Library and Information Science

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: BAISC REFERENCE TOOLS AND SERVICES</b>		<b>Course Code: LIS 122</b>	<b>Contact Hours: 45</b>
<b>Course Specification:</b> Theoretical and practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Know library accession list.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 2	1.1 Define an accession list. 1.2 Describe an accession list.	Show students accession lists	1. Catalogue cabinet. 2. 3"x5" cards 3. Card sorter 4. Computer 5. Union Catalogue 6. National Union Catalogue 7. Publishers Catalogue 8. Book Catalogue 9. CD-Room Catalogue 10. COM Catalogue.
<b>General Objective: 2.0:</b> Know the various forms of catalogues.			
3 - 10	2.1 Define a catalogue. 2.2 Describe the various forms of catalogues, e.g., (a) Library catalogue (b) Union catalogue (c) National Union Catalogue (NUC) (d) Publishers catalogue. 2.3 Explain the various types of library catalogues, e.g., (a) Card catalogue (b) Book catalogue (c) Computerised catalogue (d) OPAC (On-line Public Access Catalogue) (e) CD-ROM catalogue	Put students through practical and hands-on experience on how to use the various types of catalogues.  Provide samples of card, book, CD-ROM and COM catalogues.  Perform practical exercises in filing.	



	(f) COM catalogue. 2.4 File catalogue cards word by word and letter		
<b>General Objective: 3.0:</b> Know the various types of Abstracts and Indexes.			
11 - 12	3.1 Define indexes and abstracts. 3.2 Describe various types of indexes, e.g., back of the book, index, secondary publications, etc.	Highlight similarities and differences between indexes and abstracts.	
<b>General Objective: 4.0:</b> Understand current and retrospective bibliographies.			
13 -14	4.1 Define bibliography. 4.2 Describe current and retrospective bibliography.	Identify bibliographies, e.g., BMB, BIP, etc.	
<b>General Objective: 5.0:</b> Know how to use basic reference books.			
15	5.1 List all the categories of basic reference books. 5.2 Demonstrate the use of materials and tools listed in 5.1 above.	Show examples of reference books	

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: HISTORY OF LIBRARIES II**

**COURSE CODE: LIS 123**

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is intended to acquaint the student with the origins and development of libraries in West Africa with particular reference to Nigeria.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand Western influence on the development of libraries in West Africa.
- 2.0 Understand the Eastern influence on the development of libraries in West Africa.
- 3.0 Know the growth and development of libraries in Nigeria.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>		
<b>COURSE: HISTORY OF LIBRARIES II</b>	<b>Course Code: LIS 123</b>	<b>Contact Hours: 30</b>
<b>Course Specification: Theoretical</b>		

<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand Western influence on the development of libraries in West Africa.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 5	1.1 Describe the early libraries of West Africa. 1.2 Trace the history and development of Library Associations with particular reference to West Africa. 1.3 Analyses the history and development of Library Associations in Nigeria. 1.4 Examine the influence of Western Library Associations on West African Library Associations.		
	<b>General Objective: 2.0:</b> Understand the Eastern influence on the development of Libraries in West Africa.		
6 - 9	2.1 Explain the influence of early universities in North Africa on the development of book collections in West Africa. 2.2 Describe the Arabic collections in Nigeria, e.g., Ibadan University, Kano, Sokoto, etc. 2.3 Explain how the Arabic collections influenced library development in West Africa.	Organise study tours to one or more Arabic collections.	

	<b>General Objective: 3.0:</b> Know the growth and development of Libraries in Nigeria.		
10 - 15	3.1 Describe the development of libraries in the Protectorate of Lagos. 3.2 Trace the history of library development in Nigeria. 3.3 Trace the origins and development of private libraries in Nigeria. 3.4 Trace the history of academic libraries in Nigeria. 3.5 Trace the origins and development of public libraries in Nigeria. 3.6 Trace the origins and development of school libraries in Nigeria.		

**Assessment**

Coursework	30%
Examination	70%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** CLASSIFICATION II

**COURSE CODE:** LIS 124

**DURATION:** 45 HOURS

**CREDITS:** 3 HOURS

**GOAL:** This course is designed to acquaint the student with the rules of classification, the relationship between cataloguing and classification and the uses of the DDC scheme.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know the various rules of classification.
- 2.0 Appreciate the relationship between cataloguing and classification.
- 3.0 Know how to use the DDC scheme in a practical library situation.



**COURSE CODE:** LIS 125

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to enable the student to know the basic components of the computer and to acquire necessary skills in the operation of the equipment.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know the origin, development and classification of computers.
- 2.0 Know the major parts of the computer and its peripherals.
- 3.0 Understand basic computer operating systems.
- 4.0 Know how to operate the computer.
- 5.0 Understand the running of application software.

ND Curriculum and Module Specifications in Library and Information Science

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>		
<b>COURSE: BASICS OF COMPUTER AND OPERATING SYSTEMS.</b>	<b>Course Code: LIS 125</b>	<b>Contact Hours: 30</b>

<b>Course Specification:</b> Theoretical and Practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Know the origin, development and classification of computers.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 2	1.1 Define a computer. 1.2 Trace the history and development of computers. 1.3 Identify computers by generation, e.g., first, second, third, fourth and fifth. 1.4 Identify the major classification of computers, e.g., by type, purpose, and capacity/size.	1. Highlight computer development and its various generations.  2. Explain the major classifications of computers.	Personal computers, e.g., 286 386 486 Pentium (series)
<b>General Objective: 2.0:</b> Know the major parts of the computer and its peripherals.			
3 - 4	2.1 Describe major parts of a computer and peripherals, e.g., monitor, central processing unit (CPU), keyboard, mouse, etc. 2.2 Explain the uses of each of the parts listed in 2.1 above.	1. Expose the students to the various parts of the computer and the functions performed by each of them.  2. Demonstrate the usage of each part of the computer.	1. Personal computers. 2. Diskettes.
<b>General Objective: 3.0:</b> Understand basic computer operating systems.			
5 - 8	3.1 Define computer operating systems. 3.2 Explain computer operating systems concepts, e.g., punch cards, disk operating systems (DOS), windows. 3.3 Describe each operating system identified in 3.2 above. 3.4 Differentiate between the operating systems. 3.5 State the advantages of Windows operating systems.		



	<b>General Objective: 4.0:</b> Know how to operate the computer.		
9 - 12	4.1 Boot and shut down a computer. 4.2 Identify input, output and storage devices. 4.3 Use the devices listed in 4.2 above. 4.4 Do the following: (a) format a diskette (b) create a directory (c) change a directory (d) delete a directory (e) create a file (f) edit a file (g) copy a file	Conduct practical sessions on 4.1 and 4.4 (a-g).	1. Personal computer 2. Diskettes.
	<b>General Objective: 5.0:</b> Understand the running of application software.		
13 - 15	5.1 Run an application from START. 5.2 Explain how to run an application software using MS-DOS. 5.3 Explain how to run an application software from Windows. 5.4 Explain how to run two or more application software concurrently. 5.5 Explain switching between application software.	Demonstrate each step in 5.1 to 5.5.	1. Personal computer 2. Diskettes 3. Application software.

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** COMPILATION OF BIBLIOGRAPHIES, INDEXES AND ABSTRACTS

**COURSE CODE:** LIS 126

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to enable the student acquire the knowledge and skills required for compiling bibliographies, indexes and abstracts.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand basic concepts of bibliographies, indexing and abstracting.
- 2.0 Know the basic steps in compiling a bibliography.
- 3.0 Know the basic steps in compiling indexes and abstracts.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: COMPILATION OF BIBLIOGRAPHIES, INDEXES AND ABSTRACTS</b>		<b>Course Code: LIS 216</b>	<b>Contact Hours: 30</b>
<b>Course Specification:</b> Theoretical and practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand basic concepts of bibliographies, indexing and abstracting.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Define basic concepts like bibliography, indexing and abstracting. 1.2 Describe the various forms of bibliographies (e.g., trade, subject, national bibliographies, guides and printed library catalogues). 1.3 Describe the various types of indexes (e.g., subject, author, citation, newspaper indexes). 1.4 Describe the two main forms of abstracts, viz, indicative and informative abstracts.	Show the students samples of the resources listed in 1.2 and 1.4.	Samples of bibliographies, indexes and abstracts.
	<b>General Objective: 2.0:</b> Know the basic steps in compiling a bibliography.		
4 - 9	2.1 Identify the components of a bibliography. 2.2 State the guidelines for selection of a topic. 2.3 Explain the stages in the compilation of a bibliography. 2.4 Compile a bibliography on a given topic.	Organise practicals in compilation of bibliographies.	Samples of bibliographies, indexes and abstracts.
	<b>General Objective: 3.0:</b> Know the basic steps in compiling indexes and abstracts.		
10 -15	3.1 Identify the components of an index and an abstract. 3.2 State the guidelines for selection of a topic. 3.3 Explain the stages in the compilation of an index and an abstract. 3.4 Compile an index and an abstract on a given topic.	Organise practicals in compilation of indexes and abstracts.	Samples of bibliographies, indexes and abstracts.

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

**COURSE TITLE: ELEMENTS OF LIBRARY ADMINISTRATION**

**COURSE CODE: LIS 211**

**DURATION: 30 HOURS**

**CREDITS: 2 HOURS**

**GOAL:** This course is designed to enable the student to acquire the basic knowledge necessary for the day-to-day administration of libraries.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know the different types of libraries and the administrative requirements of each.
- 2.0 Understand the general structure and organization of libraries.
- 3.0 Know the staffing of libraries.

**ND Curriculum and Module Specifications in Library and Information Science**

**PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

<b>COURSE:</b> ELEMENTS OF LIBRARY ADMINISTRATION		<b>Course Code:</b> LIS 211	<b>Contact Hours:</b> 30
<b>Course Specification:</b> Theoretical			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Know the different types of libraries and the administrative requirements of each.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Define a public library. 1.2 Describe the peculiar characteristics of a public library in Nigeria. 1.3 Compare a typical public library in Nigeria with public libraries in America and Britain. 1.4 Define Academic/College/School libraries. 1.5 Describe the peculiar characteristics of Academic/College/School libraries. 1.6 Describe the attributes of a special library.	Organise a visit to a typical academic library of a university.	
	<b>General Objective: 2.0:</b> Understand the general structure and organization of libraries.		
4 - 10	2.1 Explain the organization and functions of the following departments of a library system: (a) circulation (b) serials (c) cataloguing and classification (d) administrative 2.2 Simplify the theory of management/administration. 2.3 Explain similarities between general administration and library administration. 2.4 Explain the composition of a Library Committee or Board. 2.5 State the roles of a Library Committee or Board.	Emphasize the human relations aspects of the public service units of the library.	

	<b>General Objective: 3.0:</b> Know the staffing of libraries.		
11 - 15	3.1 Explain the functions and responsibilities of the head of a library. 3.2 Differentiate categories of workers in the library, e.g. professionals, para professionals, clerical, and others. 3.3 Explain library policy.	Draw an organogram for each type of library.	

**Assessment**

Coursework	30%
Examination	70%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** CATALOGUING AND CLASSIFICATION I

**COURSE CODE:** LIS 212

**DURATION:** 60 HOURS

**CREDITS:** 4 HOURS

**GOAL:** This course is designed to enable the student appreciate the inter-relatedness of cataloguing and classification and their applications in libraries.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Overview the major features of LIS,112,LIS 116, LIS 121 and LIS 124.
- 2.0 Overview the major cataloguing rules.
- 3.0 Know how to use the LC classification scheme in a practical library situation.



### ND Curriculum and Module Specifications in Library and Information Science

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: CATALOGUING AND CLASSIFICATION I</b>		<b>Course Code: LIS 212</b>	<b>Contact Hours: 60</b>
<b>Course Specification: Theoretical and practical.</b>			
<b>WEEK</b>	<b>General Objective: 1.0: Overview the major features of LIS 112, LIS 116, LIS 121 and LIS 124.</b>		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 4	1.1 Review the main features of DDC scheme. 1.2 Describe Anglo-American Cataloguing Rules (AACR 2), Sears List of Subject Headings, LC List of Subject Headings. 1.3 Review cataloguing tools and equipment. 1.4 State the differences between the classification schemes reviewed in 1.1 and 1.2 above.	Lead students to review the tools and equipment	
	<b>General Objective: 2.0: Overview the major cataloguing rules.</b>		
5 – 6	2.1 Describe details of the LC scheme. 2.2 Review the main features of AACR 2, LC and Sears Lists of Subject Headings, etc.		
	<b>General Objective: 3.0: Know how to use the LC Classification Scheme in a practical library situation.</b>		
7 - 15	3.1 Undertake practical exercises in cataloguing and classification. 3.2 Undertake practical exercises using DDC and LC classification schemes. 3.3 Undertake practical exercises involving the cataloguing of library materials.	Conduct practical exercises in cataloguing and classification.	1. DDC Scheme 2. LC Scheme 3. Sears List of Subject Headings. 4. LC List of Subject Headings. 5. AACR 2

#### Assessment

Coursework	40%
Examination	60%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** RESEARCH METHODS

**COURSE CODE:** LIS 213

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to enable the student carry out independent research projects.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand the scientific method of enquiry.
- 2.0 Understand how to formulate a viable research topic.
- 3.0 Know the salient elements of a research proposal.
- 4.0 Understand the significance of literature reviews in research.
- 5.0 Know the presentation of research projects.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: RESEARCH METHODS</b>		<b>Course Code: LIS 213</b>	<b>Contact Hours: 30</b>
<b>Course Specification: Theoretical</b>			
	<b>General Objective: 1.0:</b> Understand the scientific method of enquiry.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 2	1.1 Define basic concepts such as Research, Scientific Method, etc. 1.2 Describe various types of research, (e.g. descriptive, exploratory, experimental and comparative). 1.3 Explain the purpose of research.		
	<b>General Objective: 2.0:</b> Understand how to formulate a viable research topic.		
3 - 4	2.1 Identify one or more research topics from a mass of literature. 2.2 Explain how to choose the best of two or more topics.		
	<b>General Objective: 3.0:</b> Know the salient elements of a research proposal.		
5 - 9	3.1 Explain how to formulate/state a research problem. 3.2 Explain how to state a research question. 3.3 Explain how to state the purpose/objective of a study. 3.4 Explain how to state the significance of the study. 3.5 Explain how to describe research methodology. 3.6 Explain how to state report of findings.		

	3.7 Explain how to state the summary of findings, conclusion and recommendations.		
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	<b>General Objective: 4.0:</b> Understand the significance of literature review in research.		
10 -12	4.1 Explain literature review. 4.2 State the importance of literature review in research. 4.3 Identify the major sources of research information in Library and Information Science (e.g., research reports, library journals, etc).	Organise literature search using major sources of information.	1. Reports 2. Indexes and Abstracts 3. Bibliographies 4. Theses and Desertations.
	<b>General Objective: 5.0:</b> Know the presentation of research projects.		
13 - 15	5.1 Explain the format of a research report, viz, (a) Preliminaries (b) Introduction (c) Literature Review (d) Research Methodology (e) Data Analysis and Discussion (f) Summary of Findings, Conclusion and Recommendation.		

**Assessment**

Coursework	30%
Examination	70%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** ELEMENTS OF REPROGRAPHY

**COURSE CODE:** LIS 214

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to provide the student the basic elements and the practical orientation for appreciating the methods and processes for reproducing documents.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand what reprography is.
- 2.0 Know the origin and development of reprography.
- 3.0 Understand basic reprographic processes including materials and equipment.
- 4.0 Understand simple maintenance procedures of reprographic equipment.

**ND Curriculum and Module Specifications in Library and Information Science**

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: ELEMENTS OF REPROGRAPHY</b>		<b>Course Code: LIS 214</b>	<b>Contact Hours: 30</b>
<b>Course Specification:</b> Theoretical and practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand what reprography is.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Define reprography. 1.2 Identify the sub-components of reprography. 1.3 Explain the relevance of reprography to library functions.		
	<b>General Objective: 2.0:</b> Know the origin and development of reprography.		
4 - 9	2.1 Trace the historical development of reprography. 2.2 State the importance of reprography in library services. 2.3 Explain copyright law.	Highlight copyright law as established by the Berne Convention.	Extracts of the copyright law.
	<b>General Objective: 3.0:</b> Understand basic reprographic processes including materials and equipment.		
10 -12	3.1 Describe types of reprographic processes. 3.2 Enumerate the relevant equipment and materials for reprography.	Demonstrate these processes using the equipment enumerated.	(a) stencil duplicating machine (b) small offset including miniographic systems. (c) microfilm (d) microfiche (e) micro reader/printer (f) computer-printer (g) fax machine.

	<b>General Objective: 4.0:</b> Understand simple maintenance procedures of reprographic equipment.		
13 - 15	4.1 Explain why reprographic equipment need to be maintained regularly. 4.2 Explain how to detect simple faults in reprographic equipment. 4.3 Explain how to correct simple faults explained in 4.2 above.	Organise a study visit to a technician's workshop.	

**Assessment**

Coursework	40%
Examination	60%



**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** TYPES OF LIBRARIES AND INFORMATION CENTRES I

**COURSE CODE:** LIS 215

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to introduce the student to the organization and functions of various libraries and information centres.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know the various types of libraries and information centres.
- 2.0 Know the role, organization and functions of a public library.
- 3.0 Comprehend the objectives, organization and functions of a school library.
- 4.0 Understand the objectives, organization and functions of a national library.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: TYPES OF LIBRARIES AND INFORMATION CENTRES I</b>		<b>Course Code: LIS 215</b>	<b>Contact Hours: 30</b>
<b>Course Specification:</b> Theoretical backed by study visits.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Know the various types of libraries and information centres.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 2	1.1 List various types of libraries and information centres. 1.2 Describe each of the types listed in 1.1 above.	Explain in detail: (a) public, (b) academic, (c) school, (d) special/research, and (e) national libraries.	
	<b>General Objective: 2.0:</b> Know the role, organization and functions of a public library.		
3 - 7	2.1 Define public library. 2.2 State the objectives of a public library. 2.3 Explain the functions of a public library. 2.4 Describe the organization of a public library. 2.5 Explain the categories of staff in a public library. 2.6 Explain how a public library is funded.	1. Use the UNESCO Manifesto for Libraries. 2. Provide specimen organograms. 3. Highlight levels of staffing, e.g., professionals, para-professionals, non-professionals. 4. Organise a group study visit to a standard public library.	UNESCO Manifesto for Libraries.
	<b>General Objective: 3.0:</b> Comprehend the objectives, organization and functions of a school library.		
8 - 11	3.1 Define a school library. 3.2 State the objectives of a school library. 3.3 Explain the functions of a school library. 3.4 Describe the organization of a school library. 3.5 Explain its place within the parent institution. 3.6 Explain the categories of staff in a school	1. Produce specimen organograms. 2. Highlight the role, qualifications and deployment of teacher-librarians. 3. Organise group study tours of three school libraries: (a) one federal	

	library. 3.7 Explain how a school library is funded.	(b) one state (c) one private	
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	<b>General Objective: 4.0:</b> Understand the objectives, organization and functions of a national library.		
12 -15	4.1 Define national library. 4.2 State the objectives of a national library. 4.3 Explain the functions of a national library. 4.4 Describe the organization of a national library. 4.5 Explain the organization of the National Library of Nigeria. 4.6 Explain the categories of staff in a national library.	Produce specimen organograms.	

**Assessment**

Coursework	30%
Examination	70%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

**COURSE CODE:** LIS 216

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is intended to enable the student to appreciate the importance of preserving and conserving library materials.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know how to preserve and conserve library materials against natural disasters.
- 2.0 Know how to preserve and conserve library materials against adverse weather conditions.
- 3.0 Know how to preserve and conserve library materials against biological agents.
- 4.0 Understand how to preserve and conserve special and non-book library materials.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS.</b>		<b>Course Code: LIS 216</b>	<b>Contact Hours: 30</b>
<b>Course Specification: Theoretical and Practical.</b>			
<b>WEEK</b>	<b>General Objective: 1.0: Know how to preserve and conserve library materials against natural disasters.</b>		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 4	1.1 Define preservation and conservation. 1.2 List possible natural disasters that may affect a library, e.g., (a) fire (b) earthquakes, (c) floods, etc. 1.3 Explain how to protect library materials against natural disasters listed in 1.2 above.	Differentiate between preservation and conservation of library materials	
	<b>General Objective: 2.0: Know how to preserve and conserve library materials against adverse weather conditions.</b>		
5 - 8	2.1 List adverse weather conditions that may affect library materials, e.g. (a) harmattan (b) excessive relative humidity (c) excessive heat (d) sandstorm (e) atmospheric pollution, etc. 2.2 Explain how to protect library materials against the conditions listed in 2.1 above.	Explain the following methods of preservation and conservation: (a) fumigation (b) fire resistant compartments. (c) air conditioning (d) binding (e) micro filming (f) insurance (g) electronic copying, etc.	

	<b>General Objective: 3.0:</b> Know how to preserve and conserve library materials against biological agents.		
9 - 12	<p>3.1 List possible biological agents that may affect library materials, e.g.</p> <p>(a) microbiological elements (fungi, bacteria, etc.)</p> <p>(b) insects (termites, silverfish, booklice, bookworms, etc)</p> <p>(c) rodents (rats, lizards, snakes, etc)</p> <p>(d) human beings, etc</p> <p>3.2 Explain how to protect library materials against biological agents listed in 3.1 above.</p>	Explain how biological agents destroy library materials.	
	<b>General Objective: 4.0:</b> Understand how to preserve and conserve special and non-book library materials.		
13 -15	<p>4.1 Identify special and non-book library materials, e.g.,</p> <p>(a) rare book and manuscript</p> <p>(b) audio-visual materials</p> <p>(c) periodicals, etc.</p> <p>4.2 Describe the special and non-book library materials identified in 4.1 above.</p> <p>4.3 Conserve special and non-book library materials identified in 4.1 above.</p>		<p>Slide/film/opaque/overhead projectors,</p> <p>Video machine,</p> <p>Television set,</p> <p>Computer, scanning software.</p>

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** COLLECTION DEVELOPMENT

**COURSE CODE:** LIS 217

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to enable the student understand the process of developing adequate library collections.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand how to formulate a collection development policy.
- 2.0 Know the selection process.
- 3.0 Understand the processes of acquisition.
- 4.0 Comprehend the techniques of evaluating a library collection.



<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: COLLECTION DEVELOPMENT</b>		<b>Course Code: LIS 217</b>	<b>Contact Hours: 30</b>
<b>Course Specification: Theory</b>			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand how to formulate a collection development policy.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Define collection development. 1.2 Explain the importance of a collection development policy. 1.3 Enumerate the elements of a collection development policy. 1.4 Prepare a collection development policy for a specific type of library.	Highlight the superiority of written over non-written policies.  Provide a specimen policy.	1. Publishers catalogues. 2. Publishers leaflets. 3. Publishers blurps, etc.
	<b>General Objective: 2.0:</b> Know the selection process.		
4 - 7	2.1 Define selection. 2.2 Identify selection tools. 2.3 Describe the tools identified in 2.2 above. 2.4 Identify those involved in selection. 2.5 Describe the criteria used for selection. 2.6 Identify the stages of selection. 2.7 Describe the stages in 2.6 above.	Highlight the roles of various stakeholders in book selection, e.g., students, libraries, academic staff in an academic library.  Demonstrate use of tools.	
	<b>General Objective: 3.0:</b> Understand the process of acquisition.		
8 - 11	3.1 Define acquisition. 3.2 Identify those involved in acquisition. 3.3 Describe the criteria for acquisition. 3.4 Describe the stages in acquisition. 3.5 Identify the various channels and sources of acquisition.	Highlight the following channels: Gifts, exchanges, legal deposits, donations, etc, and the following sources: bookshops, publishers, booksellers, etc.	

	<b>General Objective: 4.0:</b> Comprehend the techniques of evaluating a library collection.		
12 - 15	4.1 Define stock evaluation. 4.2 Explain the purpose of stock evaluation. 4.3 Describe the techniques of stock evaluation. 4.4 Explain how to apply the results of collection evaluation exercises.	Explain how to evaluate a library collection in detail.	

**Assessment**

Coursework	30%
Examination	70%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** ELEMENTS OF LIBRARY AUTOMATION

**COURSE CODE:** LIS 218

**DURATION:** 45 HOURS

**CREDITS:** 3 HOURS

**GOAL:** This course is intended to enable the student acquire the basic knowledge of the procedures involved in automating and managing a library.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand library automation.
- 2.0 Know computer fundamental concepts.
- 3.0 Know how an automated library is designed and installed.
- 4.0 Understand techniques of running and managing an automated library.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: ELEMENTS OF LIBRARY AUTOMATION</b>		<b>Course Code: LIS 218</b>	<b>Contact Hours: 45</b>
<b>Course Specification: Theoretical and Practical</b>			
<b>WEEK</b>	<b>General Objective: 1.0: Understand library automation.</b>		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 2	1.1 Define library automation. 1.2 State rationale for library automation. 1.3 List the advantages of an automated library. 1.4 Trace the history of library automation with emphasis on Nigeria.	Explain library automation in detail.	
	<b>General Objective: 2.0: Know computer fundamental concepts.</b>		
3 - 5	Describe computer fundamental concepts, e.g., (a) systems configuration (b) networking (c) operating systems (d) systems software (e) application software (f) database (g) turnkey (h) integration, etc	Demonstrate computer fundamental concepts using a computer.	1. Personal computer 2. Printers.

	<b>General Objective: 3.0:</b> Know how an automated library is designed and installed.		
6 - 12	<p>3.1 Explain feasibility study and system design.</p> <p>3.2 Describe approaches to automation, e.g., turn key systems, integrated systems, in-house developed systems, cooperative systems.</p> <p>3.3 Explain the advantages and disadvantages of each approach in 3.2 above.</p> <p>3.4 Describe procedure for:</p> <p>(a) choice hardware</p> <p>(b) choice parameters for operating systems.</p> <p>(c) choice parameters for application software.</p> <p>3.5 Describe procedure of software installation.</p> <p>3.6 Describe procedure for:</p> <p>(a) creating a database</p> <p>(b) editing a database</p>		<p>1. Personal computers</p> <p>2. Library application software, e.g., CDS/ISIS, X-LIB.</p>
	<b>General Objective: 4.0:</b> Understand techniques of running and managing an automated library.		
13 - 15	<p>4.1 Explain system administration.</p> <p>4.2 State the importance of system administration in an automated library.</p> <p>4.3 Define systems maintenance.</p> <p>4.4 Describe systems maintenance procedure in an automated library.</p> <p>4.5 Describe database management procedure, e.g., back-up procedure, restore procedure, etc.</p>	Expose students to practicals on database management.	Personal computers.

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** CATALOGUING AND CLASSIFICATION II

**COURSE CODE:** LIS 221

**DURATION:** 60 HOURS

**CREDITS:** 4 HOURS

**GOAL:** This course is designed to enable the student improve on his competence in practical cataloguing and classification.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know how to use the various cataloguing and classification tools.
- 2.0 Understand the organization of cataloguing and classification.
- 3.0 Understand how to file correctly.

**ND Curriculum and Module Specifications in Library and Information Science**

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>		
<b>COURSE: CATALOGUING AND CLASSIFICATION II</b>	<b>Course Code: LIS 221</b>	<b>Contact Hours: 60</b>

<b>Course Specification:</b> Theoretical and Practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Know how to use the various cataloguing and classification tools.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 6	1.1 Apply AACR 2 to cataloguing of specific library materials. 1.2 Assign appropriate subject headings using LC and Sears List. 1.3 Demonstrate increased ability to use DDC and LC schemes to classify materials. 1.4 Compare and contrast the DDD and LC classification schemes.	Conduct practical exercises on AACR2, Sears List, LC List of Subject Headings, DDC, LC and UDC schemes.	1. AACR2 2. LC List of Subject Headings. 3. Sears List of Subject Headings. 4. DDC scheme of classification. 5. LC scheme of classification. 6. UDC scheme of classification.
<b>General Objective: 2.0:</b> Understand the organization of the cataloguing and classification department.			
7 - 9	2.1 Explain the functions of the cataloguing and classification department. 2.2 Describe the inter-relationships between cataloguing and classification. 2.3 Explain how the cataloguing and classification unit relates to other units in the library.	Organise group study visits to the institutional library.	
<b>General Objective: 3.0:</b> Understand how to file correctly.			
10 -15	3.1 Explain clearly the concept of filing. 3.2 Describe the various methods of filing entries in the library. 3.3 File, using word by word arrangement. 3.4 File, using letter by letter arrangement.	Conduct filing exercises using word by word and letter by letter.	1. ALA Filing Rules. 2. Card sorter or filing trays.

**Assessment**

Coursework	40%
Examination	60%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE  
**COURSE TITLE:** TYPES OF LIBRARIES AND INFORMATION CENTRES II  
**COURSE CODE:** LIS 223



**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is designed to introduce the student to the organization and functions of academic and special libraries as well as information and documentation centres.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand the objectives, organization and functions of academic libraries.
- 2.0 Understand the objectives, organization and functions of a special library.
- 3.0 Understand the organization and functions of information/documentation centres/units.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: TYPES OF LIBRARIES AND INFORMATION CENTRES II</b>		<b>Course Code: LIS 223</b>	<b>Contact Hours: 30</b>
<b>Course Specification:</b> Theoretical backed by study visits.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand the objectives, organization and functions of academic libraries.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>

1 - 6	<p>1.1 Define academic library.</p> <p>1.2 Describe types of academic libraries (college, polytechnic, university).</p> <p>1.3 State the objectives of an academic library.</p> <p>1.4 Explain the functions of an academic library.</p> <p>1.5 Describe the organization of an academic library.</p> <p>1.6 Explain the categories of staff in an academic library.</p> <p>1.7 Explain how an academic library is funded.</p>	<p>Highlight similarities and differences.</p> <p>Organise group study tour to one university and one polytechnic library</p> <p>Produce specimen organograms.</p> <p>Highlight role and functions of a library committee.</p>	
<p><b>General Objective: 2.0:</b> Understand the objectives, organization and functions of a special library.</p>			
7 - 12	<p>2.1 Define special library.</p> <p>2.2 State the objectives of a special library.</p> <p>2.3 Explain the functions of a special library.</p> <p>2.4 Describe the organization of a special library.</p> <p>2.5 Explain the categories of staff in a special library.</p> <p>2.6 Explain how a special library is funded.</p>	<p>1. Highlight types of special libraries.</p> <p>2. Produce specimen organograms.</p> <p>3. Organise group study tour of a standard special library.</p>	

	<b>General Objective: 3.0:</b> Understand the organization and functions of information/documentation centres/units.		
13 –1 5	3.1 Define an information/documentation centre. 3.2 State the objectives of such centres. 3.3 Explain types of information/documentation centres. 3.4 Explain the functions and services of information centres. 3.5 Describe the organization of information/documentation centres. 3.6 Describe the categories of staff in information centres. 3.7 Explain how information centres are funded.	Highlight similarities and differences with conventional library types, e.g., training, qualifications, etc.	

**Assessment**

Coursework	30%
Examination	70%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** AUDIO-VISUAL EQUIPMENT OPERATION AND MATERIALS PRODUCTION

**COURSE CODE:** LIS 224

**DURATION:** 30 HOURS

**CREDITS:** 2 HOURS

**GOAL:** This course is intended to enable the student acquire skills in the operation of audio-visual equipment and the production of basic materials for use in the equipment.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Know how to operate commonly used equipment.
- 2.0 Know how to produce basic audio-visual materials.
- 3.0 Know how to identify and rectify simple faults in audio-visual equipment.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: AUDIO-VISUAL EQUIPMENT OPERATION AND MATERIALS PRODUCTION.</b>		<b>Course Code: LIS 224</b>	<b>Contact Hours: 30</b>
<b>Course Specification: Theoretical and Practical</b>			
<b>WEEK</b>	<b>General Objective: 1.0: Know how to operate commonly used audio-visual equipment.</b>		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 5	1.1 List various types of audio-visual equipment, e.g. (a) overhead projector (b) slide projector (c) video machine (d) video camera (e) video compact disc (VCD) (f) radio cassette recorder, etc 1.2 Explain the uses of the audio-visual equipment listed in 1.1 above. 1.3 Describe how to operate the AV equipment listed in 1.1 above.	Practically demonstrate how to use the AV equipment and materials.	Overhead projector Slide projector Video machine Video camera Video compact disc (VCD)
	<b>General Objective: 2.0: Know how to produce basic audio-visual materials.</b>		
6 - 10	2.1 List possible audio-visual materials that could be produced. 2.2 Prepare transparencies in support of teaching/learning situations.	Demonstrate how to produce audio-visual materials	
	<b>General Objective: 3.0: Know how to identify and rectify simple faults in audio-visual equipment.</b>		
11 - 15	3.1 Demonstrate the ability to detect simple faults in the equipment listed in 1.1 above. 3.2 Demonstrate the ability to rectify the faults detected in 3.1 above.		

**Assessment**

Course	40%
Examination	60%

**PROGRAMME:** NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

**COURSE TITLE:** INTRODUCTION TO INTERNET AND VIRTUAL LIBRARY

**COURSE CODE:** LIS 225

**DURATION:** 45 HOURS

**CREDITS:** 3 HOURS

**GOAL:** This course is designed to enable the student of librarianship to appreciate the basic characteristics and relevance of Information and Communication Technologies in a library with particular reference to Internet and Virtual Library.

**GENERAL OBJECTIVES:**

At the end of this course the student should:

- 1.0 Understand the origin and scope of the Internet and Virtual Library.
- 2.0 Understand basic requirement for Internet connectivity and Virtual Library.
- 3.0 Understand the procedure for accessing the Internet and Virtual Library.
- 4.0 Know the services offered on the Internet and Virtual Library.
- 5.0 Know the problems of electronic resources services.

*ND Curriculum and Module Specifications in Library and Information Science*

<b>PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE</b>			
<b>COURSE: INTRODUCTION TO INTERNET AND VIRTUAL LIBRARY</b>		<b>Course Code: LIS 225</b>	<b>Contact Hours: 45</b>
<b>Course Specification:</b> Theoretical and Practical.			
<b>WEEK</b>	<b>General Objective: 1.0:</b> Understand the origin and scope of the Internet and Virtual Library.		
	<b>Specific Learning Outcome</b>	<b>Teachers Activities</b>	<b>Resources</b>
1 - 3	1.1 Define the concept “Information and Communication Technology” (ICT). 1.2 Trace the development of ICT in libraries and information centers. 1.3 Identify available ICTs in Nigerian libraries. 1.4 Distinguish between Internet and Intranet. 1.5 Describe internet fundamental concepts, e.g., search engines, domains, domain name, Uniform Resource Locator (URL), Web, Website, World Wide Web (WWW), Internet browser, home page, etc. 1.6 Define Virtual Library. 1.7 Differentiate between Internet and Virtual Library.	Conduct practical sessions to explain these concepts.	Internet connectivity.
	<b>General Objective: 2.0:</b> Understand basic requirements for Internet Connectivity and Virtual Library.		
4 - 6	2.1 Identify basic requirements for Internet Connectivity and Virtual Library, e.g., personal computer, modem, dedicated telephone line, Internet Service Provider (ISP), Internet communication software, etc. 2.2 Describe the procedure for registration of domain name, website design and hosting of a website.	Explain the workings of each basic requirement in 2.1.	Internet Connectivity.





	<b>General Objective: 3.0:</b> Understand the procedure for accessing the Internet and Virtual Library.		
7 - 9	3.1 Identify access points to the Internet and Virtual Library, e.g., dial-up, wireless, VSAT (Very Small Aperture Terminal). 3.2 State the merits and demerits of the access points in 3.1 above.		Internet Connectivity.
	<b>General Objective: 4.0:</b> Know the services offered on the Internet and Virtual Library.		
10 -13	4.1 Identify major services offered by the Internet and Virtual Library, e.g., E-Mail, World Wide Web (WWW), remote log in, file transfer, newsgroups/USENET, Internet conferencing, Internet fax, Internet telephony, down loading, Gateway-Z39.5, electronic archive, etc. 4.2 Describe the impact of Internet and Virtual Library on: (a) education (b) research (c) libraries	Explain how each service in 4.1 is used.	Internet Connectivity.
	<b>General Objective: 5.0:</b> Know the problems of electronic resources services.		
14 -15	5.1 Identify the problems of electronic resources, e.g., power supply, poor telecommunications, lack of maintenance, lack of technical know-how, poor funding, virus attack, etc. 5.2 State possible solutions to the problems in 5.1 above.	Quiz students on possible solutions.	

**Assessment**

Coursework	40%
Examination	60%

**MINIMUM TOOLS AND EQUIPMENT REQUIRED FOR ND PROGRAMME IN  
LIBRARY AND INFORMATION SCIENCE**

## I. CATALOGUING AND CLASSIFICATION LABORATORY

An appropriately furnished room must be set aside for the practical sessions that are vital components of the cataloguing and classification

courses. Such a room shall have the following minimum tools and in the minimum ratio specified.

S/NO.	DESCRIPTION	QUANTITY REQUIRED
1.	Sear's List of Subject Heading	1 copy for 10 students
2.	Library of Congress Subject Headings	1 copy for 10 students
3.	AACR II (revised edition)	1 copy for 10 students
4.	DDC Scheme – (The latest edition to be acquired)	1 set for 10 students
5.	L.C. Classification Scheme (latest edition)	1 set
6.	AACR 1967	1 copy
7.	UDC Scheme (one set)	

## II. TRAINING LIBRARY

An appropriately located and dedicated library, which serves as a demonstration as well as workroom, shall have the following minimum facilities:-

### A. Staff

The following categories of staff are recommended for the training library as minimum standard:

1. Librarian 1No.
2. Library Officers 2No
3. Library Assistants 2No

**B. Furniture**

1. Catalogue cabinet 1No
2. Shelves
3. Periodical display rack
4. Metal cabinet 1No.

**C. Books**

It is expected that the number and nature of the books will relate very closely to the number and spread of courses in the ND programme.

The adequacy of the book collection will be determined by the visitation panel.

**D. Periodicals and Magazines**

It is highly recommended that the library should subscribe to:

1. Local
  - (a) Nigerian Libraries, official journal of the Nigerian Library Association.
  - (b) Five other local journals which will be determined by the institution.

2. Foreign

A minimum of three foreign journals on Library and Information Science.

E. **Seating Space**

The library should be able to seat a certain ratio of the entire population of the students. It is here recommended that the library should be capable of seating at least twenty students at a time or twenty percent of the total population of the students whichever is higher.

III. **BASIC REFERENCE BOOKS**

The emphasis here is based on availability of these materials in the institution's Library in as much as they will be made readily accessible to the Library School students. The items are:

1. Encyclopedia
2. Dictionaries
3. Almanacs
4. Yearbooks
5. Handbooks
6. Directories
7. Manuals
8. Biographical works
9. Bibliographical (current/retrospective) works
10. Geographical works (maps, atlases and globes)

IV. **AUDIO-VISUAL EQUIPMENT**

The emphasis here is on availability of these materials within the institution as long as they will be made readily accessible to the Library school students. The following are highly recommended:-

- |    |                                       |   |          |
|----|---------------------------------------|---|----------|
| 1. | Slide/Film/Opaque/Overhead Projectors | - | One each |
| 2. | Micro Reader                          | - | One      |
| 3. | Video camera                          | - | One      |
| 4. | VCD player                            | - | One      |
| 5. | Video cassette recorder               | - | One      |

V. **INFORMATION AND COMMUNICATION TECHNOLOGIES EQUIPMENT**

- |     |   |   |     |
|-----|---|---|-----|
| 1.  | Personal computer (PC)                            | - | Two |
| 2.  | Uninterrupted Power Supply (UPS)                  | - | Two |
| 3.  | Stabilizer  | - | Two |
| 4.  | Scanner   | - | One |
| 5.  | Printer   | - | Two |
| 6.  | Diskettes   |   |     |
| 7.  | CD-ROM Player                                     | - | One |
| 8.  | CD-ROM  |   |     |
| 9.  | Application software (CDS/1515, X-LIB (demo copy) |   |     |
| 10. | Internet connectivity (in the institution).       |   |     |

## **LIST OF CURRICULUM REVIEW WORKSHOP PARTICIPANTS**

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