Indiana University Bloomington
Luddy School of Informatics, Computing & Engineering
Department of Information & Library Science

Master's Student Handbook
For the Master of Library Science (MLS),
Master of Information Science (MIS),
and 4 plus 1 MLS & MIS Degrees

2022-2023

Welcome!

On behalf of the faculty, staff, and students of the Luddy School of Informatics, Computing, and Engineering, we are delighted to welcome you to the Department of Information & Library Science (ILS).

Our graduate programs in Information and Library Science are carefully designed to be flexible enough to accommodate your specific interests and goals, while being structured enoughto ensure that every student who graduates from our program has demonstrated a thorough and rigorous mastery of the field. Ensuring this balance means that IU, as with any university of its size and prestige, has rules and policies as you pursue your degree.

This handbook is your guide to navigating those rules, and we strongly urge you to read it carefully. You'll find that some of our policies are quite flexible, such as the choice of your elective courses, while some are more rigid, such as the GPA requirements. And some of our policies are absolute and unwavering: our commitment to fairness, diversity, academic integrity,scientific rigor, and respect for all people. Understanding them now can save you much time and trouble later.

The path towards a graduate degree will not always be easy, and you may feel lost from time to time. When this happens, please be proactive and reach out so that we can help! The staff in the ILS Department and the Luddy Graduate Studies Office are happy to assist and can also direct you to the countless other resources and offices across campus. And please feel free to contact either of us directly when you have concerns, questions, suggestions, or just want to chat. We want you to succeed and can't wait to see what you'll accomplish here!

Dr. Howard Rosenbaum
Professor
Director of Graduate Programs
Department of Information & Library Science

Dr. Noriko Hara
Professor & Chair
Department of Information & Library Science

Table of Contents:

1. *ILS People, resources, and general policies*
    a. *ILS Department Staff:*
        i. *Administrative Specialist*: Michelle Dunbar-Sims is the office manager for the ILS Department, she also facilitates the internship program, provides support for student life and student groups, and assists with event planning and other logistical needs.
        ii. *Chair's Assistant/Receptionist:* Anna Larson serves as the main point of contact for all visitors and monitors the main ILS e-mail (ilsmain) and phone line, assisting faculty and students in accessing help in the department and school.
    b. *Student Workers:* ILS graduate office assistants help with communications & student outcomes, social media and publications, and reporting.
    c. *Luddy Graduate Studies Office:* This office is the main source of contact for anything related to academic graduate policies, transfer credit requests, grade changes, degree audits, probation issues, registration (late/add/drop/withdraw), leaves of absence, advising holds, maintaining your student file with any necessary program administrative forms, and ensuring that you are on track to graduate. For assistance or to schedule an appointment, email gradvise@indiana.edu.
        i. *Dr. Selma Sabanovic, Associate Dean of Graduate Studies*
        ii. *Patty Reyes-Cooksey, Director of Graduate Administration*
        iii. *Renee Kiser, Recorder*
    d. *Program directors listing*
        i. *Department Chair:* Professor Noriko Hara is the Chair of the Department of Information & Library Science. She can be contacted atthe email address nhara@indiana.edu.
        ii. *Director of Graduate Programs:* Professor Howard Rosenbaum is the Director of Graduate Programs. He can be contacted at the email address hrosena@indiana.edu.
        iii. *MLS Program Director:* Associate Professor Devan Donaldson is the Director of the Master of Library Science program. He can be contacted at the email address drdonald@indiana.edu.
        iv. *MIS Program Director:* Professor Howard Rosenbaum is the Director of the Master of Information Science program. He can be contacted at the email address hrosena@indiana.edu.

    e. *Specialization directors listing (descriptions below)*

Specialization	Specialization Directors	Director email addresses
Data Science	Howard Rosenbaum	hrosenba@iu.edu
Digital content, curation, and collections (DC3)	Devan Donaldson	drdonald@indiana.edu
Digital humanities	John Walsh	jawalsh@indiana.edu

Information architecture	Noriko Hara andHoward Rosenbaum	nhara@indiana.edu hrosenba@indiana.edu
Information technology leadership	Howard Rosenbaum and Noriko Hara	hrosenba@iu.edu nhara@indiana.edu
Archives and records management	Devan Donaldson	drdonald@indiana.edu
Art librarianship	Sarah Carter	saccarte@indiana.edu
Children's and Young Adult services	Samuel Ott andGinny Hosler	swott@indiana.edu vjhosler@indiana.edu
Music librarianship	Keith Cochran	cochran6@indiana.edu
Rare books and manuscripts librarianship	Joel Silver	silverj@indiana.edu

f. *Other Luddy staff that assist ILS students*
   i. *Career Services:* Luddy Career Services is an invaluable resource that helps students in all circumstances related to career development. Luddy Career Servicesoperates out of its online platform, Handshake. After creating a profile on the site, you can explore jobs and internships as well as schedule appointments for services such as resume reviews, mock interviews, job offer negotiations, and much more. Twice a year, LuddyCareer Services hosts career fairs and periodically hosts virtual panels.
   ii. *Tech staff :* Luddy Help Desk & sicehelp@indiana.edu e-mail
g. *Department & Student Communications*
   i. IU Accounts & IU email
      All primary communication will come through your IU email account. If you do not yet have an IU e-mail, go to https://access.iu.edu/starterkit. You will need to know your ten-digit university ID# which is on your admission letter. Once you have your IU email set up, please notify us. If you are an international student and have not had your paperwork processed by the Office of International Services, you may not be able to set up your IU email account.
   ii. ILS and Luddy listservs
      Listservs are the primary way of communicating ILS-related information. You are required to subscribe to ILS-L@indiana.edu. You are also encouraged to subscribe to the other ILS listservs. Additional Information about registering for Listservs is available here: https://kb.iu.edu/d/bcek.
      You will be automatically subscribed to several Luddy listservs. University policy concerning electronic mailing lists requires that they be used for research or education activities and that the list owner monitor the list's content to ensure that it is serving its intended purpose.
   iii. *ILS-L*
      ILS-L (required for ILS students) was established to provide department-related communication among faculty, staff, and students.

Announcements include information regarding class schedules, course registration, advising, notices about programs and professional meetings, notices of publications and professional activities, part-time job opportunities for ILS students, full-time jobs for graduates, etc.

iv. *ILS-STUDENTS-L*

ILS-STUDENTS-L was created to help welcome new students and to provide additional communication for current students. This listserv provides a way to exchange information about apartments, mechanics, doctors, dentists, used books, etc. It is a great place to post your questions about life in Bloomington and at Indiana University. The Luddy School of Informatics, Computing & Engineering has several wonderful resources available to students, and listservs for a varietyof purposes.

v. Department Announcements

Periodically, ILS sends out a list of relevant announcements about the Department including upcoming events and speakers, new course announcements, and other items of interest

vi. Social Media accounts

ILS social media accounts are used to share up-to-date information about events, department updates, and pertinent information for students. Each account shares different information, so it is important to join all the accounts you can!

1. *ILS Facebook:* https://www.facebook.com/iu.ils
2. *ILS Alumni Facebook Group:* https://www.facebook.com/groups/240673869454211
3. *ILS Twitter:* https://twitter.com/iuils
4. *ILS Instagram:* https://www.instagram.com/iuils
5. *ILS LinkedIn:* https://www.linkedin.com/groups/6714380/

2. *Overview of Department & School*

i. *About ILS*

The Department of Information and Library Science (ILS) is located within the Luddy School of Informatics, Computing, and Engineering at Indiana University Bloomington, and our history spans more than six decades. Since our inception in 1951, we've remained steadfast in our commitment to producing the world's top librarians and information professionals.

Whether your interest is in rare books or data science, archives or digital libraries, information architecture or information visualization, your ILS degree will prepare you to use information systems, information services, and technology to create a stronger, smarter tomorrow.

In the Department of Information and Library Science, you'll learn how to curate, organize, and disseminate information to make it more useful to local and global communities. You'll create systems, preserve traditions and histories, and advance one of the greatest endeavors humans have ever embarked on: the ability to store, retrieve, and share knowledge.

About Luddy:

ii. *About Luddy*

The School of Informatics, Computing, and Engineering includes the Luddy School of Informatics, Computing, and Engineering at Indiana University Bloomington and the School of Informatics and Computing at IUPUI. The mission of the School is to excel and lead in education, research, and outreach spanning and integrating the full breadth of computing and information technology, including the scientific and technical core, a broad range of applications, and human and societal issues and implications.

The School aims to lead the nation in creating a new, broad, and interdisciplinary view of computing and information technology, and uses this viewpoint as the foundation of its main areas of emphasis

iii. *Other information based degrees on campus and how we are similar/different:* ILS degree programs share some similarities to Masters degrees offered in the Department of Informatics, the Kelley School of Business, and the O'Neill School of Public Affairs. The overlap of values and skill sets offered in each of these degree programs has been a source of confusion for new students trying to figure out which program is the best fit for them. The following is a set of short descriptions featuring each program's aim, values, and learning outcomes to help differentiate them from each other.

1. *Master of Information Science (MIS) in the Information and Library Science department*

The Master of Information Science (MIS) curriculum is incredibly versatile with course offerings including data science, information architecture, database management, organizational informatics, etc. Unlike other programs within the university that specialize in a single area, atouchstone feature of information science is its commitment to providing students with a holistic view of information technology and its relationship to the greater organizational process. We aim to educate and train you to become 'go-betweens' or "boundary spanners" who can effectively communicate and problem solve alongside IT professionals, as well as nontechnical stakeholders. Additionally, arising from the values of Library Science, our program places great value on information management and curation. As a result, most of the information courses you will take focus on the organization,presentation, and management of information. For example, our program offers a specialization in Data Science. While sharing many similarities withthe Master of Data Science (MDS) also offered through Luddy, our specialization places a much heavier focus on data management and information retrieval. In contrast, the MDS focuses more on developing and using the tools needed for big data analysis

2. *Information Systems Concentration with the Master of Public Affairs*

The O'Neill School is the top ranked Public Affairs program in the United States. The focus of their Master of Public Affairs degree is to preparestudents to become managers of public sector organizations

such as government entities, environmentalist groups, and other national organizations. The program's Information Systems concentration includes technical skills that are geared toward public affairs issues. In their requiredcourses, students learn how to use geographic information systems, and learn IT and database administration skills related to public sector management. https://oneill.indiana.edu/masters/degrees-certificates/public-affairs/concentrations/information-systems.html

3. *Master of Informatics Program offered through the Luddy School* The Master of Informatics Program is a 2-year graduate program. The Informatics program and our Master of Information Science program share some similar academic interests, skillsets, and even professors teaching across departments. Nevertheless, there are core differences. The MIS curriculum is rooted in the importance of information and its management in a wide range of organizational settings. The Master of Science in Informatics, in contrast, is meant to serve as a preliminary program for students interested in potentially pursuing the Ph.D. in Informatics. As a result, most of the courses revolve around the Ph.D. areas of specialization such as: HCI, complex systems, bioinformatics, intelligent systems, and more. https://informatics.indiana.edu/programs/ms-informatics/index.html

4. *Master of Information Systems offered through the Kelley School of Business* The Master of Science in Information Systems is an in-residence 12-month, 30-credit hour, graduate program. The curriculum covers both technology and business areas and blends classroom instruction with experiential learning to prepare students to meet the needs of the contemporary IT market. Students learn about how corporations use technology to address business problems. They can also take electives in areas such as consulting, general management, and supply chain management to further enhance their business skills. https://kelley.iu.edu/faculty-research/departments/operations-decision-technologies/graduate/ms-information-systems.cshtml

3. *Dual degree students* Prospective dual degree students must submit two applications: one forILS and one for the department in which you want to pursue the dual degree. Applications to dual degrees outsideof Luddy are handled independently. Please indicate in the application that you are pursuing the dual degree. Once you have been admitted to a dual degree, you must declare your enrollment by completing a **Dual Degree Form** and submitting it to the Luddy Graduate Studies Office.

4. *Degree Information*
   a. *The IU Bulletin:* this always has the most correct and up-to-date information in order to graduate. Your bulletin is determined by the year you matriculate, however, due to the fact that academic requirements may change from year to year; we allow you to choose which bulletin you will graduate with (as long as the bulletin is in effect while you are an active student) (For example, if you matriculated into the Master of Library Science program in 2021, but

there is a bulletin change in 2022, that you would like to apply to you, you may choose to follow the requirements of the 2022 bulletin).

- How to access the bulletin:
  1. To locate the relevant academic bulletin, please go to the Information and Library Science website at: https://ils.indiana.edu/

  2. Towards the top of the page, hover over the menu item labelled 'Programs' and click on your relevant program (Master of Information Science, Master of Library Science, Dual Degree, etc).

  3. After clicking on the relevant program page, scroll down to middle of the program page to a section called 'Review your degree requirements'. Click on the button that contains your relevant year.

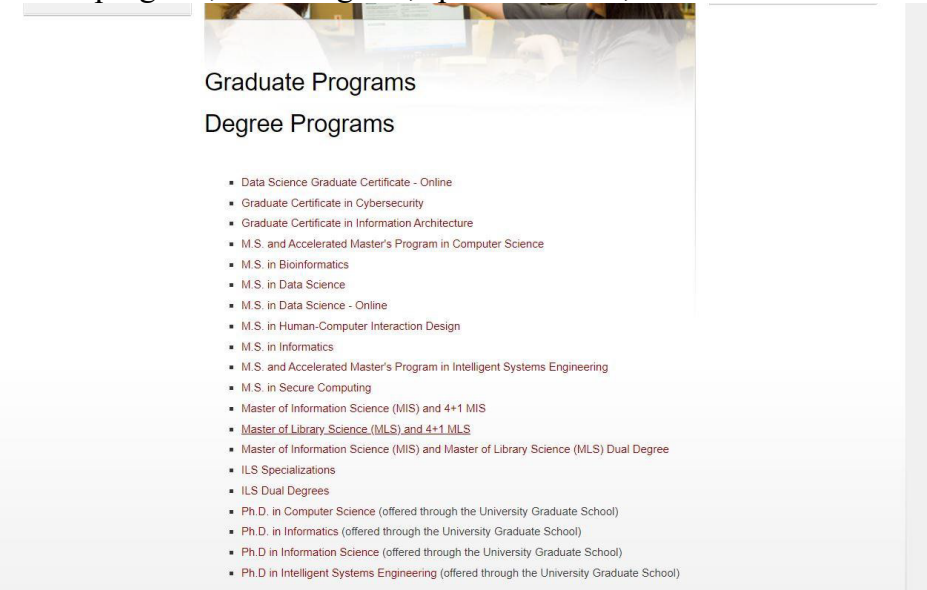4. You'll be redirected to that year's academic bulletin page for all Luddy programs including requirement pages for: the Master of Information Science program; the Master of Library Science program; Dual Degrees; specializations; and others.

11

5. After clicking on the relevant link, you'll be able to view your requirements for your program/certificate/specialization/etc.

- Implement and evaluate information and communication technologies for efficiency, usability and value to users

MLS DEGREE REQUIREMENTS

The Master of Library Science degree requires 36 credit hours of graduate course work in Information and Library Science and a digital literacy requirement (see below).

A maximum of 6 graduate credit hours from outside the IU Department of Information and Library Science may, in certain circumstances and with approval (using the "Outside Course Approval Form"), be applied to the MLS degree. These 6 credit hours may be taken at Indiana University, or at another university. Outside courses are warranted only when they are relevant to the student's career objectives and will contribute more to the enrichment of their programs than would additional ILS courses. Permission for such outside course work must be obtained before enrolling in the course. The course must be completed with a grade of B or higher, must not be applied to another degree (except in the case of a recognized dual-degree program), and must be taken within the five-year time frame allowed for completion of the degree.

MLS Foundation Requirements: (15 cr.)

- ILS-Z 501 User Services and Tools (3 cr.)
- ILS-Z 503 Representation and Organization (3 cr.)
- ILS-Z 550 Information Institutions and their Management (3 cr.)
- ILS-Z 605 Internship in Library and Information Science (3 cr.)*
  - * Must complete 18 ILS credits before taking and approval form is required

Complete one technical course from the following:

- ILS-Z 511 Database Design (3 cr.)
- ILS-Z 512 Information Systems Design (3 cr.)
- ILS-Z 516 Human-Computer Interaction (3 cr.)
- ILS-Z 517 Web Programming (3 cr.)
- ILS-Z 532 Information Architecture for the Web (3 cr.)
- ILS-Z 534 Search (3 cr.)
- ILS-Z 554 Library Systems (3 cr.)
- ILS-Z 556 Systems Analysis and Design (3 cr.)
- ILS-Z 634 Metadata (3 cr.)

b. *Specializations & Dual Degrees*
  i. *List of current specializations*
     1. MIS Specializations
        o Data Science: you'll dive into the art and science of data-driven decision making. You'll learn how to create, store, analyze, and manage big data sets in public and private settings which you will put into practice in an internship.
        o Digital Content, Curation, and Collections (DC3): prepares you for careers as a professional who can work with a range of digital content and manage the systems that support the creation and management of digital content. Graduates are employed in a wide range of organizations working with various types of digital information, including scientific data and corporate archives to government and NGO records, and more.
        o Digital Humanities: a rapidly growing field combining academic humanities scholarship with computing and informatics. Prepares you for a career as 21st-century humanities scholar, in traditional academic positions as professors and librarians, as well as in alternative careers as managers and developers at digital humanities centers and cultural heritage institutions.
        o Information Architecture: prepares you to work as an information architect in the private and public sectors. You'll learn how to plan, oversee, implement, and manage the growth of content systems in support of user understanding.
        o Information Technology Leadership: your core specialization requirements are flexible and allow you to choose from a variety of elective courses focusing on information technology

management. You can choose to complete a capstone project or an internship,where you'll work in an information management environment.

2. MLS Specializations
    o Archives and Records Management: your core specialization requirements focus on archives and records management and digital curation. You'll hone your expertise as an archival specialist by choosing from a broad array of electives, including courses in moving image preservation, manuscripts, encoded archival description, archival appraisal and more.
    o Art Librarianship: prepares you for a career connecting people with art. Career opportunities include working in art museum libraries, digital arts collections, visual arts user services, public library arts divisions, academic library humanities collection planning, and more. Your core specialization requirements focus on art librarianship and humanities information and include an internship where you can put into practice what you have been learning.
    o Children's and Young Adult Services: prepares you to work in public or special libraries in parks, zoos, and gardens, or any other place with an outreach mission that includes children and their families. Your core specialization requirements focus on materials for youth, youth services,and literature for youth. You'll develop your expertise as a children's and young adult services specialist by choosing from a broad array of electives, including information policy, intellectual freedom, digital audio and video sources, and more.
    o Data Science: you'll dive into the art and science of data-driven decision making. You'll learn how to create, store, analyze, and manage big data sets in library and information settings which you will put into practice in an internship.
    o Digital Content, Curation, and Collections (DC3): prepares you for careers as a professional who can work with a range of digital content and manage the systems that support the creation and management of digital content. Graduates are employed in a wide range of organizations working with various types of digital information, including scientific data and corporate archives to government and NGO records, and more.
    o Digital Humanities: a rapidly growing field combining academic humanities scholarship with computing and informatics. Prepares you for a career as 21st-century humanities scholar, in traditional academic positions as professors and librarians, as well as in alternative careers as managers and developers at digital humanities centers and cultural heritage institutions.
    o Information Architecture: prepares you to work as an information architect in the private and public sectors.You'll learn how to plan, oversee, implement, and manage the growth of content systems insupport of user understanding.

- o Music Librarianship: This specialization combines a top library sciences education with coursework and resources at Indiana University's world-class Jacobs School of Music. Prepares you for many career paths that combine your interests in libraries and music. Join an academic music library or orchestra library. Become a subject specialist, web content planner, or cataloger. Work with the materials in a special collection or archive or manage the music collection at a public library or museum.
- o Rare Books and Manuscripts: prepares you for a career working with rare books and manuscripts. Your core specialization requirements focus on the development, organization, and operation of rare book libraries and special collections. You'll develop your expertise as a rare books specialist by choosing from a broad range of electives, including courses in preservation, the history of books and libraries, manuscripts, and more.

   For more specific information on degree requirements, please refer to the ILS Bulletin.

3. How to declare a Specialization: After discussing your interest in a specialization with your faculty advisor, have them sign the Specialization Declaration Form (found in the Current Student Canvas page). Then meet with the specialization director to discuss your interest in the specialization and get their approval. Turn in the form to the GSO by the end of your second semester.

ii. *List of Dual degrees*
   1. Dual MIS/MLS
   2. MIS pairings:
      - o M.A. Central Eurasian Studies
      - o M.A. Folklore and Ethnomusicology
      - o M.A. Latin American and Caribbean Studies
      - o M.P.A. Public Affairs
      - o M.A. Russian and East European Studies
   3. MLS pairings:
      - o M.A. African American and African Diaspora Studies
      - o M.A. African Studies
      - o M.A. Central Eurasian Studies
      - o M.A. Comparative Literature
      - o M.A. English
      - o M.A. Folklore and Ethnomusicology
      - o M.A. History
      - o M.A. History of Art
      - o M.A. History and Philosophy of Science
      - o M.A. Latin American and Caribbean Studies
      - o J.D. Law
      - o M.A. Musicology

- ○ M.P.A. Public Affairs
- ○ M.A. Russian and European Studies

For more information regarding current degree requirements, please refer to the ILS bulletin.

4. *What about degrees not mentioned above?*
Any degrees not in the above list that you would like to pursue simultaneously with your ILS degree will not be considered an official dual degree. Instead, you may gain approval to pursue a concurrent degree, which does not provide the same benefits as an official dual degree program inlessening the number of total credits required. You shouldstill notify the departments and gain approval so that notice can be given to the registrar.

5. *How to add a dual degree?* Current MLS or MIS students can add the dual degree at any point during their studies, provided that they can meet the dual degree requirements prior to graduation, as both degrees have to be awarded at the same time. Once you have been accepted by the dual degree department/school, you must fill out a Dual Degree Form, have it signed by the Director of Graduate Programs in both programs and submit it to the Luddy Graduate Studies Office.

      iii. *If a class is listed as both a foundation requirement for the MLS or MIS and a dual degree/specialization requirement, how does the class count?*

If a course fulfills requirements for both the MLS or MIS foundation and a specialization or dual degree, the course will fulfill both requirements, but you must take additional electives to fulfill the required number of credit hours towards thedual degree or specialization.

c. *Internship policies and procedures*

    i. About the course: The ILS-Z 605 Internship in Information Library Services is an elective course offered for variable credit that can help you explore your career options in a real-world setting while receiving guidance from knowledgeable, experienced, and successful supervisors. Note that an internship is required for the MLS and MIS Data Science specializations and is an option in the MIS Information Technology Leadership specialization. Each academic credit hour requires 60 hours of on-site work at your internship. Your internship can take place in any setting in which information is gathered, stored, managed, retrieved, and disseminated. ILS-Z 605 internships normally last for one semester, or approximately sixteen weeks. Your position as an intern should be part time and should not exceed twenty hours of work per week. Typically, the internship requires eight to twelve hours of on-task activity each week of the semester. Your actual daily schedule should be determined by mutual agreement between you and your supervisor. Placements will be determined no less than one week prior to the beginning of the semester of your experience.

    ii. Prerequisites: In most cases, you will be expected to have completed at least 18 graduate hours toward the M.I.S., M.L.S., or Specialist in Library and Information Science program prior to entering an internship, with a grade-point average of B (3.0) or better. Because of this, you'll likely enroll in the internship experience during your final year.

    iii. Requirements: There are several assignments that are part of the internship:

        1. One internship goals statement, and two supervisor meetings throughout the internship.

        2. 12 blog posts throughout the internship

        3. 2 evaluations for you to fill out at the end of the semester and 2 evaluations for your supervisor to fill out.

        4. A brief presentation at the end of the semester

    iv. How to apply: when you are ready to apply for your internship, please email Michelle Dunbar-Sims for the internship application

d. *Course Listing:* The below is a tentative long-term schedule to aid students in planning out their degree and courses they want to take each semester. The ILS Chair will make final determinations on the schedule based on instructor

availability and enrollment numbers. Real time course availability will be displayed on Student Central.

ILS Graduate Long Term Schedule

Class	Name	Fall	Spring	Summer	Notes
ILS-Z 501	User Services and Tools	X	X		MLS Core
ILS-Z 502	Collection Developmentand Management				Offered Occasionally
ILS-Z 503	Representation and Organization	X	X		MLS Core
ILS-Z 504	Cataloging		X		Required for Dual with Musicology, Required for Music Librarianship Dual
ILS-Z 505	Evaluation of Resourcesand Services	X	X		
ILS-Z 506	Introduction to Research				Offered Occasionally
ILS-Z 510	Introduction to Information Studies	X			MIS Core
ILS-Z 511	Database Design	X	X		MIS Core, one section reserved for ILS students during early registration
ILS-Z 512	Information Systems andDesign				
ILS-Z 513	Organizational Informatics	X			MIS Core Option
ILS-Z 514	Social Aspects of Information Technology	X			
ILS-Z 515	Information Architecture	X			MIS Core
ILS-Z 516	Human-ComputerInteraction		X		MIS Core
ILS-Z 517	Web Programming	X			MIS Core Option
ILS-Z 519	Information Analytics		X		Offered Occasionally
ILS-Z 525	Government Information		X		Required for Dual with Law, African American and African Diaspora Studies
ILS-Z 532	Information Architecturefor the Web	X	X		
ILS-Z 534	Search	X	X		One section reserved for ILS students during early registration, Required for Dual with Latin American

				and Caribbean Studies. Optional for African Studies, History
ILS-Z 542	International InformationIssues		X		Optional for Dual with Latin American and Caribbean Studies, African Studies, History
ILS-Z 543	Computer-Mediated Communication				Usually taught every otheryear, semester varies
ILS-Z 544	Gender and Computerization	X			Usually taught every other year, semester varies
ILS-Z 550	Information Institutions and their Management	X	X		MLS Core
ILS-Z 551	Management for Information Professionals				
ILS-Z 555	Strategic Intelligence	X			Required for Information Technology Leadership, Usually taught every other year, generally in Fall
ILS-Z 556	Systems Analysis and Design		X		MIS Core Option
ILS-Z 571	Materials for Youth	X			Required for Children'sand Young Adult
ILS-Z 572	Youth Services		X		Required for Children'sand Young Adult
ILS-Z 573	Education of Information Users		X		
ILS-Z 580	History of Libraries			X	
ILS-Z 581	Archives and Records Management	X			Option for Dual with History, Option for Dual with History and Philosophy of Science, Required for Archives and Records Management
ILS-Z 583	Rare Book Librarianship	X			Required for Rare Book Librarianship
ILS-Z 584	Manuscripts	X			Option for Dual with History, Option for Dualwith History and Philosophy of Science
ILS-Z 585	Records Management				
ILS-Z 586	Digital Curation		X		Required for Digital Curation (DC3)

ILS-Z 601	Directed Readings	X	X	X	Independent study course taught each semester
ILS-Z 602	Directed Research	X	X	X	Independent study course taught each semester
ILS-Z 603	Workshop in Library and Information Science	X	X	X	Various topics taught each semester
ILS-Z 604	Topics in Library and Information Science	X	X	X	Various topics taught each semester
ILS-Z 605	Internship in Library and Information Science	X	X	X	Taught each semester, Requirement for some specializations and dual degrees
ILS-Z 634	Metadata		X		Required for Digital Curation, (DC3) Requiredfor Digital Libraries
ILS-Z 635	Ontologies				Offered occasionally
ILS-Z 637	Information Visualization		X		
ILS-Z 638	Big Data Analytics for Web and Text				
ILS-Z 639	Social Media Mining	X	X		One section reserved for ILS students during early registration
ILS-Z 640	Seminar in Intellectual Freedom		X		Usually taught every Spring
ILS-Z 642	Content Analysis for theWeb	X			
ILS-Z 643	The Information Industry				Option for Information Technology Leadership, Usually taught every other year, normally in Fall
ILS-Z 645	The Social and Organizational Informatics of Big Data				
ILS-Z 651	Art Librarianship		X		Required for Dual with Art History
ILS-Z 652	Digital Libraries	X			Required for Digital Curation, (DC3) Requiredfor Digital Libraries
ILS-Z 655	Music Librarianship		X		Required for Dual with Musicology, Required forMusic Librarianship specialization
ILS-Z 656	Digital Publishing Standards and Systems		X		

ILS-Z 657	Digital Humanities		X		Required for Digital Humanities
ILS-Z 672	Seminar on Literature for Youth		X		Required for Children's and Young Adult, Usuallytaught every other year, normally in Fall
ILS-Z 680	The Book to 1450	X			
ILS-Z 681	The Book 1450 to the Present		X		
ILS-Z 683	Reference Sources for Rare Books		X		
ILS-Z 684	Descriptive Bibliography	X			
ILS-Z 685	Building Trustworthy Digital Repositories: Theory and Practice				
ILS-Z 690	Capstone in Informationand Library Science Architecture	X	X	X	Required for Information Architecture, Digital Curation (DC3), Digital Humanities, Independent Study Course

e. *Registration procedures and timeline:*

    i. Who can register:

        1. Incoming Domestic Students: We require thatnew students meet with their faculty advisor to discuss their course schedule. You must wait to register until after your advising session with the Graduate Studies Office during new student orientation. If you are an incoming Dual degree seeking student, please feel free to reach out to your dual department for more information about your other Department's degree requirements.

        2. Incoming International Students: You may register once you have completed your OIS orientation and arrived in the US. We do not place holds on your account, so assoon as OIS clears your hold, you should be able to register. To learn more, please check your iStart, or visit the OIS website here: https://ois.indiana.edu/after-admission/orientation/index.html. When you register for the first time, you will be asked a question about your status in the US. This is required by the state of Indiana, and once you answer the related questions you will automatically have a hold lifted and you will be able to register. Please note that ILS has no control over this hold, but to find out more information, please visit the IU knowledge base here: https://kb.iu.edu/d/bbaw. For international students, this verification is different than the immigration review checklist information that is necessary in your iStart account.

        3. All Current Students: the Registrar posts open registration dates for students at: https://utilities.registrar.indiana.edu/calendars/official-calendar/.

    ii. How to register: Please refer to the Student Central website https://studentcentral.indiana.edu/register/steps-register/index.html for class registration procedures. In the menu bar of the website, there will be a tab labelled 'Register' that contains comprehensive information related to course enrollment, eAdd/eDrop, Automatic W deadlines, pass/fail options, and more. Information about how to enroll is available here: https://kb.iu.edu/d/anig. If you are trying to search for classes, please use this example to help with search terms: *ILS-Z 510 (10364)*
Introduction to Information Studies. In this example, "ILS-Z" is the course subject "510" is the course catalog number "10364" is the class number and "Introduction to Information Studies" is the course description. Please refer to IU's University Division site for information on making a class Pass/Fail. https://ud.indiana.edu/policies/pass-fail.html

    iii. Initial registration and course planning: Generally, you are encouraged to register for 9 credit hours (3 classes) if you are planning to attend full-time, and 3 to 6 credit hours (1-2 classes) if you are planning to attend part-time. Dual degree seeking students will normally take up to 12 credits per semester. A schedule of classes is available on the student central website. If you are not sure which classes to take, plan to register for mostly Foundation Requirements with one elective. MLS students typically plan to take ILS-Z 501, ILS-Z 503, and ILS-Z 550 in the Fall (if full-time) and three electives in the spring. MIS students should plan to take ILS-Z 510, ILS-Z 511, and ILS-Z 515 in the Fall and ILS-Z 516, ILS-Z 517 (or other approved programming class), and either ILS-Z 556, or an elective during the Spring.

  f. *Resources for International Students:*
Contact the Office of International Studies at https://ois.iu.edu/ and the Luddy Graduate Studies Office at gradvise@indiana.edu for further information and support.

2. *Master of Library Science Degree*
  a. *Program Outcomes*
- Assist and educate users of libraries and information tools and environments.
- Identify, secure, organize, and represent information resources.
- Provide effective leadership using appropriate management and evaluation tools.
- Demonstrate skills for the storage, transmission, and retrieval of digital resources.
- Demonstrate critical and appropriate technical expertise for their chosen career path.
- Understand and apply the ethical, cultural, and social values and traditions of the profession.

  b. *MLS degree requirements*
The Master of Library Science degree requires 36 credit hours of graduate course work in Information and Library Science and a digital literacy requirement (see below). A maximum of 6 graduate credit hours from outside ILS may, in certain circumstances and with approval (using the "Outside Course Approval Form"), be applied to the MLS degree. These 6 credit hours may be taken at Indiana University, or at an ALA accredited program at another university. Outside courses are warranted only when they are relevant to the student's career objectives and will contribute more to the enrichment of their programs than would additional ILS courses. Permission for such outside course work must be obtained before enrolling in the course. The course must be completed with a grade of B or higher, must not be applied to another degree (except in the case of a recognized dual-degree program) and must be taken

within the five-year timeframe allowed for completion of the degree.

MLS Requirements: (36 cr.)	
MLS Foundation Requirements: (12 cr.)	• ILS-Z 501 User Services and Tools (3 cr.) • ILS-Z 503 Representation and Organization (3 cr.) • ILS-Z 550 Information Institutions and their Management (3 cr.) * Complete one technical course from the following: • ILS-Z 511 Database Design (3 cr.) • ILS-Z 512 Information Systems Design (3 cr.) • ILS-Z 516 Human-Computer Interaction (3 cr.) • ILS-Z 517 Web Programming (3 cr.) • ILS-Z 532 Information Architecture for the Web (3 cr.) • ILS-Z 534 Search (3 cr.) • ILS-Z 554 Library Systems (3 cr.) • ILS-Z 556 Systems Analysis and Design (3 cr.) • ILS-Z 604 Topic: Information Architecture in Practice (3 cr.) • ILS-Z 634 Metadata (3 cr.) • ILS-Z 636 Data Semantics (3 cr.) • ILS-Z 637 Information Visualization (3 cr.) • ILS-Z 638 Big Data Analytics for Web and Text (3 cr.) • ILS-Z 639 Social Media Mining (3 cr.) • ILS-Z 652 Digital Libraries (3 cr.) • ILS-Z 656 Digital Publishing Standards and Systems (3 cr.) • ILS-Z 657 Digital Humanities (3 cr.)
Electives(24 cr.)	Choose from the following: • Any 500/600 level ILS course • ILS-Z 601 Directed Readings (1-6 cr.) • ILS-Z 602 Directed Research (1-6 cr.) • ILS-Z 603 Workshop in Library and Information Science (1-3 cr., often 1.5cr.) o These workshops focus on practical, professional skills. You can count up to 6 credits of Z 603 toward your degree. • ILS-Z 604 Topics in Library and Information Science (3 cr.) (professionalissue topics) • ILS-Z 629 Topics in Information Sources and Services (3 cr.) (professionalissue topics)

3. _Master of Information Science_
   a. _Program Outcomes_
      • Analyze, evaluate, design, and manage information technologies to support effective organizational activities, work practices, and human usability.

- Employ a sound conceptual foundation and critical understanding of research to enable them to develop strong, leadership-oriented careers as information professionals.
- Develop appropriate information management strategies and policies for organizations.
- Understand the theoretical and practical bases of information organization, storage, delivery, and retrieval systems.
- Understand the economic, social, political, and strategic value, and the ethical use of information and information technologies.

b. *MIS degree requirements*

The Master of Information Science program helps to educate a distinctive information professional; one whose expertise includes understanding the human side of information and information technologies and applying this understanding to practical problems. The curriculum has been designed to provide a sound conceptual foundation for developing leadership-oriented careers and enabling students to develop expertise in one or more specific areas. A candidate for the MIS degree must complete 36 credit hours of graduate course work; at least 30 credit hours must be taken in the IU Department of Informationand Library Science.

A maximum of 6 graduate credit hours from outside the IU Department of Information and Library Science may, in certain circumstances and with approval (using the "Outside Course Approval Form"), be applied to the MIS degree. These 6 credit hours may be taken at Indiana University, or at an ALA accredited program at another university. Outside courses are warranted only when they are relevant to the student's career objectives and will contribute more to the enrichment of their programs than would additional ILS courses. Permission for such outside course work must be obtained before enrolling in the course. The course must be completed with a grade of B or higher, must not be applied to another degree (except in the case of a recognized dual-degree program), and must be taken within the five-year time frame allowed for completion of the degree.

MIS Requirements: (36 cr.)	
Foundation Courses (18 cr.)	ILS-Z 510 Introduction to Information Studies (3 cr.) Must be fulfilled before you complete 18 credit hours ILS-Z 511 Database Design (3 cr.) ILS-Z 515 Information Architecture (3 cr.) ILS-Z 516 Human-Computer Interaction (3 cr.) ILS-Z 513 Organizational Informatics (3 cr.) or ILS-Z 556Systems Analysis (3 cr.)

	Programming Requirement (e.g. ILS-Z 517, ILS-Z 532ILS-Z 656, approved ILS-Z 603, or a programming course approved by the MIS director)
Electives (18cr.)	Choose from: Any 500/600 level ILS course ILS-Z 601 Directed Readings (1-6 cr.) ILS-Z 602 Directed Research (1-6 cr.) ILS-Z 603 Workshop in Library and Information Science (1-3cr., often 1.5 cr.) These workshops focus on practical, professional skills. You can count up to 6 credits of Z 603 towardyour degree. ILS-Z 604 Topics in Library and Information Science (3 cr.) (professional issue topic)

4. *4 plus 1 Programs*

The 4+1 Master's Program is intended for highly motivated undergraduate students looking to further their education with a Master's degree. You apply for the program during your junior year and begin taking ILS courses during your senior year. This program allows you to complete a bachelor's and a Master's degree in five years.

After you are admitted into the program, you will take 12 ILS credits during your Senior year and an additional 6 credit hours during the summer after graduation. Summer work can either be graduate coursework or an internship. Students will complete the 4+1 Master's degree by taking 9 credits of coursework during each of the following two semesters.

The requirements for the degree are the same as the regular MIS or MLS degrees. Note that your undergraduate courses can only count towards your undergraduate degree; your graduate courses can only count towards your graduate degree.

For more information: https://ils.indiana.edu/programs/accelerated-masters.html

5. *ILS Academic Policies and Regulations*
   a. *Academic integrity*
   The IU Code of Student Rights, Responsibilities, and Conduct ensures your rights as an IU student are protected. While you're entitled to respect and civility, you also have responsibilities to the campus community. The Code outlines these responsibilities and the university's expectations for your behavior as an IU student.: https://studentcode.iu.edu/index.html
   b. *Advising:*

You should have received information about who your faculty academic advisor is in your admission letter. They are meant to act as your primary advisor and can assist with course selection, career guidance tracking your progress in completing your degree requirements, and other matters related to the program. You are required to contact (and ideally meet in person with) your faculty advisor prior to your initial registration.After that point, you are encouraged but not required to speak with your faculty advisor once each semester.

c. *Forms:*
   i. *Canvas Site:*
   Once we have your IU email address, we will add you to a course entitled "ILS Student Forms." You should have received an invitation to participate in the course in your email. Please accept the invitation and take a moment to check out the page at http://canvas.iu.edu. You will have access to the Canvas page through the entirety of your degree here. If you have not received an invitation, email ilsmain@indiana.edu to let us know. This Canvas course will act as a landing page for you to access relevant forms and links pertaining to your degree and graduate student experience at IU. The home page for the course includes a list of graduate student forms and useful links. All forms are accessible in the "Files" tab of the Canvas page. See also APPENDIX.
   ii. GSO Forms: Transfer of Credit and Application for Graduation: https://luddy.indiana.edu/academics/grad-programs/graduate-forms/index.html

d. *Substitutions & Waivers for requirements & courses:*
   i. *MIS and MLS Foundation course waiver or substitution*
   Foundation classes can be waived by the MLS or MIS program director depending on your prior coursework and/or experience. Waiving foundation courses is only done in rare circumstances, and usually only if you have significant and relevant job experience, or other graduate coursework in a similar area of study. If the course is waived, youare still required to complete the credit hours, so you will take an additional elective to complete 36 credit hours.
   To waive a requirement, you complete the CourseWaiver Approval Form and, if the waiver is approved, have the corresponding Program director sign. Once the form is complete, return to the ILS officeandthe form will be added to your student file. Please feel free to ask for a copy of the form to add to your personal files.
   ii. *Specialization requirement waiver and/or specialization course approval*
   When completing certain specializations, you may want to take coursesthat are outside the approved elective list. To substitute a course, you should complete the Course Waiver Approval Form and have your specialization advisor sign it. Once the form is complete, return it to the ILS office which will add the form to your student file. Please feel free to ask for a copy of the form to add to your personal files.

e. *Transferring in Outside credits:*
  i. *Another Department/School/Program within IU:* As part of your MIS or MLS program, you can take up to 6 credit hours outside of ILS with approval from your advisor. One exception is the Data Science specialization, which requires 9 credits outside the department. While classes can be approved at any time before graduation, you should receive approval for the course before you register. To do this, complete the Outside Course Approval form, have your advisor sign it, and return thecompleted form to the ILS department. Please feel free to ask for a copy of the form to add to your personal files.
  ii. *Transfer credit from IUPUI*
    1. *Policy:* Up to 6 credits of coursework can be completed online through the IUPUI campus. If you are interested in completing any coursework online, please contact gradvise@indiana.edu for help contacting the administration at IUPUI for registration. These courses will need to have prior approval via the Outside Course Approval form.
    2. *Counting towards electives:* All IUPUI LIS classes at the graduate level (500 and up) taken at IUPUI can count as electives towards the MLS or MIS degree at IU Bloomington with an Outside Course Approval form indicating departmentalagreement that the course will count. Classes taken at IUPUI will appear on the IU Bloomington transcript, so you do not need to provide any additional paperwork other than theOutside Course Approval Form to process the transfer after completing the course.
    3. *Counting towards a foundation or specialization requirement:* If you are planning to count a class taken at IUPUI towards MLS or MIS foundation requirements, or if you plan to have it count towards a specialization, additional approval is required. Please use the Course Substitution Approval form to request counting a class to either MIS/MLS foundation classes, or towards a specialization. If you are planning to count classes towards a foundation requirement, you should have the form approved by the corresponding program director. If you want to count classes towards your specialization, you should have the class approved by the specialization director.
  iii. *Transfer credit from another institution:*
    1. *Policy:* Students are allowed to transfer up to 6 credit hours (2 classes) from another ALA accredited university andhave them count towards their degree.
    2. *How-to:* If you are interested in taking a class outside IU, please consult with your advisor and the Graduate Studies Office to make sure that your choice is appropriate and acceptable. To transfer the classes, you will need to submit a

final transcript with the grade listed to the ILS office. We will process the transfer and the courses will be added as undistributed elective credits. Undistributed elective credits will count as credit hours towards your degree, but they will not count towards a your GPA. Similar to transfers from IUPUI, counting classes towards a foundation class or specialization requires additional approval.

3. *International Exchange Program:* Some other ALA accredited institutions offer international exchange programs where students can earn credit. These programs are usually offered over the summer, and you can count the international programs as transfer credits. The transfer process for these credits can often take a few additional months to finalize as thecredits will first transfer to the university hosting the international program, and then to IU. As such, if you are planning to complete an international program during your last semester, please contact the ILS office as we will want to discuss the logistics and timing of completing the program and degree conferral. One additional note, most international exchange programs will have students attend as non-degree seeking part-time students. As such, they are not eligible for federal aid such as student loans.

f. *Independent research and independent readings*
   i. *Maximum of 6 credits by default, up to 9 credits with approval from adviser*

You can take independent study classes supervised by an ILS faculty member. ILS offers two different categories, ILS-Z 601 Independent Research, and ILS-Z 602 Independent Readings. You can take a maximum of 6 credit hours of independent study courses (either Z601, Z602,or any combination). In certain cases, up to 9 credit hours can be approved by your faculty advisor.

You must list a full-time faculty member or adjunct faculty member as your supervisor for any independent study course. Since the Director of Graduate Programs (Dr. Rosenbaum) is the instructor on record for the research or readings classes, the course supervisor must communicate grades to him. If you want to pursue this option you should first consult with your faculty advisor and the GSO office with any questionsand then fill out the Course Form, get the appropriate signatures, and submit it to the ILS department.

g. *Online courses*
   i. *Maximum of 9 credits may be taken online from IU in either MIS or MLS*

You can complete a maximum of 9 credits online from IU Bloomington that can count towards your MLS or MIS degree. These 9 credit hours will not include classes taken outside of the IU Bloomington campus.

   ii. *Maximum of 6 credit hours of Z603 workshops*

You can have a maximum of 6 credit hours of ILS-Z 603 Workshops in Information and Library Science count towards either the MLS or MIS degree.

        iii. *There is no limit on Z604topics courses and Z672 can be taken twice for credit if the topic changes (this is a variable topic course)*

h. *Incomplete grades*

If you are unable to complete the required coursework for a particular class in the semester in which you are registered due to unforeseen extenuating circumstances (such as extreme illness, family emergency, or similar emergency situation), you may request and be allowed to receive a grade of "Incomplete" for the semester. Incompletes are given at the discretion of the instructor. Students who take an incomplete grade must finish all course requirements within one year. If the grade is left as incomplete for a full yearit will change to an F. Information about the grade conversion is available onthe registrar's website here: http://registrar.indiana.edu/grades/grade- values/grade-of-incomplete.shtml

i. *Auditing a class*

If you wish to take a class for no academic credit, you can do so by auditing. Faculty can choose whether they will allow you to audit their class and determine how much work you should complete as an auditing student. Beforeregistering for the class, you should discuss auditing with the instructor and receive their permission. Once you have permission, you can follow the information here:

https://studentcentral.indiana.edu/register/audit.html about how to register for the class.

You are charged $25 per credit hour to audit a class regardless ofresidency classification.

Audited classes will appear on your transcript with a grade of "nocredit." Audited classes are not allowed to count as fulfilling any degree requirements and will also not affect your GPA.

j. *Academic Probation*

Current students will be placed on probation for any of the following 3 conditions:

        i. They receive a final semester grade of C- or lower
        ii. If the cumulative GPA is below 3.0
        iii. If the semester GPA is below 3.0

The first time a student is placed on academic probation, they will be contacted by the ILS office to discuss the situation, but there will be no academic ramifications to the student. If the student is on academic probation for two consecutive semesters, a hold may be placed on the account and the student may need to apply for reinstatement.

If there are any questions about academic probation, please contact the Luddy Graduate Student Office

k. *Leaves (Medical & other):*

Leaves are granted for a maximum of one year. You must fill out the form and get it approved by your advisor, the Director of Graduate Programs, and the School's Graduate Recorder. If you take a leave for other than medical reasons, you relinquish any school funding you may have [if applicable]. If you fail to return

from an approved leave of absence, you will be withdrawn from the school. Pleasenote that if you are registered for courses, it will be your responsibility to withdraw from them for the term in which you are requesting a leave.

l. _Time to completion/Revalidation:_
The MLS/MIS degrees must be completed within 5 years. If you are pursuing a Dual master's, you have six years to complete both degrees, which must be awarded at the same time.

m. _Graduation_
  i. Conferral Dates: ILS confers degrees three times a year. After the Fall semester usually in December, after the spring semester usually in May, and after the summer semester, usually in late July/early August.
  ii. Applying to graduate: To officially apply for graduation, complete an application to graduate form found here: https://luddy.indiana.edu/academics/grad-programs/graduate-forms/graduation-application-form.html. You can submit this form at any time before graduation, but in order to have your name included in the graduation bulletin, the application must be submittedto the ILS recorder no later than March 15 for Spring and Summer graduation and October 1 for Fall graduation.
  iii. Degree Audit: Once you hasve applied to graduate, the ILS recorder will complete an audit for graduation. These are usually completed in the last month before the end of the semester to account for any changes in your schedule. The ILS recorderwill email you individually with your audit results.

6. _Financial Aid, Scholarships, and Cost of Attendance_
  a. _How to apply for ILS Scholarships_
  Current students may apply for the external and endowed scholarships by filling out an application, which becomes available in late Spring. For more information about these awards, please visit https://ils.indiana.edu/apply/funding/current-masters-phd.html.

  b. _External scholarships available from ILS related professional organizations_
  Many professional organizations related to Information and Library Science, such as ALA and ASIST, sometimes provide scholarships to current students. If you are a member of a professional organization, please feel free to reach out to their administrative job office to see if they provide any scholarships to students currently in school.

  c. _Assistantships and fellowships available outside ILS_
    i. _Grad Grants Center_
  Some non-academic units on campus provide graduate assistant positions that are open to anyone on campus. Most of these positions are posted on the Grad Grants Center website here:
  http://www.indiana.edu/~gradgrnt/category/saa-vacancies/

d. _IU External Scholarships_
IU also provides a list of external scholarships that are available to students. While not every student will qualify for every scholarship, browsing the available scholarships may provide some additional scholarship options. The list of scholarships is available on this website https://scholarships.indiana.edu/scholarships/non-iu/index.html

e. _Student Loans and Grants_
Students completing the MLS or MIS are eligible to apply for Federal grants and loan aid. Information about the application process and eligibility is available here: https://studentcentral.indiana.edu/pay-for-college/apply-financial-aid/index.html

f. _Student Jobs_
Many ILS students will work part-time to help off-set the cost of their degrees. Part-time jobs are sent out via the ils-l listserv and can also be found through Career Services' website. For other resources, check out https://ils.indiana.edu/career-prep/index.html#get-experience.

g. _Estimating the cost of attendance_
   i. _Cost per credit hour_
      IU has an online resource, MoneySmarts, https://moneysmarts.iu.edu/calculate-costs/index.html, to help you estimate a budget for your graduate career. As of this writing, the average cost for a 3-credit course is $4,305.00 for an out-of-state student and $1,410.00 for an in-state student with an average of $174.30 in mandatory fees per 3 credit hour class.
   ii. _Cost per Academic year_
      1. In-State Master's students:
         $8,460.00 Tuition Fee for 18 credits (full-time is 9 credits per semester)
         $1,420.46 Mandatory Fees
         $9,880.46 Total cost for the 2021-2022 Academic Year
      2. Out-of-State MS ILS
         $27,250.46 Tuition Fee for 18 credits (full-time is 9 credits per semester)
         $1,420.46 Mandatory Fees
         $28,670.92 Total cost for the 2021-2022 Academic Year
   iii. _Estimating total cost of degree_
      1. Master of Library Science (IN resident)
         $16,920.00 for 36 credits
         $2,840.92 Mandatory Fees
         $19,760.92 Total cost for degree
      2. Master of Library Science (out-of-state)
         $54,500.92 for 36 credits
         $2,840.92 Mandatory Fees
         $57,341.84 Total cost for degree
      3. Master of Information Science (IN resident)

$16,920.00 for 36 credits
$2,840.92 Mandatory Fees
$19,760.92 Total cost for degree

4. Master of Information Science (out-of-state)
$54,500.92 for 36 credits
$2,840.92 Mandatory Fees
$57,341.84 Total cost for degree

5. 4 plus 1 Program

6. Dual Degrees
Most dual degree students will spend half of their time paying the tuition from the School from one of their degrees and the other half paying the tuition from the School of the other degree.

h. *How to pay bill and bill due dates*
Please note that the Bursar bill is generated based on when you have enrolled in classes (see https://studentcentral.indiana.edu/pay-for-college/pay-bill/due-dates.html). Each semester, although we try to get financial aid posted in a timely manner, the bill will almost always be finalized prior to the posting of the financial aid. The Bursar's office can help discuss a payment plan in addition to discussing how to pay for the portion of your fees/tuition that the ILS financial aid does not cover.

7. *Student Organizations, Library Resources, and Life in Bloomington*
a. *List of Student Organizations*
i. *ILS Student Groups:* ILS students have formed local student chapters of professional organizations. These groups provide opportunities to network, learn about professional issues in the field and build up your résumé.
1. **American Library Association (ALA) - Student Chapter**
This is the Indiana student chapter of the national association. Designed to support Library Science students in their academic and professional goals, ALA hosts a wide variety of events to engage students in all stages of the program.
Facebook: https://www.facebook.com/IUALASC/ Sponsor: Devan Donaldson (drdonald@indiana.edu) and Sherri Michaels (shmichae@indiana.edu)

2. **American Society for Information Science and Technology (ASIS&T)**

Website: http://ella.ils.indiana.edu/g/asistsc/

Twitter: https://twitter.com/asistiub

Facebook: https://www.facebook.com/groups/iubasistsc/

Sponsor: Howard Rosenbaum (hrosenba@indiana.edu)

3. **Progressive Librarians Guild (PLG)**

As the Indiana University Student Chapter of the Progressive Librarians Guild, our mission is to promote socially responsible librarianship and provide a progressive forum for the exchange of ideas.

Website: http://ella.ils.indiana.edu/g/plg/

4. **Society of American Archivists (SAA)**

Twitter: https://twitter.com/SAA_IUB

Facebook: https://www.facebook.com/IUB.SAA.SC

5. **Society of Art Librarianship Students (SALS)**

The Society of Art Librarianship Students is a group for graduate students at Indiana University Bloomington interested in the field of art librarianship, visual resources and anything related. The society promotes professional development, facilitates networkingamong members and art librarians, organizes informational talks by professionals, and visits fine arts libraries.

Website: https://salsiub.wordpress.com/

Twitter: https://twitter.com/SALS_IUB

Facebook: https://www.facebook.com/salsiub/

6. **Special Libraries Association (SLA)**

The Special Libraries Association Student Group (SLA-SG) is dedicated to helping MLS students develop their professional goals beyond the traditional course lectures. We are connected to the national association and Indiana Chapter Special Libraries Association (InSLA). Each semester, we host tours to learn about special library practices at different organizations and provide opportunities for students to prepare for a career in the library profession.

7. **Students of Music Librarianship Group**

The Indiana University Student Music Librarianship Group (SMLG) is comprised of students in the Music Librarianship Specialization in the Department of Information and Library Science, students in the Musicology program at the Jacobs School of Music, and members of the wider Indiana University community interested in music librarianship.

Facebook: https://www.facebook.com/smlg.iu/

      ii. *Luddy Student Groups*

          More information about the various student groups in the Luddy School of Informatics, Computing & Engineering can be found here: https://www.sice.indiana.edu/student-life/student-organizations.html

      iii. *International Student Organizations*

          Indiana University has numerous international student groups and organizations. All students are invited to participate. https://ois.iu.edu/get-involved/student-organizations/index.html

b. *List of diversity and inclusion organizations on campus*

    i. *Disability Services for Students*

        Wells Library W302, (812) 855-7578
https://studentaffairs.indiana.edu/disability-services-students/

    ii. *Diversity, Equity and Multicultural Affairs*

        (812) 856-5700, https://diversity.iu.edu/

    iii. *Luddy Office of Diversity and Inclusion*

        1. LODI: Lamara D. Warren, Ph.D.
Assistant Dean for Diversity and Inclusion
ldwarren@indiana.edu
(812) 856-0703

        2. LODI Social Media
Instagram - https://www.instagram.com/luddy_di/
Twitter - https://twitter.com/LuddyDi
Website: https://luddy.indiana.edu/about/diversity/lodi.html

c. *List of Libraries on campus*

    Our library system is one of the largest, best, and most innovative in the nation. IU's libraries are open to the entire IU community and all Indiana residents. Our online tools and expert staff will help you find exactly what you need. Here is list of all our campus libraries: https://libraries.indiana.edu/directory

d. *UGS and GPSG resources on campus*

    i. *University Graduate School*

        The University Graduate School is a recognized leader in developing new concepts and best practices for graduate education, which makes IU Bloomington a premier location to earn your graduate degree. Most of all, they stand to support you in all your academic endeavors—to create a learning environment where you can soar, and to maintain a set of standards that guarantee the value of your degree from IU. https://graduate.indiana.edu/

    ii. *Graduate and Professional Student Government (GPSG)*

        GPSG is the student government organization for graduate and professional students at IU Bloomington. They offer a wide array of services including social and networking events, information on health insurance, and a housing advertisement board. https://gpsg.indiana.edu/

e. *Writing Tutorial Services*

    Writing Tutorial Services (WTS) offers students one-on-one help with

any phase of the writing process—from brainstorming to revising the final draft. When you visit WTS, you'll find a tutor who is a sympathetic and helpful reader of your prose. https://wts.indiana.edu/index.html

f. *Health Services available in Bloomington*

   i. *Center for Human Growth:*

   The Center for Human Growth, affectionately known as the CHG, is a training counseling center staffed by graduate students in the Department of Counseling and Educational Psychology, serving residents of south-central Indiana. Each student counselor receives supervision from a faculty member, or an advanced graduate student being supervised by a faculty member. Because our counselors are trainees, all sessions will be videotaped. These sessions may be reviewed by supervisors to provide feedback to counselors. Additionally, sessions may be viewed live by supervisors and other counselors. https://education.indiana.edu/chg/index.html

   ii. *Counseling and Psychological Services:*

   Adapting and thriving in graduate school is a complex process, but you are not alone! CAPS is here to offer support when you need it. In 2019-2020, 25% of the students we served were graduate students. Anxiety and depression are the most frequent concerns during visits. To help better meet the needs of graduate students CAPS has several programs to help you easily access support services. https://iuhealth.org/find-medical-services/behavioral-health

   iii. *IUB Student Health Center*

   As a college student, you face unique health issues. You're living and studying in close quarters, which means increased exposure to colds, flu, and other diseases. You're juggling school, work, and social obligations—and that's stressful. And for the first time, you're making a lot of your own choices about your health. That's where the Student Health Center comes in. They're your one-stop shop for almost all your health, mental health, and wellness needs. Much like pediatricians specialize in children's health, IU Student Health Center providers specialize in the issues college-aged students face. They know what you're dealing with, and they're there to help. https://healthcenter.indiana.edu/index.html

   iv. *Indiana University Recreational Sports* http://recsports.indiana.edu/home.php

   v. *IU Health Bloomington* Indiana University Health is the largest network of physicians in the state of Indiana. A unique partnership with Indiana University School of Medicine, one of the nation's leading medical schools, gives patients access to leading-edge medicine and treatment options that are available first, and often only, at IU Health. *https://iuhealth.org/find-locations/iu-health-bloomington-behavioral-health-services*

g. *More information about Bloomington, IN.*
    i. *Monroe County Public Library*
        Books, DVDs, Magazines,
        Access to licensed online
        materials, etc.303 E. Kirkwood
        812.349.3050
        http://www.monroe.lib.in.us

    ii. Ryder Films
        Award winning and international films at various locations and
        times: https://www.theryder.com/

    iii. Events
        Part of the fun of being a graduate student in Bloomington is the
        wealth of University and community resources available. Many
        events are free.
- Community Events (City of Bloomington):
https://bloomington.in.gov/parks/events
- Concerts in the Park (Bryan Park)
Free Sundays, 6:30-8:00 p.m. during the summer.
https://bloomington.in.gov/parks/events/concerts
- Fourth Street Festival of the Arts
This event is held annually on Labor Day weekend.
http://www.4thstreet.org/
- Lotus World Music and Arts Festival
This event is held each September at various downtown venues.
http://lotusfest.org/
- Parks and Outdoor Recreation in Bloomington
http://bloomington.in.gov/parks/

    iv. General Info:
        http://www.visitbloomington.com

8. APPENDIX: FORMS

Specialization Declaration

Procedure for declaring a specialization:
1. Fill out this form and turn it in ***by the end of your second semester***
2. Meet with your assigned faculty advisor and discuss your interest in a specialization. Have your faculty advisor sign the form.

3. Meet with the specialization advisor and discuss your interest in the specialization. Have the specialization advisor sign the form.
4. Submit the form to Michelle Dunbar-Sims. Your official advisor is now the specialization advisor, who you can meet with for advising for the remainder of your degree program.
   Note: If there are questions that arise about your progress through the program that your specialization advisor cannot answer, you should meet with the director of your graduate program (Pnina Fichman, MLS, Noriko Hara, MIS) or with the Director of Graduate Studies (Howard Rosenbaum).

Student Name: _____

Student ID Number: _____

ILS Degree Program: _____

Specialization:_____

Anticipated Graduation Date:_____

Please understand that this is an official specialization declaration form. By submitting this form, you are indicating that you are pursuing the specialization stated above. If you decide to change your specialization at a future date, you will need to notify the ILS program office immediately so that your record can be updated. Those students interested in pursuing the Music Librarianship specialization must obtain additional approval from the music librarians before pursuit of the specialization can be confirmed. Please contact the ILS office if you are interested in pursuing the Music Librarianship specialization.

Student Signature:_____   Date: _____

Faculty Advisor Signature:_____.   Date: _____

Specialization Advisor Signature:_____   Date: _____

Receipt by ILS office:
Date_____Saved to File_____Staff Initials _____

Dual Degree Declaration Form

Please note that admission to a dual degree program requires separate admission to both ILS and to the department or school responsible for the other degree. Attach your admission letter from the exterior department with this form in order to be accepted as a Dual Degree seeking student with the Department of Information and Library Science. Both degrees must be awarded simultaneously.

Date: _____

Student Name:_____Student ID #_____

Enrollment Term:_____Estimated Graduation Term: _____

ILS Degree Program: _____

Department of Additional Degree Program:

_____   _____

Additional Degree Name:

_____

Below signatures & office use only

Director of Graduate Programs, ILS

Signature_____Date: _____

Additional Degree Department Official Signature

Signature_____Date: _____

ILS Recorder

Date received:_____Exterior Admission letter attached? _____

Independent Study Form

Student Name: _____

Student ID: _____

Degree(s): _____

Specialization (if applicable): _____

Class [Z601, Z602, Z765]: _____

Term: _____

Project supervisor: _____

Please give a brief overview of your project:

Student signature:_____ Date: _____

Project supervisor signature:_____ Date: _____

Director of Graduate Programs signature:_____Date: _____

ILS Course Form

Student Name: _____

Student ID: _____

Degree(s): _____

Specialization (if applicable): _____

I would like to request a (select one):
☐ Waiver of core requirement
☐ Substitution of core requirement
☐ Outside course approval
☐ Counting of course towards specialization requirements
☐ Waiver of specialization requirement
☐ Other: _____

Justification (include information about specific courses as necessary, please feel free to use another piece of paper if needed):

Student signature: _____ Date: _____
Approver signature: _____ Date: _____

Who to seek approval from:
For waiver of MIS or MLS core requirement: *Program Director of program*
For substitution of core requirement: *Program Director of program*
For outside course approval: *Student's faculty advisor*
For counting of course towards specialization requirements: *Specialization director*
For waiver of specialization requirement: *Specialization director*
Other: *Please consult Director of Graduate Programs for approval*