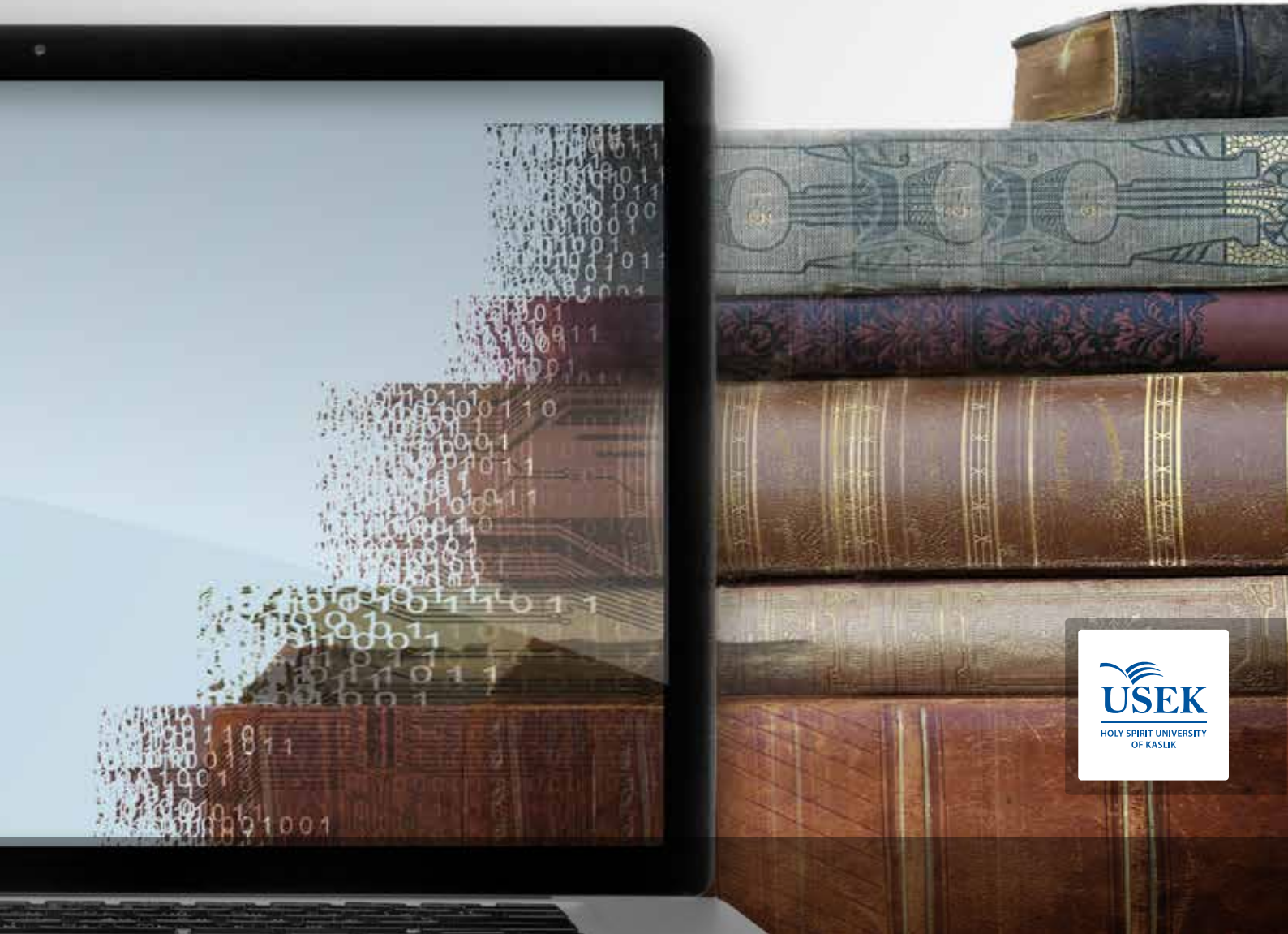


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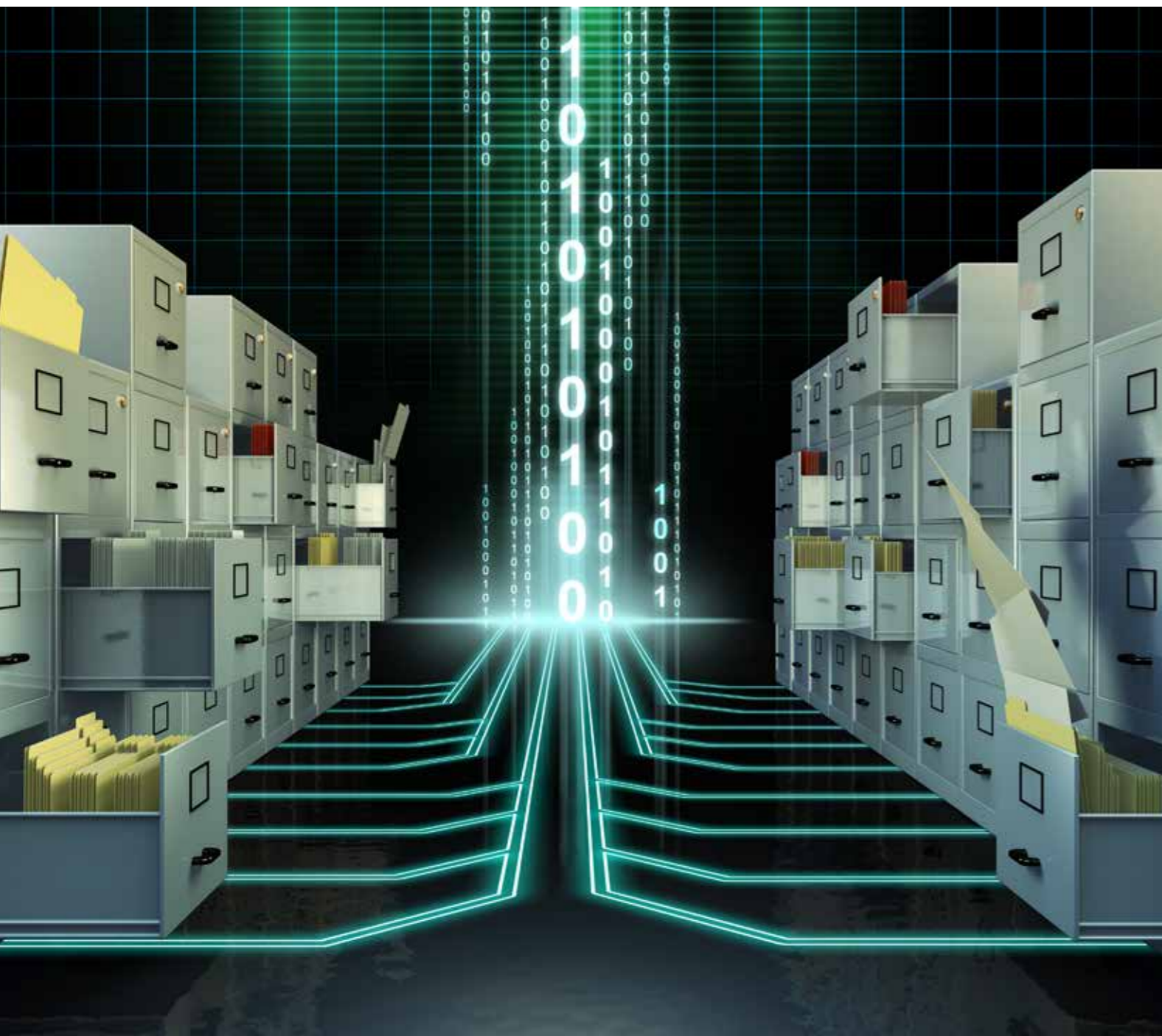
MASTER IN INFORMATION STUDIES



Master in Information Studies

Access to information is becoming increasingly important given the current technological, economic and social transformations. Information and data are the most valued commodity of our times. Acquiring, organizing, disseminating, preserving and archiving information, as well as communicating and training, are all steps closely linked to the information life cycle. In the world of digital information, the once distinct disciplines of archival science and librarianship are more and more interrelated. As such information studies is a multidisciplinary field that requires dedication, creativity and ethical values.

The Master in Information Studies program seeks to provide the ideal foundation for professionals and leaders directing centers or institutions of information management such as libraries, research centers, archive centers, etc. It is designed to meet new challenges currently facing the profession and opens new paths for the future by bringing together information in all its cultural forms and the people who need or want it. Thereby, graduating professionals will contribute to individual and collective knowledge in the face of the new challenges of their career.



THE PROGRAM

Our curriculum offers flexible, professional graduate qualifications designed to give students a solid grounding in all areas of professional information studies, while allowing for deep focus on the student's area of interest.

The program will provide an interdisciplinary approach and will work closely with other faculties. The concentration areas of studies will include:

- Archival and Records Management
- Library Studies

Courses

Remedial Courses for non-holders of a Bachelor Degree in Library Science or Archives and Record Management	
Introduction to Information Science	
Principles of Conservation & Preservation	
Evolution of Cultural Heritage	
Core Courses – 12 credits	
Law and Ethics in Information Studies	
Management of Libraries and Archives	
Research Methodology	
Preservation Management	
Concentration Courses – 18 credits	
Archives and Records Management	Librarianship
Inventories and Documentary Practices	Information Sources & Services
Research Tools and the Internet	Collection Development and Management
Records Management	Library Automation Systems
Digital Archives	Digital Libraries
Information Systems	Rare Books and Special Collections
Communication, Dissemination and Development of Archival Heritage	Informetrics
Thesis – 6 credits	



ADMISSION REQUIREMENTS:

This program is designed to Lebanese and foreign Higher Education graduates who wish to work in archives or the library sector;

- Holder of a Bachelor Degree in Library Science or Archives and Record Management; these applicants immediately join the specialization of their choice;
- Holders of BA or BS Degrees coming from other backgrounds may join the program, but will have to complete remedial courses depending on the Admission Committee decision;
- Eligible applicants should have a cumulative GPA of minimum 100/75 (equivalent to 4/2.5 or 20/11.8) at the university of origin;
- Applicants are required to demonstrate evidence of an adequate level of proficiency in English and/or French.

REQUIRED DOCUMENTS

- A photocopy of the national identity card (a photocopy of the passport for foreign applicants);
- Two recent passport-size photos;
- The certificate of the Lebanese Baccalaureate or an equivalent degree certified by the Lebanese Ministry of Education and Higher Education;
- The official grades transcripts and the certificate of completed university studies certified
- A certified copy of the degree equivalence by the Lebanese Ministry of Education and Higher Education;
- Two recommendation letters;
- A certificate of work experience, if any;
- The original certificate of the National Social Security Fund coverage, dated less than three months since the beginning of classes, or its equivalent;
- A CV;
- 100 \$ for the file fees.

INTERNSHIPS

Internships or professional field experience provides the students with the opportunity to work with a professional staff and learn from them as mentors. The completion of the training is a **compulsory** option for graduation.

- Archival and Records Management
 - Training / compulsory / off-major: 2nd semester, 1 month, 200 hours
 - Specialty internship / compulsory: 3rd semester, 2 months, 400 hours
 - Abroad internship (optional): 4th semester, 2 to 3 months
- Library Studies:
 - All students should complete **150 hours** of internship at USEK Library or any other prominent library based on the approval of the administration.

JOB OPPORTUNITIES:

ARCHIVAL & RECORDS MANAGEMENT	LIBRARY STUDIES
Archive Centers	Academic Libraries
Research Centers	School Libraries and Media Centers
Museums	Public Libraries
Heritage Centers	Special & Research Libraries
Private & Government Sector	Information Services
Academic / Special /Public Libraries	Private & Government Sector
Cultural Institutions	Electronic Publishing
Consultancies	Consultancies



For further information:

Orientation Office

Holy Spirit University of Kaslik (USEK), Kaslik Campus

Office hours: Monday to Friday from 8:30 a.m. to 3:00 p.m.

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Fax: + 961 9 600 251