

APPLICATION PROCEDURES

- A. Application for admission to the UST Graduate School is until October 15 for October enrollees, April 5 for Summer enrollees and May 25 for June enrollees.
- B. Application forms for Admission are available at the UST Graduate School, UST Admissions Office & at the UST Graduate School Web Site – <http://www.ust.edu.ph>

REQUIREMENTS:

Certified true copy of Transcript of Records, one (1) colored passport size, recent photo (if any) document(s) attesting to passing a Bar/Board Exam, or being a scholar of any agency.

Two (2) Referral Forms: One(1) for the current (immediate) superior (or Dean, in the case of a school); and the other, for the professor in one specialization (major) subject.

For Foreigners:

All of the above and;

TOEFL English Proficiency and Student Visa Requirements.

ADMISSION REQUIREMENTS

1. A Bachelor's Degree in Library and Information Science or related courses with twelve (12) units of Library and Information Science in the undergraduate level with a general average of 2.0, B or 85% or better
2. Pass the Graduate School Admission Test, if any
3. Two (2) referral letters who can attest to the applicant's potential success in the graduate program
4. Pass the interview of the LIS Academic Discipline Consultant

Background

The Master of Arts major in Library Science program has been in existence in the University of Santo Tomas Graduate School since 1954. The College of Education has already revised the Bachelor of Science in Education major in Library Science to Bachelor of Library and Information Science (BLIS) as mandated by the CHED CMO no. 8 s 2005.

Rationale

A revision of the existing curriculum for Master of Arts in Library Science is just in time for two main reasons, namely: 1) the clamor of students to pursue Master's Degree under a non thesis track as seen in several universities in Metro Manila where an option for the conduct of Special Problem/Project is accepted and recognized; and 2) the subject offerings be made to attune with the present trends in Information Communication Technologies(ICT) and other relevant courses that may be useful after the students have graduated from this program.

The College of Education of the University is now offering Bachelor of Library and Information Science (BLIS) program. Graduates of this course wish to pursue the same program in an advanced level. Besides, CHED requires a Master's degree in Library and Information Science (MLIS) for those graduates who will occupy higher levels of library positions in the academe as well as in other types of libraries.

Mission

In an information society, information professionals need skills and knowledge to assume roles of leadership in organizations that provide or rely upon information. The MALIS program offers a distinguished professional education relevant in a rapidly evolving age of information and based on the practices and underlying theories of information acquisition, organization, transmission and utilization.

Vision

The Master of Arts in Library and Information Science (MALIS) Program cultivates the knowledge and skills needed to prepare librarians and information professionals to manage and evaluate information effectively, to take leadership roles in information settings, to effectively manage organizational and technological change, and to assist diverse information users in effectively accessing and utilizing information for personal, public and organizational decision making and problem solving.

Goals and Objectives

It is the goal of the Master of Arts in Library and Information Science (MALIS) Program to prepare graduates to serve in public, school, academic, corporate or specialized libraries as well as in

business or corporate settings, archives, and information centers where the effective management of information is crucial.

To this end, the MALIS Program:

- Conforms with the CHED mandates
- Prepares graduates to effectively serve a diversity of consumers of information
- Aligns and sequences courses in the different levels of academic preparation of professional librarians in library education
- Parallels the Master's degree program with other non thesis programs offered within the Graduate School to maximize the utilization of human and material resources
- Instills in LIS graduates an understanding of and commitment to the high ethical standards of the Library and Information Science profession

Principal Activities

a. Curriculum

The Master of Arts in Library and Information Science (MALIS) curriculum is designed as a coordinated, sequential program intended to lead the students into a field of specialization from broad studies in the principles and practices applied to the organization and effective utilization of knowledge in libraries of all types. It is designed to combine Required, Major and Elective Subjects in the field of Library and Information Science. Students are given the opportunity to learn and demonstrate research skills through paper requirements in the different courses.

As the librarian deals with ideas and their communication, as recorded in various documents, the emergence of electronic communication media can tremendously help the students in distributing "thought community" to each according to his needs. Exposure to the different types of information technologies must be undertaken particularly "hands-on" practices/exercises as part of the curriculum.

The MALIS curriculum follows two (2) plans. Plan A is applied to students who would want to pursue Thesis Writing while Plan B is applied to students who would prefer to pursue a Non Thesis track. A total of 42 units is required for Plan A students and 49 units for Plan B students.

b. Program of Study

A Program of Study shall be drawn up by the Discipline Consultant in consultation with the student during the first semester of residence.

PLAN A (w/ Thesis)		PLAN B (non- Thesis)	
Requirements	Units	Requirements	Units
Required Subjects	6	Required Subjects	6
Major Subjects	21	Major Subjects	24
Electives	6	Electives	15
WCE	--	WCE	--
Thesis I	3	Special Problem/	
Thesis II	3	Project	4
Thesis III	3		
Total	42	Total	49

MASTER OF ARTS IN LIBRARY AND INFORMATION SCIENCE

REQUIRED SUBJECTS: 6 UNITS

GS 500 - St. Thomas on Critical Thinking

This is a study of the principles of and skills in critical thinking according to St. Thomas Aquinas in the 3 areas of mental cognition

GS 600 - Research Methods and Statistics in Library and Information Science

This is to introduce students to the research methods and statistics relevant to the Library and Information Science profession.

MAJOR SUBJECTS: 21 UNITS (PLAN A) 24 UNITS (PLAN B)

LIS 601 - Libraries and Librarianship

Study of the general state of librarianship and library development; current trends and issues in the field of librarianship; code of ethics; philosophies of library services, information and use in different

environments, nature of library and information profession

LIS 602 - Advanced Library/Information Center Management

Principles and practices in LIS management; current trends and issues in managing libraries/information centers, principles of organization design, employees motivation, communication, personnel management, planning, fiscal management, evaluation, etc.

LIS 603 - Advanced Collection Development

Collection development, preservation, evaluation, provision of access and resource allocation according to the principles of librarianship

LIS 604 - Advanced Reference Sources and Services

Selection, evaluation and use of information sources in the different disciplines, i.e. humanities, S&T, Social Sciences, etc. nature, development, functions and management of reference on line services, principles and problems of on-line searching with hands-on practice on databases on CDROMs, etc.

LIS 605 - Advanced Organization of Print, Non Print and Electronic/ Digital Resources

This includes cataloging of non print materials and treatment of specific kinds; cataloging on-line, cataloging networks and services; current trends and issues in the organization of special materials.

LIS 606 - Library Automation

Trends and development in library automation; practical application of microcomputers to library work and administration. Examination of the place of online systems in the current practice of acquiring, organizing, housing, maintaining, conserving, and circulating information resources. Investigation and evaluation of systems available and in development and examination of their uses and functions.

LIS 607 - Electronic Information Systems in Libraries

Review of software for library and information processing and their application, i.e. acquisition, circulation cataloging, reference, etc., current library technologies, etc.

LIS 608 - Archives and Records Management

General principles and problems in the management of archival, manuscript and records' collections including acquisition, appraisal, reference, arrangement and description of these materials

ELECTIVES SUBJECTS: 6 UNITS (PLAN A) 15 UNITS (PLAN B)

LIS 609 - Indexing, Abstracting and Thesaurus Construction

Principles, practices and applications of indexing, abstracting and controlled index languages, especially thesauri

LIS 610 - Public Relations and Marketing for Libraries/Information Centers

Principles and practices of public relations as applied to libraries and information centers; marketing of information products, determining what services to promote to the library clientele through effective courses of actions and techniques.

LIS 611 - Library Materials and Services for Children and Young Adults

Historical and critical study of library materials and services to meet the reading abilities, interests and needs of children and young adults

LIS 612 - Management of Academic Libraries

Objectives, functions, organization, services of academic libraries of several kinds and sizes, standards, principles, problems and trends

LIS 613 - Users' Studies in Libraries

Identification and analysis of library users: their needs, types, behavior and attitudes as applied to research; current trends and issues on information literacy and user education, developing programs for specific users

OTHER REQUIREMENTS FOR PLAN A

Written Comprehensive Examinations (WCE)

TW I - 3 units (Thesis Proposal)

TW II - 3 units (Research Colloquium)

TW III - 3 units (Thesis Defense)

OTHER REQUIREMENTS FOR PLAN B

Written Comprehensive Examinations (WCE)

Special Problem/Project - 4 units

(Discipline Consultant may assign the LIS

Professors a minimum of 2-4 students for the

conduct of the Special Problem under Directed

Research.)

Total = 42/49 Units

UST GRADUATE SCHOOL ADMINISTRATION

OFFICIALS AND FACULTY SET-UP

LILIAN J. SISON, Ph.D.

Dean

JOSÉ ANTONIO E. AUREADA, O.P., S.Th.D.

Regent

MICHAEL ANTHONY C. VASCO, Ph.D.

Faculty Secretary

CARLOS P. GARCIA, Ph.D.

Director for Graduate Research

GRECEBIO JONATHAN ALEJANDRO, Ph.D.

Supervising Scientist, Science Laboratories

ROMUALDO DEL ROSARIO, Ph.D.

Supervising Scientist, UST Botanical Garden

CANDIDA C. AGCAOILI, M.A.

Consultant for Library Science

PROFESSORIAL STAFF

CANDIDA AGCAOILI, M.A.

NORA CLARAVALL, MLS, Ed.D.

ALLAN DE GUZMAN, Ph.D.

ESTRELLA MAJUELO, MALS

SUSAN PADOR, MALS

LINDA TAYONA, Ph.D.

University of Santo Tomas



GRADUATE PROGRAM

**LIBRARY AND INFORMATION
SCIENCE**

Master of Arts in
Library and Information Science
(Thesis and/or Non-thesis Track)

España, Manila