

DIPLOMA IN LIBRARIANSHIP

- a. *Objective:* This course is designed to provide manpower skill in librarianship to schools, colleges and other organizations requiring Library Services. Candidates can proceed to a degree programme after completing the course.
- b. *Admission Requirements:* Admission to this programme shall be through the completion of necessary application forms, and the following candidates shall be eligible:
 - i. Members of staff of an approved library with at least one year, but preferably two years, full-time library employment. Such candidates must possess any of the following qualifications:
 - a. SSCE/WASCE/GCE(O/L)/NECO with five Credits, including English Language and at least P7 in Mathematics obtained at not more than two sittings;
 - b. Grade II Teachers' Certificate with Merit in five subjects, including English Language.
 - ii. Mature candidates with at least five years relevant working experience in related fields who can convince the university that they would be able to benefit from the course. Those who are sponsored by their respective organisations may be admitted on discretion.
- c. *Mode of Study:* Instruction shall be by face-to-face lectures. Students will be expected to attend classes weekly, from Thursday to Saturday in the Department of Library, Archival and Information Studies.
- d. *Work-Load:*
 - i. Instructions shall be by face-to-face. Appropriate pre-requisites and concurrent requirements for courses shall be prescribed by Senate on the recommendation of the Faculty Board of Education.
 - ii. A student shall be required to take a combination of Compulsory, Required and Elective courses as approved by the Senate of the University of Ibadan, on the recommendation of the Distance Learning Centre in conjunction with the Department of Library, Archival and Information Studies.
 - iii. There shall be two levels of courses, numbered 101-199 and 201-299 respectively.
 - iv. Students are required to register for at least 40 course units in the three calendar years. No candidate may register for less than 14 units or more than 18 units in each year of the programme or less than 20 units at each level of the programme.
 - v. Library practice shall be assessed continuously throughout the three years of the programme in the library where the candidate normally works. There will be visits to libraries and related institutions in the first year.
 - vi. Attendance is compulsory in all the courses for which a candidate is registered.
 - vii. Courses are denoted as compulsory, required or elective.
 - viii. To earn the Diploma Certificate, all compulsory courses must be taken and passed.
 - ix. Four units of the required courses must also be passed.
- e. *Examination:*
 - i. All courses shall be examined during the year in which they are taken and candidates will be credited with the number of course units which they have passed.
 - ii. A student who has obtained less than 10 course unit by the end of the first year of the programmes and less than 20 at the end of the second year shall be required to withdraw from the programme.

- iii. A student may be allowed to re-register for and resit examinations in the compulsory or required courses at the next available opportunity.

f. *Qualification for the award of Diploma*

- i. A student shall not normally qualify for the award of the Diploma Certificate until he/she has completed a minimum period of three sessions or a maximum period of four sessions.
- ii. To be considered for the award of the Diploma, a student must have been credited with a minimum of 20 units at each of the 100 and 200 levels, and must be credited with a minimum of 40 units at both levels.
- iii. The list of successful candidate for the Diploma shall be published with the following classification: Distinction, Credit, Merit and Pass, with the names in each class arranged alphabetically.
- iv. The grade of the Diploma of a student who has satisfactorily completed his/her course of studied shall be determined as follows:

Cumulative Grade Point Average	Class
6.0 and above	Distinction
4.6 – 5.9	Credit
2.6 – 4.5	Merit
1.0 – 2.5	Pass
Less than 1.0	Fail

- i. Grades to be used for students who satisfactorily complete the requirements of a course by the end of the year are as follows:

Letter Grade	Grade Point	Mark
A	7	70 - 100
A-	6	65 - 69
B+	5	60 – 64
B	4	55 – 59
B-	3	50 – 54
C+	2	45 – 49
C	1	40 – 44
D-	0	0 - 39

In order to obtain the CGPA of a candidate, the appropriate index (Grade Point) assigned to each range of numerical mark is multiplied by the course unit, and the products added up to give the total weighted grade point. This total is divided by the total number of course units taken.

- ii. The CGPA shall be expressed correct to one decimal place.
- iii. Students who spend more than 4 sessions to complete the programme can only earn a Diploma at PASS level. A candidate who requires more than four years on the programme shall be required to withdraw.

g. *Warning and Withdrawal:*

- i. A student shall be given a written warning, or be required to withdraw from a Faculty, if he/she fails to achieve the minimum standard which the Senate, on the

recommendation of the appropriate Board of Faculty or Institute, may from time to time prescribe.

- ii. A student who has obtained less than 12 course units by the end of the first year will be given a letter of warning.
- iii. A student who has obtained less than 10 course units at the end of the first year shall be asked to withdraw from the course.
- iv. A candidate who has obtained less than 20 course units by the end of the second year shall be required to withdraw from the course.

h.. Distribution of Courses

FIRST YEAR

Course Code	Course Title	Units	Status
LSD101	Libraries and Society	2	C
LSD111	Library Resources	2	C
LSD121	Book Production and Reprography	2	E
LSD174	Children's Literature	2	E
LSD181	Introduction to Cataloguing	2	C
LSD182	Introduction to Classification	2	C
TOTAL		12	

SECOND YEAR

Course Code	Course Title	Units	Status
LSD 186	Library Routines: Technical & Reader's Services	2	C
LSD 188	Library Practice	2	C
LSD 202	School and Education Libraries	2	C
LSD 231	Subject Information Sources in Science and Technology	2	C
LSD 232	Subject Information Sources in Social Sciences	2	R
LSD 213	Introduction of Information Science	2	R
LSD 281	Cataloguing	2	C
LSD 282	Classification Schemes	2	C
TOTAL		14	

THIRD YEAR

Course	Course Title	Units	Status
LSD203	National, State & Public Libraries	2	E
LSD204	Academic Libraries	2	E
LSD205	Special Libraries	2	E
LSD 223	A-V Resources Management	2	R
LSD 233	Subject Information Sources in the Humanities	2	R
LSD 234	Subject Information Sources for African Studies	2	R
LSD 241	Introduction to Bibliographies	2	C
LSD 288	Library Practice II	2	C
TOTAL		16	

Courses Details

- LSD 101 **Library and Society**
Introduction to Librarianship; history of libraries; functions of the libraries in society; inter-relationship of libraries with other agencies and trends affecting the library profession. *2 Units, Compulsory.*
- LSD 105 **Library Visits**
Visits to libraries, publishing houses, printing presses and related institutions and organizations. *2 Units, Compulsory.*
- LSD 111 **Library Resources**
Printed and non-printed materials; general reference books, bibliographies, supportive and textbooks, fiction, newspapers and periodicals and audio-visual resources; special library materials, e.g. maps, brailled books for the visually impaired, etc. *2 Units, Compulsory.*
- LSD 121 **Book Production and Reprography**
Facets of the book industry; printing processes; paper, binding; introduction to reprography; eye-legible copies; microforms, handling and maintenance of microforms.
2 Units, Elective.
- LSD 174 **Children's Literature**
Children's books and literature in various media; story telling and other activities for the library hour; reading promotion, clubs, societies, etc. *2 Units, Compulsory.*
- LSD 181 **Introduction to Cataloguing**
The catalogue card; use of AACRII, 1978 and Sears list. Filing rules. *2 Units, Compulsory.*
- LSD 182 **Introduction to Classification**
Objectives of classification; elementary work with Dewey Decimal Classification Scheme. *2 Units, Compulsory.*
- LSD 195 **A-V Equipment Operation and Materials Production**
Operating the slide, filmstrip, opaque, overhead and motion picture projectors; audio recording, photography and production of still photographs; library display and exhibit. *2 Unit, Required.*
- LSD 186 **Library Routines: Technical and Reader's Services**
Acquisition, book processing, circulation, shelving; preparation for binding; reference questions and services; out-reach services, publicity and displays. *2 Units, Compulsory.*
- LSD 188 **Library Practice I**
Practical supervision in own library at the end of the First Year. *2 units, Compulsory.*
- LSD 202 **School and Education Libraries**
Educational principles; standards of schools and education libraries; services, user education. *2 units, Compulsory.*
- LSD 213 **Introduction to Information Science**
Information technologies in libraries; computers and their uses. Computer Literacy required.
- LSD 231 **Subject Information Sources in Science and Technology**
Reference books, bibliographic tools, indexing and abstracting services. *2 units, Compulsory.*
- LSD 281 **Cataloguing**

Dictionary and classified catalogues; use of subject headings, sears list; study of AACRII, 1978. *2 Units, Compulsory.*

- LSD 282 **Classification Schemes**
Study of the features and of DC, UDC, LC, Practical work with at least one scheme. *2 Units, Compulsory.*
- LSD 203 **National, State and Public Libraries**
Standards, organization and administrative services, government and legislation. *2 Units, Elective.*
- LSD 204 **Academic Libraries**
Universities, Polytechnics, Colleges of Education:
Standards, organization, administration, service. *2 Units, Elective.*
- LSD 205 **Special Libraries**
Standards, organization and services; use of indexes and abstracts. *2 Units, Elective.*
- LSD 223 **AV - Resources Management**
Selection, storage and retrieval; AV software; material preparing transparencies and other projectuals; audio and video recordings. *2 Units, Required.*
- LSD 233 **Subject Information Sources in the Humanities**
Standard reference and textbooks; bibliographic aids; indexing and abstracting services. *2 Units, Required.*
- LSD 234 **Subject Information Sources for African Studies**
Scope and history of African Studies; reference works and bibliographic aids. *2 Units, Elective*
- LSD 241 **Introduction to Bibliographies**
Types of bibliographies; bibliographic descriptions and styles; methods of arrangement; indexing. *2 units, Compulsory.*
- LSD 288 **Library Practice II**
Practical supervision in own library. *2 Units, Compulsory.*

