University of Missouri~Columbia

Profile
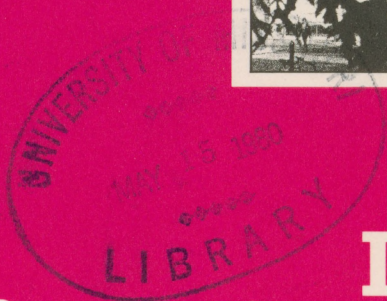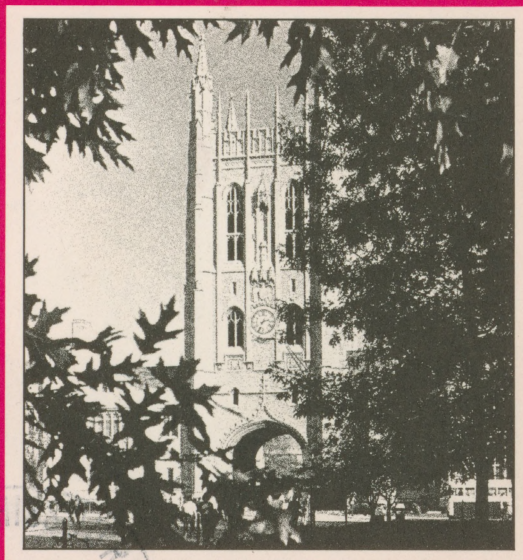
Library &
Informational Science

Profile 1980-81

Contents

University of Missouri System

Board of Curators

Central Administration

The School

History

The University of Missouri is one university with four campuses—Columbia, Kansas City, Rolla and St. Louis. Established in 1839 at Columbia (the oldest and largest of the four campuses), the University is recognized as the first state university west of the Mississippi River and was designated a land-grant university in 1870. In addition to its traditionally assigned tasks of teaching and research within the campus settings, the University has extended its educational benefits to all sections of the state of Missouri.

The University is governed by the Board of Curators. The president of the University and his staff coordinate programs of all four campuses. The chancellors are the chief academic and administrative officers for their respective campuses.

The School of Library and Informational Science, a division of the University of Missouri-Columbia, is the only degree program in library science at the University. It was established as a graduate program in 1966 and the Department of Information Science was added in 1968. The Department of Library Science initially was established in 1950 as a unit in the College of Arts and Science. The School was accredited by the American Library Association in 1968 and re-accredited in 1976. Currently, it is the only such accredited program in Missouri and one of two in the Big Eight universities.

Goals & Objectives

That libraries are being challenged by many divergent forces is being repeated so often as to become cliche. The belief that libraries will change radically in the future is supported by the information "explosion," the continued urbanization of society with the problems of the metropolis, the extension of higher education to a larger proportion of high school graduates and the increase in depth of this education, the reorganization of public school districts and changes in teaching methods, and the widespread interest in automation and the faith of some in its efficacy in solving a variety of educational problems.

The principal goal of the School is to educate persons to serve libraries and other information agencies through a program which includes training in traditional bibliographical services and the newer, technological advances in documentation and information science. The University's goals of research, service and extension are
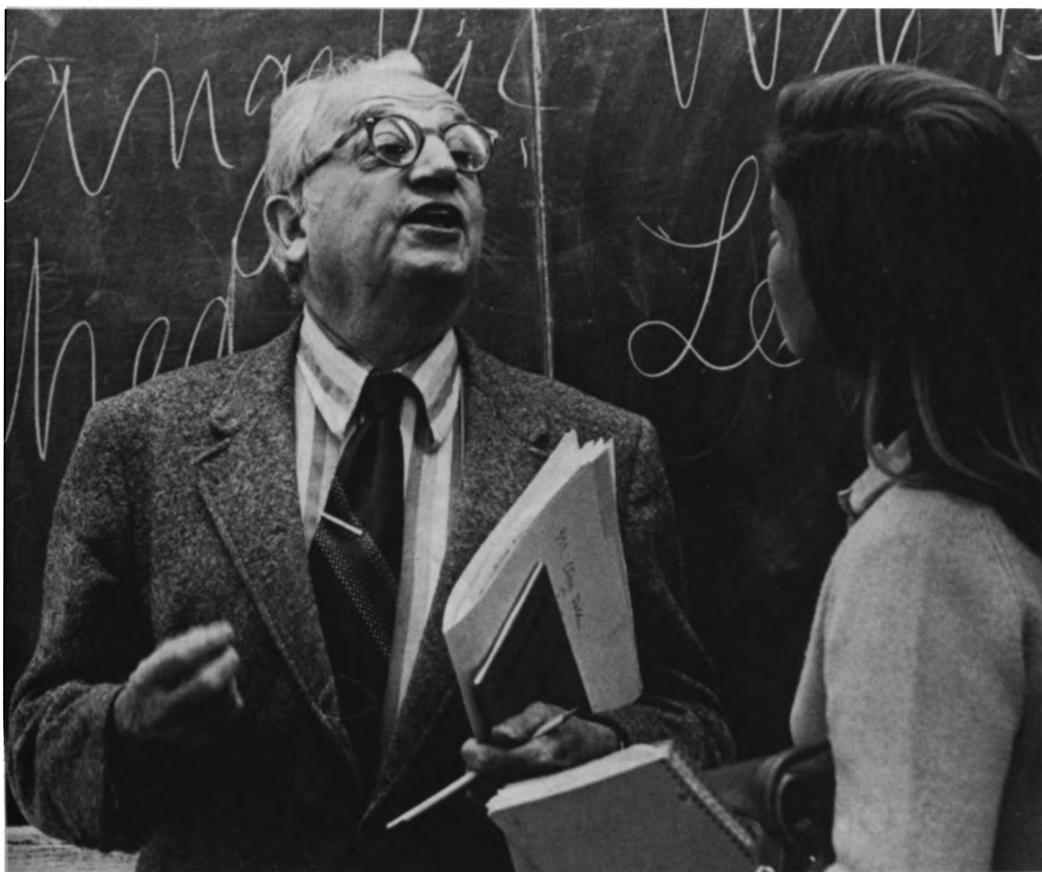
reflected in the School's goals to contribute theoretical and practical knowledge in library and information science through basic and applied research by faculty and students, to provide assistance to libraries and information agencies in solving operational problems, and to offer continuing and degree related education opportunities throughout Missouri.

These goals are supported by the following objectives:

1. To recruit persons for the program and with consideration of individual career objectives to prepare them for meaningful careers in school, public, academic and special libraries and other information agencies and their respective networks. To this end, the School (a) maintains a close relationship with undergraduate divisions and departments of the University and other institutions of higher education by providing information about the graduate program and opportunities for credit course work; (b) provides instruction for developing competence in the fundamental techniques in librarianship, bibliography and information

science; and (c) provides opportunity for specialization in the library/information environments by type of institution or organization and/or by particular function within those environments.

2. To respond to the professional personnel needs of the library and information science environments.

3. To contribute to the continuing education needs of the professional library and information science communities—those preparing for careers or those already working and needing to update their skills and knowledge.

4. To provide a broad-based, quality education to achieve the above objectives and to contribute to the fulfillment of students' individual career objectives.

Career Opportunities & Placement

Generally, a master's degree in library science accredited by the American Library Association is required for employment in a professional library position. Some positions in school libraries have other requirements.

Since 1970 job opportunities for professional librarians have been less abundant than during the sixties, a period of unprecedented growth. Prospective students are advised to read *Library Manpower: A Study of Demand and Supply* (BLS Bulletin 1852) available from the Government Printing Office, Washington, D.C. 20402 (Stock No. 029-001-01367, $1.75). A brief summary appeared in the Winter 1974 issue of *Occupational Outlook Quarterly*.

Library experience, geographic mobility and flexibility in type of job are important factors in strengthening employment opportunities. Special training in information science, automation, management and the sciences are particularly valuable. The areas of cataloging, government documents, acquisitions and serials, and children's and outreach services continue to be above average in placement opportunity. Subject spe-

cialties, particularly with second master's degrees, are also in demand especially in the academic library field.

The School provides a placement service for students and graduates. This service consists of an automated data base listing vacancies from all types of libraries. Biweekly updating keeps this service current with the job market. Over 90 percent of graduates of the School are placed within one semester of their graduation according to recent survey results. A confidential file of credentials is created and sent to prospective employers if requested by the student or graduate.

Facilities & Resources

The School, in Stewart Hall, is east of Memorial Union and less than a block from Ellis Library. Classrooms and faculty offices occupy the first floor of Stewart Hall. The School houses a number of computer terminals and audiovisual equipment. Students and faculty have opportunity for informal meetings in a lounge which contains student lockers and "lunch bag" eating facility.

Terminals to the Campus Computer Network give both information science and

library science students the opportunity for hands-on experience in computer operation. The capabilities of the computer are utilized for regular class assignments and individual projects.

Terminals also provide access to several on-line bibliographic data bases commercially available to information seekers. These include OCLC and RLIN, on-line catalogs of library holdings, and bibliographic data bases provided by the Systems Development Corporation (SDC), Lockheed Data Systems, Bibliographic Research Service (BRS), the Information Bank (formerly the New York Times Information Bank), and the MEDLINE services of the National Library of Medicine. These facilities are used for instruction in cataloging, reference and health science bibliography by the Department of Library Science and in information system design and evaluation by the Department of Information Science.

A growing collection of equipment for use of microforms and audiovisual materials is also available to students.

UMC offers unusual opportunities for the student of library science or information science. Most academic disciplines and professional schools found in any university are available on campus, making it possible for the individual to study a specialization in librarianship with subject specialists. Of particular interest to the study of information systems is the Department of Computer Science, programs in linguistics and related courses in other disciplines.

Rich resources are found in Ellis Library and the nine branch libraries which collectively house 1.9 million volumes and especially strong bibliographical collections. The computer-based bibliographic record system may be observed or used for appropriate course work. The library science collection is the strongest resource in the region. It contains approximately 35,000 volumes, including over 600 periodical titles. A special collection of materials for children and youth, comprising almost 10,000 volumes, is also included in this collection.

Other libraries in the vicinity whose resources may be used and where supervised practical experience may be obtained include the State Historical Society in the Ellis Library Building, the Daniel Boone Regional Library with headquarters in Columbia, and the Missouri State Library in Jefferson City. The libraries of nearby colleges are also available for observation.

Degree Programs

Master of Arts

The only degree for which a major in library science is offered is the Master of Arts. Since each student pursuing a course of study leading to the master's degree must be enrolled in the Graduate School, all regulations of that school must be observed. Statements of requirements in this publication in no way alter those published by the Graduate School.

Admission

It is possible to begin the graduate program at the beginning of either semester or of the summer session. However, prerequisite courses, including basic courses in library science, or other non-credit requirements, specialization in sequences of graduate courses and other factors make it advisable to select a starting time with care. Prospective graduate students should confer with the Dean of the School of Library and Informational Science before making definite plans. The student who lacks the prerequisite courses will find that entering the program at the beginning of the summer session is preferable. Any other time of entry may result in loss of a semester and/or inability to select courses most effectively.

Procedures. Each applicant must submit to the Director of Admissions, 130 Jesse Hall, Columbia, Missouri 65211, an application for admission to the University and supply additional information as indicated by that office.

An applicant must also submit to the Dean, School of Library and Informational Science, a supplementary form which supplies additional information needed to evaluate the application. The School requests letters of recommendation from the references listed on the supplementary form. An interview with the Dean or a faculty member of the School is recommended. If this is not feasible, a person in the vicinity of the applicant may be designated to conduct the interview.

The applicant must take the Miller Analogies Test (MAT) and have the results sent to the Dean, School of Library and Informational Science. This test, which takes approximately one hour, can be taken at most college testing centers or at the University of Missouri-Columbia when the student visits the school prior to enrollment.

Scores from the Graduate Record Examination (GRE) Aptitude Test may be used for admission purposes but students are required to take the Miller Analogies Test during their first semester in residence.

When the application and official transcript of record have been received by the Director of Admissions, the file is forwarded to the Dean of the School of Library and Informational Science. Using information supplied directly to the Admissions Office, each applicant is evaluated and a recommendation of acceptance or rejection is made.

Priorities. Because of limited facilities the School of Library and Informational Science may not be able to admit all students who meet the minimum qualifications for admission to the Master of Arts program (see "Acceptance of Students"). A procedure has been established to assure admission of the best qualified applicants. An established scale takes into account the applicant's undergraduate academic record and performance on an aptitude test. Some consideration is given to evidence of commitment to librarianship as a career and some preference is given to Missouri residents. Each

---

Admissions Office, 130 Jesse Hall, 882-7786

Financial Aids, 11 Jesse Hall, 882-7506

Housing Information, 123 Jesse Hall, 882-4031

Graduate School, 205 Jesse Hall, 882-6311

Cashier's Office, 123 Jesse Hall, 882-3097

Library & Informational Science, 104 Stewart Hall, 882-4546

---

application is evaluated and assigned a score. The applicant is informed immediately of the evaluation and one of three actions is reported:

(1) those with scores below the acceptable minimum are notified that their application has been denied;

(2) those with scores above a stated threshold are notified of their acceptance;

(3) those whose scores fall between (1) and (2) are notified that their applications will be held for final determination until a specified closing date approximately two months

prior to the opening of the semester for which application is made.

Applicants within group (3) are selected on the closing date on the basis of score, starting with the highest and continuing until the total number of openings have been filled or until all qualified applicants have been accepted. If the number of qualified applications received before the closing date does not fill all openings, applications received later are evaluated and applicants are notified immediately whether their application has been accepted or rejected.

Acceptance of Students

Two steps are involved in admission to the master's degree program.

Acceptance for Advisement

Students whose academic records indicate probability of successful completion of the master's program will be accepted even though certain deficiencies remain to be made up.

Although a broad educational background with an academic disciplinary major is recommended, students with undergraduate degrees in education, business, engineering and other fields can successfully compete in

the library and information science environment.

Grade Point Average. Generally, a grade point average of 3.0 (A =4.0) on the last two years of undergraduate work, plus a satisfactory score on the Miller Analogies Test, is required. Persons whose undergraduate grade point average is below 3.0 may be considered for admission, provided that they have outstanding scores on aptitude tests. Only under unusual circumstances will an applicant whose grade point average is less than 2.5 on the entire undergraduate record be considered.

Language. If the native language of the applicant is other than English, a satisfactory score must be made on the Test of English as a Foreign Language (TOEFL).

Computer Programming. Through an examination administered by the School of Library and Informational Science or by completion of IS 101 Computers in Library and Information Science each applicant must demonstrate the ability to do computer programming, using a higher level programming language. Although the use of PL/I is preferred, either Fortran or Cobol language is acceptable.

Candidacy for Degree

Acceptance of students for advisement does not imply approval of their candidacy for a degree. To qualify for candidacy students must have removed all deficiencies, completed the prerequisite courses in library science, and completed the required courses in cataloging and classification and in bibliography and reference.

Application for Degree. To become a candidate for the M.A. degree, a student in good academic standing must complete, in consultation with the major adviser (and, if applicable, the minor adviser), an official "Application for Degree." The application, obtainable from the Office of the Dean of the Graduate School or from the Dean of the School of Library and Informational Science, indicates the selected course of study. Before presenting the application to the Dean of the Graduate School, it must be signed by the student, the major adviser (and if applicable, the minor adviser) and the Director of Graduate Studies of the School of Library and Informational Science. The application must be filed by a date specified in the School of Library and Informational Science calendar, but in no case later than the close of the semester preceding that for which the application is being made.

Final Examination

Each master's degree candidate is required to demonstrate mastery of the fundamental principles of the work included in the course of study offered for the degree by passing a final examination. The nature, time and place of the examination is determined by the faculty of the School of Library and Informational Science.

Scholastic Standing

The grade point average is based on the student's entire graduate record at UMC. To remain in good standing a graduate student must maintain a grade point average of 3.0 or better ($A = 4.0$).

Prerequisite Courses in Library Science

Prior to approval of candidacy for the master's degree, a student must complete the following courses with a 2.75 grade point average:

211 Elementary Cataloging (3)
221 Selection and Acquisition of Library Materials (2)
231 Elementary Reference (3)
241 Libraries and Librarianship (2)

An equivalence examination is required for waiver of the course requirements. Although these courses are not prerequisite for admission to the program, they are prerequisite to the 30 semester hours graduate credit required for the M.A. degree and are taken in addition to those hours.

Proficiency/Equivalency Examinations

If required, proficiency/equivalency examinations for IS 101 and the four prerequisite library science courses are arranged through the Office of the Dean. They may be taken off campus if monitored by a professional librarian. They are taken on a pass/fail basis and graded by the faculty of the School of Library and Informational Science. Failure in one or more will result in requiring the student to enroll in the particular course or courses on campus. Hence, the examinations must be taken prior to the first semester of enrollment on the campus.

Course of Study

Because adequate preparation for all types of library positions requires more time than that available in a normal master's degree

program, a student must select sequences of courses which provide a coherent program in support of personal career objectives. As soon as possible after study has begun, a student, with the adviser, should develop a tentative course of study and include a schedule for removing deficiencies, completing prerequisites and completing courses to be included in the graduate program. This plan may be revised as needed. In planning the sequence of courses to be taken, the student should be aware that courses numbered above 400 are available only to those who have removed all deficiencies and have completed all prerequisite courses.

A minimum of 30 hours selected from courses receiving graduate credit must be completed with the grade of B or better for the master's degree.

Each program must include an advanced course in cataloging and classification (312) and an advanced course in reference (332) unless equivalent courses were taken at the undergraduate level. There is no thesis, but beginning with Summer 1980 admissions the program will include a six hour course LS 450 Research (in library science) which is a strongly recommended option.

Three programs are available.

Plan A is limited to students who have completed a Bachelor of Arts at the University of Missouri, with an area of concentration centered around library science. It includes a major of 18 hours in library science, with at least 12 hours in 400-level courses, and a minor of 12 hours in another subject field, with at least 3 hours in 400-level courses.

Plan B is available to all other students. It includes, in addition to the four prerequisite courses in library science, 24 hours in library

UMC Application for Admission

Undergraduate & Graduate

1 Applications for admission and complete transcripts for all schools and colleges of the University of Missouri-Columbia should be sent to the Director of Admissions, 130 Jesse Hall, Columbia, Missouri 65211 and should be on file not later than May 1 (Freshmen) and July 1 (Transfer and Graduate Students) for Fall Semester; December 1 for Winter Semester; and May 1 for Summer Session. (Supplemental applications are required for admission to the School of Health Related Professions, the College of Veterinary Medicine, the School of Medicine and the School of Law.)

2 Freshmen applicants must submit an official high school transcript (with class rank) and required test scores.

3 Undergraduate transfer applicants must submit official transcripts from each college attended. (Transfers entering Arts & Science or Journalism must also submit a high school transcript.)

4 Graduate applicants must submit an official transcript showing baccalaureate degree and transcript(s) showing any additional graduate work. Additional information concerning graduate study may be obtained from the Graduate School, 205 Jesse Hall.

5 Out-of-state applicants: It is the duty of each applicant to apply and register under the proper residence and to pay the proper tuition fees. A pamphlet giving detailed information on tuition and residence rules may be obtained from the Admissions Office, 130 Jesse Hall or the Cashier's Office, 123 Jesse Hall.

6 Financial aid: An application for admission to UMC does not serve as an application for financial aid. UMC accepts either the Family Financial Statement (FFS) of American College Testing or the Financial Aid Form (FAF) of the College Scholarship Service. Both forms are available in school counseling offices. They are released just preceding a new calendar year and should be filed by April 30. Late applications will be considered according to the date received and the availability of funds. Questions should be directed to the Office of Student Financial Aids, 11 Jesse Hall.

7 Housing: An application for admission to UMC does serve as an application for housing. Student housing information and applications for University-owned residence halls are mailed to all who apply for admission. Beginning February 15, this material will be mailed to those who have applied for the fall semester (October 1 for the winter semester, April 1 for the summer session).

Return to:

Director of Admissions
130 Jesse Hall
University of Missouri-Columbia
Columbia, MO 65211

No transcript can be accepted directly from the student; admission status cannot be determined until complete credentials are on file in the Admissions office. Failure to complete this form fully or giving of misinformation concerning previous enrollment in other colleges or universities will void your admission. All transcripts become the property of UMC.

Because of limited enrollment and/or higher minimum standards, general acceptance as a student at the University of Missouri-Columbia does not guarantee acceptance to specialized or professional programs.

Some information requested is required by Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and is for the purpose of reporting to Federal Compliance Agencies concerning equal education opportunity, in order to keep the records required by the Federal Government, and to assure that there will not be discrimination on the basis of race, color, religion, handicap, national origin or sex.

APPLICATION FOR ADMISSION-UNIVERSITY OF MISSOURI-COLUMBIA

UNIVERSITY OF MISSOURI-COLUMBIA
Please Print *(In Ink)* or Type and DO NOT Write in Shaded Areas.
See Additional Instructions on Reverse Side.

UMC Student Number ⬚⬚⬚⬚⬚⬚⬚ |c|

1. Name

Last	First	Middle	Maiden

2. Social Security Number ⬚⬚⬚-⬚⬚-⬚⬚⬚⬚

3. I would like information concerning financial aid? *(See instruction no. 6)* [1] ☐ Yes ☐ No

4. Veteran of the U.S. Armed Forces? [1] ☐ Yes ☐ No

5. Permanent Address and Telephone Number *(This address will be used for all University correspondence prior to your first registration)*

Number & Street or RFD No.	Apt. No. or Box No.	City

State	Zip	Country	Area Code	Telephone Number	County

6. Name of ☐ Parent, ☐ Spouse, or ☐ Guardian/Other *(Check One)*

Last	First	Middle

7. Address of ☐ Parent, ☐ Spouse, or ☐ Guardian/Other *(Check One)* (if different from item 5)

Number & Street or RFD No.	Apt. No. or Box No.	City	State	Zip	Country

8. Previously been enrolled at UMC? ☐ Yes ☐ No
If yes, when _____

9. Ever enrolled in Correspondence (Indep. Study) or Extension Courses at UMC?
Correspondence ☐ Yes ☐ No If yes, when _____
Extension ☐ Yes ☐ No If yes, when _____

10. School or College entering *(Check One)*

Fr. access [07] Agriculture; [C1] Arts & Science; [14] Education; [17] Engineering; [24] Home Ec.; [54] Public & Comm. Serv.; [21] Forestry, Fisheries, Wildlife.

Soph. access [47] Nursing.

Jr. access [04] Business & Public Administration; [27] Journalism.

Grad. access [60] Library & Informational Science; [60] Graduate; [57] Vet. Medicine; [37] Medicine; [31] Law.

11. Immediate degree sought at UMC? Academic major _____ Bach._____ Mstrs._____
Spec._____ Doc._____ Prof._____ None_____

12. Applying as *(Check One)* ☐ Undergraduate ☐ Graduate

13. Term of expected entrance *(Check One)*
☐ Fall ☐ Winter ☐ Summer
Year:_____

14. (Undergraduate Applicants Only) If you have taken the G.E.D. High School Equivalency Test, indicate date.
Month ___ Year ___

15. (Undergraduate Applicants Only) Leaving High School early to attend UMC?
☐ Yes ☐ No

LVL-MOD ⬚⬚⬚ **O.E.C.** ⬚⬚

16. High School attended

Name	City	State	**17.** Date of H.S. Graduation Month / Year	**H.S. CEEB** ⬚⬚⬚⬚⬚⬚

18. Name and location of ALL colleges attended, Dates of attendance, Degrees earned or expected prior to enrollment at UMC. (If none, enter "none") If currently enrolled, indicate in date space. List schools beginning with most recent. *(Failure to indicate colleges or universities in which you have been enrolled will void your admission.)*

NAME OF COLLEGE	LOCATION (CITY & STATE)	DATES OF ATTENDANCE	DEGREES EARNED	DEGREE DATES	CEEB ONLY
1.					⬚⬚⬚⬚
2.					⬚⬚⬚⬚
3.					⬚⬚⬚⬚
4.					⬚⬚⬚⬚
5.					⬚⬚⬚⬚

19. Date of Birth
Month / Day / Year

20. Previous to enrollment, will you have satisfied the 1 year residence requirement in Missouri?
[R] ☐ Yes [N] ☐ No *(See instruction no. 5)*

21. Place of Birth
City / State / Country

22. I would like information regarding UMC fraternities and sororities.
[1] ☐ Yes ☐ No

23. Religious Preference *(Optional)*

24. Citizen of the U.S.? ☐ Yes ☐ No
If no, what country? _____ ⬚⬚

25. Did Parent or Guardian attend UMC one semester or more?
☐ Yes ☐ No

26. (Graduates Applicants Only) Have you taken the required Graduate level examinations? ☐ Yes ☐ No
If yes, have these scores been submitted to the UMC Graduate Office? ☐ Yes ☐ No

26. Check to receive information on:
☐ Army ROTC ☐ Navy ROTC
☐ Air Force ROTC ☐ Marine ROTC

27. Legal Signature *(In Ink)*

28. Date

This information is optional and requested for purposes of reporting to Federal Compliance Agencies only and will not be used in determining admissions status:

29. Sex
[M] ☐ Male
[F] ☐ Female

30. Ethnic Origin
☐ American Indian/Alaskan Native ☐ Hispanic
☐ Asian or Pacific Islander ☐ White-Non Hispanic
☐ Black-Non Hispanic ☐ Non-Resident Alien

OAR/A1 - 5/79

Complete all items & return this form to:
Director of Admissions, 130 Jesse Hall, University of Missouri-Columbia, Columbia, MO 65211

UMC Application for Admission

Undergraduate &
Graduate

science, with at least 12 hours in 400-level courses, and 6 hours, of which 3 hours must be in 400-level courses, in another subject, normally the undergraduate major. Those students who have not had meaningful work experience in a library are required, in addition to the minimum 30-hour program, to complete a course in library practice (380).

Plan C is designed for those interested in information science. It includes a major of 18 hours in library science and a minor of 12 hours in information science. The course of study of 30 hours must include a minimum of 15 hours in 400-level courses with at least 9 hours in library science.

Archive Administration

Students with an interest in work with archives in organizations, institutions, government agencies or industrial concerns may pursue a preparatory professional program. The sequence of courses in the program should be planned in consultation with the archive administration faculty member. An undergraduate degree in history, philosophy, political science or business is desirable.

Health Science Librarianship

The health science librarianship curriculum is designed to familiarize students with the library or information center and the major reference tools in the health sciences. It is advantageous but not mandatory that students specializing in this area have taken basic undergraduate chemistry or biology courses. Professional opportunities in health sciences librarianship exist in the clinical, teaching or research environment, in chemical and pharmaceutical companies, and more recently in the expanding health planning area.

Joint Programs with Other Departments

To provide specialties in particular disciplinary areas, other joint programs are available. Under **Plan A** students usually elect a minor subject emphasis in the discipline of their undergraduate major. Under **Plan C** students elect a minor in information science. Other minor programs are under development with the College of Public and Community Services. These allow a student to elect a minor in public administration or community development.

A joint program with the Department of Sociology allows a student to obtain a double Masters degree in library science and sociology or a single M.A. in either discipline applying up to eight semester hours from the other discipline to that degree.

Students with graduate degrees in other disciplines may apply six semester hours of graduate credit earned as part of those degree requirements to the M.A. in library science at the discretion of the admissions committee of the School. Such credit must have been earned within eight years prior to receipt of the latter degree.

Post Masters Study

Although there is no advanced degree program beyond the M.A. offered by the School of Library and Informational Science, a joint program with the College of Education leading to the Ph.D. or Ed.D. or Educational Specialist degree in instructional media is available. Under this program, course work in library science and/or information science may be applied to satisfy degree requirements as minor and/or related areas. Similar programs are being developed in higher and adult education and in early childhood education.

Courses in Other Departments

With the approval of the student's adviser, certain courses offered in other departments may be substituted for library science courses when the individual program will be strengthened. Courses most frequently used in this way are:

Curriculum & Instruction T371 Production of Instructional Media Materials (3)

Curriculum & Instruction T372 Selection, Utilization, and Evaluation of Media Resources (3)

Curriculum & Instruction T409 Literature for Children and Youth (3)

Journ. 304 Communications Law (3)

Journ. 402 Theory of Mass Communication (3)

Extension Courses

The four prerequisite courses in library science are offered regularly through the University Extension Division in St. Louis and Kansas City. Information regarding schedules of courses to be offered may be obtained from the area directors of the University Extension Division in Clayton and in Independence. These courses are offered in other areas of the state when there is sufficient demand. A limited number of graduate courses in library science also are offered by extension. When the student has been accepted into the Graduate School, the credit may be applied to the Master of Arts degree.

Residence Requirements

At least 24 hours of credit toward the Master of Arts degree must be earned in courses taught by members of the UMC faculty. A minimum of 15 hours of the 30 required for the M.A. degree must be taken on the UMC campus. The remaining 6 hours may be taken elsewhere (see "Transfer of Credit"). Since the maximum course load is 16 hours for a semester or 8 hours for a summer session, the minimum residence on the UMC campus is one semester or two summers. A course load of 12 hours in a semester or 6 hours in a summer session is more realistic for graduate students in library science. The student who has completed the prerequisite courses before entering the graduate program may expect to spend a full calendar year completing the graduate program.

Transfer of Credit

Under limited circumstances, up to six hours of graduate work taken at another accredited institution may be applied to the Master of Arts degree. To qualify, the course must meet requirements listed below.

(1) It must have been completed less than eight years before the M.A. degree is to be conferred.

(2) It must have been taken for graduate credit while the student was in residence.

(3) If the course is in library science, it must have been taken at a school accredited by the American Library Association.

(4) For more than three hours to be transferred, one course must be at the equivalent of the 400 level at UMC.

(5) Extension courses from other schools or other campuses of the University of Missouri may not be counted.

Degrees in Education

Students who expect to qualify as public school librarians rather than as librarians in public, academic or special libraries may include courses in library science in their programs for the Bachelor of Science in Education and for the Master of Education degrees.

Bachelor of Science in Education

Students who desire to qualify as public school librarians are required to meet the College of Education general education and secondary professional education requirements, as well as the requirements to teach at the elementary school level or a subject field at the secondary school level. A total of 24 semester hours, as listed below, is required for the school librarian certificate. Credit hours are in parentheses.

Library Materials—Choose at least 9 hours including starred courses.

Library Science Courses
231 Elementary Reference (3)*
332 Bibliography & Reference (3)
322 Literature of the Humanities (3)
323 Literature of the Social Sciences (3)
324 Literature of Science & Technology (3)
Curriculum & Instruction Courses
T209 Literature in the Elementary School (3)
T371 Production of Instructional Media Materials (3)
T372 Selection, Utilization & Evaluation of Media Resources (3)
T316 Teaching Reading in the Content Areas (3)

Library Processes—Choose at least 5 hours including starred courses.

Library Science Courses
211 Elementary Cataloging (3)*
221 Selection & Acquisition of Library Materials (2)*
312 Principles of Cataloging & Classification (3)

Library Administration—Choose at least 3 hours including starred course.

Library Science Courses
241 Libraries & Librarianship (2)
300 Problems (cr. arr.)
342 The Administration of School Libraries/Media Centers (3)*
380 Library Practice (2-3)

Master of Education

Students holding the B.S. in Education degree may include up to 16 hours of graduate courses in library science in programs of study leading to the Master of Education degree. If the student has not completed the requirements for certification as a school librarian within the B.S. in Education curriculum, the completion of the four basic courses and 16 hours of graduate courses in library science will qualify the student for a certificate.

Bachelor of Arts

A Bachelor of Arts degree, with an area of concentration in library science, is offered by the College of Arts and Science. The best educational program for a librarian consists of a broad, substantial background in the liberal arts, some specialization in a particular academic subject area, and a basic core of professional courses in library science. This training is provided in the underclass general education and basic skills program and in the area of concentration in library science. The area is planned by each student in consultation with an adviser. It consists of 45 hours of course work as listed below. Credit hours are in parentheses.

Area of Concentration (18-19 hours)
211 Elementary Cataloging (3)
221 Selection & Acquisition of Library Materials (2)
231 Elementary Reference (3)
241 Libraries & Librarianship (2)
One of the following:
312 Principles of Cataloging & Classification (3)
332 Bibliography & Reference (3)
One of the following:
322 Literature of the Humanities (3)
323 Literature of the Social Sciences (3)
324 Literature of Science & Technology (3)

Students with no library experience should take 105 Library Practice (2). Students with library experience should substitute another 300-level course.

Primary academic specialization in College of Arts & Science (18-21 hours)

Secondary academic specialization in College of Art & Science (5-8 hours)

General Information

Student Financial Aid

The purpose of financial aid at UMC is to encourage worthy students to obtain a higher education and assist those for whom college financing is a problem. Where the best efforts of the student and family fall short of meeting the necessary costs, the financial aid program helps to make up that difference. Various scholarships, fellowships and awards give recognition for excellence in the various academic fields of study and related activities. A complete list of fellowships, scholarships and awards may be found in the *Graduate School Profile* or in the *Scholarships, Aids and Awards Profile*.

A limited number of fellowships and scholarships is available to library or information science graduate students of outstanding ability. Unless indicated otherwise, application for financial aid should be made to the Dean of the School of Library & Informational Science by March 1.

Ruth Tandy Royse Fellowship in Library Science. A $500 award is made annually to a student on the basis of academic record, potential as a professional librarian, and financial need. Preference is given to a student who has completed a degree at UMC with an area of concentration in library science.

School of Library and Informational Science Scholarships. Each year the School makes a limited number of awards, equal to the incidental fee. These are granted on the basis of need, academic performance and professional potential.

Graduate Assistantships and Traineeships. Teaching and research assistantships in the School are limited. Five quarter-time (10 hours per week) assistantships are assigned to each of the two departments, Library Science and Information Science. Five half-time (20 hours per week) assistantships are open to library science graduate students in the Ellis Library. Appointments to these positions are made on the recommendation of the Dean.

Library science graduate students are eligible to receive special assistantships with the Center for the Study of the Aging and the Information Science Group. These assistantships are awarded on the recommendation of the Dean and involve the student in a half-time work situation.

The Veterans Administration provides four traineeships in the Harry S. Truman Veterans Administration Hospital Library in Columbia. These are work appointments at roughly half-time equivalent on the basis of the GS-5 U.S. Civil Service level. Work is coupled with course work in health science librarianship. One traineeship is also awarded on the same appointment basis at the Kansas City VA Hospital Library. Appointments to these require the prior recommendation of the Dean.

Library Employment. Each year the public and academic libraries in or near Columbia hire a number of library science graduate students on a part-time or hourly basis. Regular application and employment procedures are followed by those libraries, hence interested students should make application directly to the particular institution.

Fees & Expenses 1980-81

To determine your fees, go through this list and add all the fees that apply to you.

	16 week semester		**8 week session**	
	1-11 hours	12 or more hours	1-5 hours	6 or more hours

Incidental Fee

All students must pay an incidental fee which includes laboratory fees, library privileges, health services.

Undergraduate	$32.25 per hour	$387	$32.25 per hour	$193.50
Graduate/First Professional	$35.50 per hour	$426	$35.50 per hour	$213

Student Activities Fee

All students are required to pay a student activities fee which includes student government, student activities, programs, guest lecturers, etc. Tickets for UMC athletic events are not included.

All Students	$2 per hour	$24	$2 per hour	$12

Supplemental Fee

Students registered in the School of Medicine, College of Veterinary Medicine and the School of Law must pay a supplemental fee.

Medical Students	$71 per hour	$852	$71 per hour	$426
Veterinary Students	$35.50 per hour	$426	$35.50 per hour	$213
Law Students	$8.75 per hour	$105	$8.75 per hour	$52.50

Non-Resident Tuition

You must pay non-resident tuition if you have not been a resident for at least a year immediately prior to the time you first register. There are some exceptions to this rule. Check the *Tuition and Residence Rules* brochure, available at the Cashier's Office, 123 Jesse Hall.

Undergraduate	$129 per hour*	$774	$129 per hour**	$387
Graduate/First Professional	$142 per hour*	$852	$142 per hour**	$426

Housing

Includes double room in an UMC residence hall, 20 meals per week in the 16-week session (no Sunday evening meal) and $10 social fee. Students are not required to live in residence halls.

16 week semester: $730   8 week session: $300   4 week session: $150

Refund of Fees

If you leave the University or drop a course for which you have paid, you must file a written request with the manager of cashiering for a refund. Refunds will, with some exceptions, be paid according to the following schedule. For any session other than these the refund will be calculated in the same way, i.e. 70% during the first ⅙ of the session. Deductions may be made from the refund for any money you owe the University. Housing fees are refunded according to the housing contract.

	Full Refund	70%	50%	None
16 week semester	Before classes begin or during "full refund period"†	Within 2 weeks from day classes begin	Between 2 and 6 weeks after classes begin	After 6 weeks
8 week session	Before classes begin or during "full refund period"†	Within 1 week from day classes begin	Between 1 and 3 weeks after classes begin	After 3 weeks

*1-6 hours—no non-resident tuition charged. $129 or $142 per hour for each hour from 7 to 12.

**1-3 hours—no non-resident tuition charged. $129 or $142 per hour for each hour from 4 to 6.

†The "full refund period" for a 16 week semester is 4 class days starting with the petitioning period. The "full refund period" for a 8 week session is 2 class days starting with the petitioning period.

All fees statements are announcements only and are not to be regarded as offers to contract. The University of Missouri-Columbia reserves the right to change any and all fees at any time.

Housing

Students may reside in any available housing they select, be it University-supervised housing or off-campus housing. The University supervision of student housing is limited to (1) residence halls operated by UMC; (2) houses operated by cooperatives, fraternities and sororities; and (3) the privately-owned Mark Twain Residence Hall whose owners have agreed to abide by the rules and regulations that apply to residence halls. Accommodations for married students are available in University-owned married student housing and in privately-owned apartments.

Information about housing and application forms for University-supervised housing may be obtained from the UMC Housing Office, 123 Jesse Hall.

University Services & Activities

Information pertaining to student services (e.g., Student Health Service, Counseling Service) and student activities may be found in the general information publication, *Mizzou*. University rules & regulations are listed in the *M-Book* and graduate school regulations may be found in the *Graduate School Profile*.

Graduate Students' Association

Each graduate student in the School is a member of the Library and Informational Science Graduate Students' Association. Through this organization students participate in the educational decision making of the School. Representatives are selected by the organization to serve on each of the faculty committees. A portion of the student activities fee is set aside to support the organization.

Library Science Alumni Association

The graduates of the School have organized an Alumni Association which is part of the general UMC Alumni Association.

Statement of Courses

Information Science

101 Computers in Library and Information Science (3). Prerequisite: junior standing. f,w,s.

300 Problems (cr. arr.) Prerequisite: departmental consent. f,w,s.

301 Introduction to Information Science (3). w.

302 Information Systems I (3). Prerequisite or concurrent: 101 or equivalent. f, alt. s.

330 Computer Organization I: Design Fundamentals (3) [same as Computer Science 330]. Prerequisite: Computer Science 104.

400 Problems (cr. arr.) Prerequisites: graduate standing & departmental consent. f,w,s.

401 Library Information Systems (3) (same as Library Science 401). Prerequisites: 302 & departmental consent. f,w,s.

402 Information Systems II (3). Continuation of 302. Prerequisite: 302 & departmental consent. w.

410 Seminar in Information Science (1-3). Prerequisite: departmental consent. f,w.

412 Information Storage and Retrieval (3). Prerequisite: departmental consent. w, alt. s.

413 Abstracting and Indexing (3) (same as Library Science 413). Prerequisite: departmental consent. f, alt. s.

424 Micrographics and Libraries (3) (same as Library Science 424). Prerequisite: departmental consent. f.

432 Automated Reference Services (3) (same as Library Science 432). Prerequisites: 101, 413, Library Science 332 & departmental consent. f,w.

441 Information Systems Resource Management (3) (same as Library Science 441). Prerequisites: Library Science 341 & departmental consent. f.

Library Science

105 Library Skills (cr. arr.) f,w.

211 Elementary Cataloging (3). Prerequisite: junior standing. f,w,s.

221 Selection and Acquisition of Library Materials (2). Prerequisite: junior standing. f,w,s.

231 Elementary Reference (3). Prerequisite: junior standing. f,w,s.

241 Libraries and Librarianship (2). Prerequisite: junior standing. f,w,s.

300 Problems (cr. arr.) Prerequisite: departmental consent. f,w,s.

301 Topics (cr. arr.)

312 Principles of Cataloging and Classification (3). Prerequisite: 211. f,w,s.

321 Library Materials for Children and Youth (3). Prerequisites: 221 & departmental consent. f.

322 Literature of the Humanities (3). Prerequisite: 231. f, alt. s.

323 Literature of the Social Sciences (3). Prerequisite: 231. w, alt. s.

324 Literature of Science and Technology (3). Prerequisite: 231. w, alt. s.

327 Preservation and Restoration (3). Prerequisites: 211, 221, 231, & 241 or departmental consent. w, alt. s.

332 Bibliography and Reference (3). Prerequisite: 231. f,w,s.

341 Management of Information Agencies (3). Prerequisite or concurrent: 241 & departmental consent. f,w, alt. s.

342 The Administration of School Libraries/Media Centers (3) (same as Curriculum & Instruction T378). w,s.

380 Library Practice (2-3). Prerequisites: 211, 221, 231 & 241. f,w,s.

400 Problems (cr. arr.) Prerequisites: graduate standing & departmental consent. f,w,s.

401 Library Information Systems (3) (same as Information Science 401). Prerequisites: 211, 221, 231, 241, Information Science 302 & departmental consent. f, alt.s.

410 Seminar in Library Science (1-3). Prerequisite: admission to candidacy for master's degree in library science or departmental consent. f,w.

413 Abstracting and Indexing (3) (same as Information Science 413). Prerequisite: departmental consent. f, alt. s.

416 Medical Subject Analysis (3). Prerequisites: 211, 221, 231, 241 & departmental consent. w, alt. s.

424 Micrographics and Libraries (3) (same as Information Science 424). Prerequisite: departmental consent. f.

425 Government Publications (3). Prerequisites: 211, 221, 231, 241 & departmental consent. f. alt. s.

426 Multimedia Resources of Libraries (3). Prerequisites: 211, 221, 231, 241 & departmental consent. f, alt. s.

427 The History of Books and Printing: The Manuscript Book (3). Prerequisites: 211, 221, 231 & 241 or departmental consent. f.

428 The History of Books and Printing: The Printed Book (3). Prerequisites: 211, 221, 231 & 241 or departmental consent. w.

429 Seminar in Rare Books and Manuscripts (3). Prerequisite: 427, 428, 449 or departmental consent. w.

432 Automated Reference Services (3) (same as Information Science 432). Prerequisites: 332, Information Science 101, Information Science 413 & departmental consent. f,w.

433 Services to Children (3). Prerequisites: 211, 221, 231, 241, & departmental consent. w, alt. s.

435 Studies in Library Services (3-6). Prerequisites: 211, 221, 231, 241 & departmental consent. f, alt. s.

441 Information Systems Resource Management (3) (same as Information Science 441). Prerequisites: 341 & departmental consent. f.

443 The Academic Library (3). Prerequisites: 211, 221, 231, 241 & departmental consent. w, alt. s.

444 The Public Library (3). Prerequisites: 211, 221, 231, 241 & departmental consent. w, alt. s.

445 Special Libraries and Information Centers (3). Prerequisites: 211, 221, 231, 241 & departmental consent. w, alt. s.

446 Health-Science Librarianship and Bibliography (3). Prerequisites: 211, 221, 231, 241 & departmental consent. f, alt. s.

447 Archive Administration (3). Prerequisites: 211, 221, 231, 241 or departmental consent. f, alt. s.

449 History of Libraries (3). Prerequisites: 211, 221, 231, 241 & departmental consent. w, alt. s.

450 Research (cr. arr.) Prerequisite: departmental consent. f,w,s.

451 The Biomedical Community (3). Prerequisites: 211, 221, 231, 241 & departmental consent. f, alt. s.

Administration

Barbara S. Uehling, Ph.D., Chancellor
Edward P. Miller, Ph.D., Dean
Ralph H. Parker, Ph.D., Dean Emeritus

Faculty

C. Edward Carroll, Ph.D., California. Prof., Library Science

Arni T. Dunathan, Ed.D., Utah. Prof., Education, Library Science

John Gribbin, Ph.D., Chicago. Prof., Library Science; Director of Libraries

Hellmut Lehmann-Haupt, Ph.D., University of Frankfurt. Prof. Emeritus, Bibliography

Ralph H. Parker, Ph.D., Texas. Prof. Emeritus, Library Science, Information Science; Dean Emeritus

Donald R. Shurtleff, Ph.D., Worcester Polytechnic Institute. Prof., Information Science, Computer Science

Charles O'Halloran, M.A., Denver. Adjunct Prof., Library Science

Bert R. Boyce, Ph.D., Case Western Reserve. Assoc. Prof., Information Science

Roy W. Evans, Ph.D., Southern Illinois. Assoc. Prof., Library Science

Francis J. Flood, A.M.L.S., Michigan. Assoc. Prof., Library Science

Harold E. Holland, D.L.S., Columbia. Assoc. Prof., Library Science

Mary F. Lenox, Ed.D., Massachusetts. Assoc. Prof., Library Science, Education

Edward P. Miller, Ph.D., Oklahoma. Assoc. Prof., Information Science; Dean

Thomas R. Kochtanek, Ph.D., Case Western Reserve. Asst. Prof., Information Science

Dean E. Schmidt, M.A., Minnesota. Asst. Prof., Medical Bibliography

Pushpajit Bhullar, M.A.(L.S.), Missouri-Columbia. Adjunct Asst. Prof., Library Science

Robert Grey Cole, M.S.L.S., M.A., North Carolina. Adjunct Asst. Prof., Library Science

June L. DeWeese, M.A.(L.S.), Missouri-Columbia. Adjunct Asst. Prof., Library Science

Harold V. Hosel, M.A.(L.S.), Iowa; M.A., Iowa. Adjunct Asst. Prof., Library Science

Glenn A. Wallace, M.A.(L.S.), Kentucky. Adjunct Prof., Library Science

Aurora E. Davis, M.A., Miami-Florida; M.A.(L.S.), Missouri-Columbia. Instr., Library Science

Miriam M. Fuller, M.S.L.S., Illinois. Instr., Library Science

Trudy Gardner, M.A.(L.S.), Missouri-Columbia. Instr., Information Science

David N. Martin, M.A., Missouri-Columbia. Lect., Information Science

MaryEllen Sievert, M.A., Iowa; M.A.(L.S.), Missouri-Columbia. Lect., Information Science

University of Missouri-Columbia Calendar

Fall Semester — **1980**

New Student Orientation and Registration	Mon., Aug. 25
Registration	Tues., Aug. 26
Classwork begins, 7:40 a.m.	Wed., Aug. 27
Labor Day Recess	Mon., Sept. 1
Preregistration (Winter) begins	
Preregistration (Winter) ends	
Thanksgiving Recess Begins	12:40 p.m., Nov. 26
Classwork resumes, 7:40 a.m.	Mon., Dec. 1
First Semester Classwork ends, 5:30 p.m.	Thurs., Dec. 11
Stop Day	Fri., Dec. 12
Final Examinations begin	Sat., Dec. 13
First Semester closes, 5:00 p.m.	Sat., Dec. 20

Winter Semester

	1980	1981
New Student Orientation and Registration	Thurs., Jan. 10	Thurs., Jan. 8
Registration	Fri., Jan. 11	Fri., Jan. 9
Classwork begins, 7:40 a.m.	Mon., Jan. 14	Mon., Jan. 12
Preregistration (Summer & Fall) begins	Wed., April 2	
Preregistration (Summer & Fall) ends	Tues., April 8	
Spring Recess begins, 12:40 p.m.	Sat., March 22	Sat., March 21
Classwork resumes, 7:40 a.m.	Mon., March 31	Mon., March 30
Second Semester Classwork ends, 5:30 p.m.	Wed., April 30	Wed., April 29
Stop Day	Thurs., May 1	Thurs., April 30
Final Examinations begin	Fri., May 2	Fri., May 1
Second Semester closes, 5:30 p.m.	Fri., May 9	Fri., May 8
Annual Commencement	Sat., May 10	Sat., May 9

Summer Session (4-, 6- and 8-weeks)

	1980	1981
Registration & Orientation	Mon., June 9	Mon., May 11
All Sessions Begin, 7:40 a.m.	Tues., June 10	Tues., May 12
First 4-week session ends	Thurs., July 3	Fri., June 5
Second 4-week session Registr. & Orienta.	Mon., July 7	Mon., June 8
Second 4-week session begins	Tues., July 8	Tues., June 9
Second 8-week session Registr. & Orienta.		Mon., June 8
Second 8-week session begins		Tues., June 9
First 6-week session ends		Fri., June 19
Second 6-week session Registr. & Orienta.		Mon., June 22
Second 6-week session begins		Tues., June 23
Second 4-week session ends	Fri., Aug. 1	Thurs., July 2
First 8-week session ends	Fri., Aug. 1	Thurs., July 2
Independence Day Recess	Fri., July 4	Fri., July 3
Third 4-week session Registra. & Orienta.		Mon., July 6
Third 4-week session begins		Tues., July 7
All sessions end		Fri., July 31
Summer Commencement	Fri., Aug. 1	Fri., July 31

UNIVERSITY OF MISSOURI-COLUMBIA
Application for admission included