



CERTIFICATE OF ADVANCED STUDY in LIBRARY MANAGEMENT

GUIDESHEET & PROGRAM STATEMENT FORM (ONLY for those with an M.L.I.S. / M.L.S degree)

- **NOTE:** This guidesheet was created to assist you in course selection; Some courses and workshops on this guidesheet are NOT offered every year.
- Programs are planned for students on an individual basis and according to their original M.L.I.S. graduation date. Each student will follow an approved plan of study. This guidesheet should be completed and approved by the program advisor prior to course enrollment.
- The courses chosen should not duplicate recently taken coursework (less than 6 years old).

Student Name: _____

Student Signature and Date: _____

Advisor Signature and Date: _____

= Key Elective

SUGGESTED COURSES and WORKSHOPS (18 credit hours needed)

Course Number	Course Name	Semester Hours	Date Completed
60610	Library Management	3	
60608 OR 60615 OR 60616	The Public Library The Academic Library The Special Library	3	
60613	Information Uses & Services	3	
60614	Selection and Acquisition of Library Materials	3	
60650	Information Policy	3	
60647	Network and Software Resources for Information Systems	3	
60666	Ethical Concerns of Library and Information Professionals	3	
60691	Seminar in Library Science	3	
60692	Practicum-- Libraries & Information Centers	2-3	
60695	Special Problems in Library Science	3-6	
61095	Selected Topics in Library Science	3-6	
61096	Individual Investigation (No more than 2 credit hours can be granted in a single semester. Maximum of 4 hrs. applied to Certificate.)	1-4	

50693	Workshops—Library and Information Science	3-6	
	TOTAL must equal	18	Must be completed within 4 years of initial entrance into the program.

NOTE: IAKM (Information Architecture and Knowledge Management) courses may also be taken.

LIS 50693: WORKSHOPS in LIBRARY & INFORMATION SCIENCE

- A maximum of **six** workshop credits can be applied to your Advanced Certificate degree with your faculty advisor's approval.
- You must complete the “Request for Workshop Approval” form to receive credit for a workshop.
- You cannot receive credit for both a workshop and a class with similar content. Please refer to the “Workshop / Course Overlap” list.
- Workshop forms are online: <http://www.slis.kent.edu/links/forms.php3>

Suggested Workshops: (Workshops are worth 1 credit, unless otherwise indicated)

All Politics are Local: Librarians as Political Activist, Policy Maker, and Library Advocate

Copyright Challenge

Designing Successful Grant Projects

Ethical Principles and Cases for Information Professionals

Let’s Communicate: Producing Operational and Marketing Documents for Your Library

Planning for Building and Renovating Library Spaces for Public Libraries

Making Teamwork Work in the Library and Information Service Setting

Marketing to the Masses: Practical Planning and Execution for Libraries and Information Centers