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THE
UNIVERSITY of MARYLAND
BULLETIN



*School of
Library and Information Service*

1966-1967

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CATALOG OF THE
SCHOOL OF
LIBRARY AND
INFORMATION
SERVICES
1966-67

THE
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OF
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University Calendar, 1966-67

FALL SEMESTER, 1966

SEPTEMBER

- 12-16 Monday-Friday—Fall Semester Registration
- 19 Monday—Instruction begins

NOVEMBER

- 23 Wednesday, after last class—Thanksgiving recess begins
- 28 Monday, 8:00 A. M.—Thanksgiving recess ends

DECEMBER

- 21 Wednesday, after last class—Christmas recess begins

JANUARY

- 3 Tuesday, 8:00 A. M.—Christmas recess ends
- 16 Monday—Pre-exam Study Day
- 17-24 Tuesday-Tuesday—Fall Semester Examinations

SPRING SEMESTER, 1967

JANUARY

- 30-Feb. 3 Monday-Friday—Spring Semester Registration

FEBRUARY

- 6 Monday—Instruction begins
- 22 Wednesday—Washington's Birthday, holiday

MARCH

- 23 Thursday, after last class—Easter recess begins
- 28 Tuesday, 8:00 A. M.—Easter recess ends

MAY

- 10 Wednesday—AFROTC Day
- 24 Wednesday—Pre-exam Study Day
- 25-June 2 Thursday-Friday—Spring Semester Examinations
- 30 Tuesday—Memorial Day, holiday

JUNE

- 3 Saturday—Commencement Exercises

SUMMER SESSION, 1967

JUNE

- 26-27 Monday-Tuesday—Registration, Summer Session
- 28 Wednesday—Instruction begins

JULY

- 4 Tuesday—Independence Day, holiday
- 8 Saturday—Classes (Tuesday schedule)

AUGUST

- 18 Friday—Summer Session Ends

SHORT COURSES, SUMMER, 1967

JUNE

- 12-17 Monday-Saturday—Rural Women's Short Course

AUGUST

- 7-11 Monday-Friday—4-H Club Week

SEPTEMBER

- 5-8 Tuesday-Friday—Firemen's Short Course

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The School Of Library And Information Services

THE UNIVERSITY OF MARYLAND SCHOOL OF LIBRARY AND INFORMATION Services offers a curriculum which deals with those areas central to the practice of librarianship. Culminating in the M.L.S. degree, the program is designed to provide a comprehensive foundation for entering library service.

Opportunities in Librarianship

The growing demands of an information dependent society provide assurance of a continuing need for well qualified professional personnel. The public, governmental, school, academic, research and private organizations in which library and information services function as essential ingredients, afford diverse career opportunities to seriously motivated men and women. In addition to traditional library services, newer avenues are open to imaginative and well prepared graduates. Opportunities to pursue noteworthy careers in library service have never been more abundant. Some of these opportunities are the result of the emergence of large scale systems and units of service. Others have come about because of the mounting need for speedy access to information. Variations from manual to automated procedures and the increasing specialization of services have created other opportunities. In the modern school, the evolving role of the library as an information center offers new challenges.

Goals and Concepts

Professional competence for each student is the fundamental goal of the School. The program is designed to further this aim through the offering of a carefully planned course of study at a high standard of scholarship. The faculty views library and information activity as involving an integrated set of theories and operations based upon a body of conceptual knowledge derived from both its practice and from the basic underlying disciplines upon which it is constructed—the social sciences, the sciences and the humanities. The orientation and the content of the academic program reflect this perspective.

The program of study strives to attain a number of aims:

1. To foster understanding of the concepts and theories of librarianship, including an awareness of the relevance of the contributions of the underlying supportive disciplines.
2. To offer each student a sound common base of substantive content and learning experience upon which to build the skills and perspectives necessary to assure competence in the particular branch of professional practice which he elects to pursue.

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3. To maintain a climate of values that will foster in each student an appreciation of and identification with, the highest standards of professional goals and responsibilities.
4. To develop in each student a competence which will enable him to continue to evaluate and contribute to library theory and practice as it evolves during his subsequent professional career.
5. To afford the opportunity for each student to plan, with faculty guidance, for concentrated study beyond the basic requirements, which would introduce him to the problems and prospects of specialized branches of library and information practice.

By striving for those goals, the School seeks to afford each student the opportunity for the fullest personal development in preparation for the assumption of his professional responsibilities and for the discharge of these responsibilities with distinction.

Location and Setting

Located on the College Park campus of the University, the School lies between Baltimore and Washington, D.C. and is enriched by the cultural advantages of both cities—museums, galleries, theaters, concert halls and libraries. More importantly, the area offers students easy access to some of the best libraries in the world—the Library of Congress, the National Library of Medicine, the Folger Shakespeare Library, the Enoch Pratt Free Library, the National Agricultural Library, and many other special research libraries of the Federal Government—as well as to the exemplary public and school library systems of the nearby surrounding area.

The School is housed on the College Park campus in the McKeldin Library with the faculty offices, secretariat, professional library and classrooms located on the upper floors.

University Resources

The Library of the School of Library and Information Services includes a basic collection of books and serials, a substantial number of pamphlets and reports in files and current holdings of more than 200 periodicals. In the initial stages of a continuing program to acquire comprehensive holdings of research materials relating to library services, the Library's acquisitions policy incorporates also such related fields as communications and other social sciences.

In addition to the School's Library, students have access to the other libraries of the University of Maryland. The general university library, McKeldin, the Engineering and Physical Sciences Library, the Chemistry Library, the Health Sciences Library, and the Law Library contain more than three quarters of a million cataloged volumes, nearly 10,000 current

periodical and newspaper titles and substantial holdings in non-book materials.

The University of Maryland has one of the finest university computing science centers in the United States. It contains an IBM 7094, two IBM 1401's and an IBM System 360 Model 30. The Computer Science Center's facilities are used to support research and development programs and are available for use by faculty and research staff of the School.

Research and Development Programs

The School's concern centers in research as well as teaching. A study of library use patterns in the Washington-Baltimore area in cooperation with the library systems in the region, is being sponsored by the State of Maryland Division of Library Extension. Under sponsorship of the U.S. Office of Education's Educational Research Information Center program, two faculty members are developing a programmed method of instruction for indexers in the field of educational documentation. In April, 1966, a research planning conference on Manpower Needs and Requirements in Librarianship and Information Services, was held. This conference, funded by the U.S. Department of Labor, forms the basis for the design of a large-scale research program into manpower issues in librarianship.

Colloquium

During the fall and spring semesters, students meet in colloquium weekly with distinguished members of the library and information professions and with leaders in related fields of research and study. Because of the fortuitous location of the School, it is possible to bring to the campus outstanding individuals in the forefront of practice and research to complement the formal curriculum.

The School's Library on its opening day.



Admissions and Student Affairs

Admission Requirements

New students are admitted at the beginning of the fall, spring, and summer sessions. Because the number of students who can be admitted is limited, applications should be filed as early as possible. Closing dates for applications are as follows: by July 15 for the fall semester, by December 15 for the spring semester, and by May 15 for the Summer School.

In assessing students for admission, the School weighs a combination of factors: undergraduate record, verbal and quantitative aptitude test scores on the Graduate Record Examination, letters of personal recommendation, and impressions gained from personal interviews.

Applicants must hold a bachelor's degree from a college or university of recognized standing. Undergraduate preparation should emphasize a broad arts and science base with strength in the humanities, the social sciences and the physical or biological sciences. One year of college-level foreign language or demonstration of language competence is also required.

After all admissions credentials have been received by the School, a professional conference with a faculty member may be required. When applicants live at a distance from the University, interviews may be arranged with authorized representatives of the School at other locations.

Full instructions relating to admission procedures are contained in the admissions material sent to each applicant.

Requests for information and admissions materials should be directed to:

School of Library and Information Services
McKeldin Library
University of Maryland
College Park Maryland 20740
Telephone: 301—927-3800, Ext. 7385

Transfer of Credit

Credit not to exceed six semester hours for course work at other recognized institutions may be applied towards the Master's degree only when such course work has been taken *after* the student has been admitted to the University of Maryland School of Library and Information Services.

Part-Time Study

A number of qualified part-time students are admitted to the program. Typically, such students are enrolled as degree students and pursue a minimum of two courses a semester. Classes are conducted during the regular day-time hours. The student is expected to complete the M.L.S. degree within three calendar years from his first registration in the School.

Special Non-Degree Students

Under certain circumstances admission is open to special, non-degree students with particular purposes for pursuing specific courses. Such students must offer satisfactory credentials for admission. Credits will not count toward the M.L.S. degree.

Foreign Students

One of the requirements for admission of foreign students to the University of Maryland is satisfactory proficiency in English. Applicants from non-English speaking countries are required to take an English test at the American Embassy or Consulate. Whenever feasible, arrangements will also be made for a personal interview with a representative of the School. Citizens of non-English speaking countries who may already reside in the United States can arrange for an English test to be held on campus.

Foreign students are accepted only on a full-time basis at the University of Maryland and should estimate their educational and living expenses at approximately \$200 a month or a minimum of \$2,400 a year, including the expenses of two semesters and one Summer School session.

Foreign student applicants must submit to the University's Office of International Education Service and Foreign Student Affairs a statement of financial ability to meet expenses. This statement should include the following points:

1. Who is responsible for the student's educational and living expenses.
2. How payment is to be made (by the student, the family, the government, a private agency or some other means).
3. Regulations of the student's government regarding the securing of dollar exchange (amount, time, etc.).

When all admission procedures have been satisfactorily completed through the Office of International Education Services and Foreign Student Affairs, University of Maryland, College Park, Maryland 20740, the student will receive the necessary immigration document for securing the proper visa for entry into the United States.

Degree Requirements

The Master of Library Science degree will be awarded to those students who successfully complete within three years from first registration in the School a program of 36 semester hours with an average of "B." There is no thesis or comprehensive examination required.

Grades

The grades "A," "B," and "C" are defined as "outstanding," "good," and "adequate," respectively. Grades "D" and "F" indicate failure to achieve a

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satisfactory level of performance. "D" permits the student to repeat the course; "F" does not allow such a repetition. If "F" is given for a core course, the student is subject to immediate suspension, since without the required course, the degree cannot be awarded.

Academic Counseling

Each student is assigned a faculty advisor for academic counseling. Advisory relationships are informal, however, and students are urged to consult freely with any or all members of the faculty on matters relating to their education and future plans.

Placement and Credential Services

The University of Maryland Placement and Credential Services helps degree candidates and alumni find positions. While students may register and meet with campus recruiters without charge, there is a \$5.00 fee for either or both of two additional services, the credential and the resume/referral. Registration for these services must be made within one year of the awarding of the M.L.S. degree (preferably before the degree is awarded), and the fee is good for one year's service. Whether or not a student is actively seeking placement, it is recommended that his credential file be assembled before he leaves the School.

Around the conference table in the Dean's office.



Financial Information

Tuition and Fees

The tuition for study at the graduate level at the University of Maryland is \$24.00 per credit hour. In addition, there is a \$10.00 fee which must accompany the application to the Graduate School. This is not refundable, but takes the place of the matriculation fee when the applicant is accepted. An additional fee of \$25.00 is charged all late applicants. Other fees applicable to graduate students are:

Infirmary Fee—

Academic year	\$ 5.00
Auxiliary Facilities Fee	3.00
Vehicle Registration	5.00
Graduation Fee—Masters Degree	10.00

Awards and Financial Assistance

The School offers a number of library work-study and faculty assistantships on a competitive basis each year. Information about these should be requested directly from the School of Library and Information Services.

A few stipends are offered by Maryland public libraries and other organizations, which normally entail an obligation to accept employment for a stipulated period after receipt of the degree. Details about these grants are also available from the School.

Fellowships

A number of fellowships have been established by the University. The stipend for the University Fellows is \$1,000 for nine months and the remission of all fees except the graduation fee. University Fellows can carry full graduate programs and satisfy residence requirements in the normal time. Applications for these fellowships may be obtained from the Office of the Graduate School.

Residence Counseling Graduate Assistantships

A limited number of assistantships are available to men and women graduate students to act as supervisors and counselors in undergraduate residence halls. To qualify, students must receive full status in the Graduate School, must have outstanding leadership qualities and be single. Remuneration for all residence assistantships is \$2,400 per academic year and remission of Graduate School fees. Further information about these assistantships may be obtained from the Office of the Director of Housing.

Student Loan Funds

Loan funds are available to graduate students of the University of Maryland up to \$1,000 per year, but it must be pointed out that the demand for such funds exceeds the supply. Applications and full details may be obtained from the Director, Office of Student Aid, North Administration Building, University of Maryland, College Park, Maryland 20740.

Part-Time Work

It must be emphasized that graduate professional study will place heavy demands upon the student's time and energy. While some supplementing of resources through part-time employment may be possible for the exceptional student, it is not feasible to undertake a full-time program of professional study unless substantially full time throughout the year is devoted to it. For those planning a part-time work and part-time study program, information about opportunities for library positions in the area can be obtained from the office of the School of Library and Information Services.

Living Expenses

The University cannot provide housing for graduate students. Board and lodging are available in many private homes in College Park and vicinity with costs varying from about \$105 to \$140 a month. Apartments at varying rentals are also available in the area. A list of available accommodations is maintained by the University's Housing Bureau.

Convocation welcoming the school's first class.



Curriculum

The curricular offering of the School is a 36-hour course of study, leading to the M.L.S. degree, normally to be completed in two semesters followed by a summer session, or the equivalent period of part-time study over a more extended period.

Because of the diverse backgrounds of the students and the need for common understanding of the environment and functions of library and information services, two-thirds of the work leading to the M.L.S. degree is predetermined. The student, guided by his advisor, then chooses among a wide range of elective courses in order to build a purposeful program fitted to his needs and aspirations.

The following, all three-hour courses, make up the required program under a typical sequence begun in the fall term:

FALL SEMESTER

- Communication and Libraries
- Introduction to Data Processing for Libraries
- Introduction to Reference and Bibliography
- Organization of Knowledge in Libraries I
- Elective

SPRING SEMESTER

- Organization of Knowledge in Libraries II
- History of Libraries and their Materials
- Library Administration
- (Choice of one)
 - Literature and Research in the Sciences
 - Literature and Research in the Social Sciences
 - Literature and Research in the Humanities

Elective

SUMMER SEMESTER

Two Elective Courses

REQUIRED CORE COURSES (All 3-hour courses)

- L 200. INTRODUCTION TO DATA PROCESSING FOR LIBRARIES.
Survey and analysis of the potential of machines, punch cards, computers and systems analysis in relation to library functions and procedures.
- L 202. INTRODUCTION TO REFERENCE AND BIBLIOGRAPHY.
A systematic approach to bibliographic control of recorded knowledge and the methods of securing information from various types of sources.

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L 204. COMMUNICATION AND LIBRARIES.

Communication processes are treated and the library's role as part of the larger social context is explored.

L 206. ORGANIZATION OF KNOWLEDGE IN LIBRARIES, I.

Introduction to basic principles of subject cataloging, alphabetical and systematic.

L 207. ORGANIZATION OF KNOWLEDGE IN LIBRARIES, II.

Introduction to basic principles of author/title and descriptive cataloging and to problems of implementation and logistics.

L 209. HISTORY OF LIBRARIES AND THEIR MATERIALS.

The development of publication forms and institutions set against the historical framework and the cultural forces within which such advances were made.

L 211. LIBRARY ADMINISTRATION.

An introduction to administrative theory and principles and their implications and applications to managerial activity in libraries.

(CHOICE OF ONE OF L 213, L 215, L 217)

L 213. LITERATURE AND RESEARCH IN THE SCIENCES.

Bibliographic organization, influences of major contributions to the literature, information structure and trends in the direction of research in the principal scientific disciplines.

L 215. LITERATURE AND RESEARCH IN THE SOCIAL SCIENCES.

Bibliographic organization, influences of major contributions to the literature, information structure and trends in the direction of research in the principal fields of the social sciences.

L 217. LITERATURE AND RESEARCH IN THE HUMANITIES.

Bibliographic organization, influences of major contributions to the literature, information structure and trends in the direction of research in the principal humanistic disciplines.

ELECTIVES (all 3-hour courses, except for L 290, the last listing.)

L 220. PUBLIC LIBRARY IN THE POLITICAL PROCESS.

Seminar in the principal influences which affect the patterns of organization, support and service patterns of public libraries based upon theoretical and case studies.

L 222. CHILDREN'S LITERATURE AND MATERIALS.

A survey of literature and other media of communication and the criteria in evaluating such materials as they relate to the needs, interests and capability of the child.

L 224. CONSTRUCTION AND MAINTENANCE OF INDEX LANGUAGES.

This course treats the making of classification schedules, subject heading lists and thesauri and those considerations relating to the revision and extension of existing ones.

- L 225. **ADVANCED DATA PROCESSING IN LIBRARIES.**
Analysis of retrieval systems and intensive study of machine applications in the acquisition, analysis, coding, retrieval and display of information.
- L 227. **SEMINAR IN DOCUMENTATION AND INFORMATION SYSTEMS AND THEIR TESTING AND EVALUATION.**
A survey of recent developments in the processing, arrangement, and retrieval of information, and in the procedures used in their evaluation.
- L 228. **ANALYTICAL BIBLIOGRAPHY AND DESCRIPTIVE CATALOGING.**
Concentrates on the techniques and theories appropriate to the study of bibliographic morphology and bibliographical description.
- L 231. **RESEARCH METHODS IN LIBRARY AND INFORMATION ACTIVITY.**
The techniques and strategies of research and their implications for the definition, investigation and evaluation of library problems.
- L 233. **GOVERNMENTAL INFORMATION SYSTEMS.***
Analysis of the organization of the information structure and the publication and dissemination programs of the U.S., federal, state and municipal governments.
- L 235. **PROBLEMS OF SPECIAL MATERIALS.**
Discusses advanced principles and practices for all technical services (in particular cataloging) applicable to maps, serials, music, audio-visual items, etc.
- L 244. **MEDICAL LITERATURE.**
Survey and evaluation of information sources in medicine, with emphasis upon the bibliographic organization of the field.
- L 245. **LEGAL LITERATURE.**
Survey and evaluation of information sources in law, with emphasis upon the bibliographic organization of the field.
- L 249. **SEMINAR IN TECHNICAL SERVICES.**
Treatment of special administrative problems related to acquisition, cataloging and classification, circulation, and managerial controls.
- L 251. **INTRODUCTION TO REPROGRAPHY.**
A survey of the processes and technology through which materials are made available in furthering library and information services, ranging from printing to microforms.
- L 253. **SEMINAR IN THE ACADEMIC LIBRARY.***
A seminar on the academic library within the framework of higher education, treating problems of programs, collections, support, planning and physical plant.
- L 255. **SEMINAR ON MANUSCRIPT COLLECTIONS.**
Analysis of the methods and philosophy of handling special papers and documentary material in a research library.
- L 259. **BUSINESS INFORMATION SERVICES.***
Survey and analysis of information sources in business, finance, and economics with emphasis upon their use in problem solving.

* Not offered in 1965/66

SCHOOL OF LIBRARY AND INFORMATION SERVICES

- L 261. SEMINAR IN THE SPECIAL LIBRARY AND INFORMATION CENTER.
A seminar on the development, the uses, the objectives, the philosophy and the particular systems employed in special library service.
- L 263. LITERATURE OF THE FINE ARTS.*
Consideration and evaluation of the resources of the fine arts, emphasizing bibliography and services contained in fine arts libraries.
- L 264. SEMINAR IN THE SCHOOL LIBRARY.
Special problems in the organization and programs unique to the library of the modern school.
- L 265. INFORMATION SYSTEMS DESIGN.
A workshop oriented seminar designed to cover problems of implementation and management of various types of conventional and advanced information handling systems.
- L 269. LIBRARY SYSTEMS.
Evolution and current patterns of regional library development, considering the economic, legal, service and management problems associated with library systems as well as the significance of state and federal programs and national information networks.
- L 271. ADVANCED REFERENCE SERVICES.
Theoretical and administrative considerations, analysis of research problems, and directed activity in bibliographic method and search techniques in large collections.
- L 273. RESOURCES OF AMERICAN LIBRARIES.*
Considers distribution and extent of library resources, means of surveying collections, mechanisms of inter-institutional cooperation in building collections, and means of developing research collections in special subject fields.
- L 275. STORYTELLING MATERIALS AND TECHNIQUES.
Literary sources are studied and instruction and practice in oral techniques are offered.
- L 277. INTERNATIONAL AND COMPARATIVE LIBRARIANSHIP.*
Comparative analysis of the organization and development of libraries and their programs in different nations and cultures.
- L 290. INDEPENDENT STUDY. (1-3)
Prerequisite, consent of instructor. Designed to permit intensive individual study, reading or research in an area of specialized interest under faculty supervision.
- * Not offered in 1965/66

The Faculty

Administrative Officer

WASSERMAN, Paul, *Professor and Dean of the School of Library and Information Services*

B.B.A., College of City of New York, 1948; M.S.(L.S.), Columbia University, 1949; M.S., Columbia University, 1950; Ph.D., University of Michigan, 1960.

Faculty

BERGEN, Daniel P., *Assistant Professor*

A.B., University of Notre Dame, 1957; A.M., University of Chicago, 1961; M.A., University of Notre Dame, 1962.

BOHNERT, Lea M., *Adjunct Lecturer*

B.A., University of Chicago, 1942; M.A., University of Chicago, 1947.

BUNDY, Mary Lee, *Associate Professor*

B.E., State University of New York at Potsdam, 1948; M.A. University of Denver, 1951; Ph.D., University of Illinois, 1960.

COLSON, John C., *Assistant Professor*

B.A., Ohio University, 1950; M.S. in L.S., Western Reserve University, 1951.

DUBESTER, Henry J., *Adjunct Lecturer*

B.S.S., College of the City of New York, 1939; M.A., Columbia University, 1946.

FANG, Josephine R., *Adjunct Lecturer*

Absolutorium, University of Vienna, 1947; Ph.D., University of Graz, 1948; M.S., in L.S., Catholic University of America, 1954.

KENNER, Frances Choate, *Adjunct Lecturer*

A.B., Washington University, 1939; M.S., Columbia University, 1952.

MILLS, Jack, *Visiting Lecturer*

A.L.A., (Associate of Library Association of Great Britain), 1945; F.L.A. (Fellow of Library Association of Great Britain), 1950.

PELLOWSKI, Anne, *Adjunct Lecturer*

B.A., College of St. Teresa, 1955; M.S., Columbia University, 1959.

PERREAULT, Jean M., *Lecturer*

B.S., Rockhurst College, 1952; M.A., Marquette University, 1957; M.A. (L.S.), University of Wisconsin, 1959.

THACKSTON, Frances V., *Librarian and Lecturer*

B.A., Duke University, 1944; M.S., University of North Carolina, 1959.

WALSTON, Claude, *Adjunct Lecturer*

B.S.E.E., University of South Carolina, 1946; M.S.E.E., University of Wisconsin, 1950; Ph.D., Ohio State University, 1953.

WASSERMAN, Paul, *Professor and Dean of the School*

B.B.A., College of City of New York, 1948; M.S.(L.S.), Columbia University, 1949; M.S., Columbia University, 1950; Ph.D., University of Michigan, 1960.



Coffee Hour for faculty and students.

THE UNIVERSITY is the rear guard and the advance agent of society. It lives in the past, the present and the future. It is the storehouse of knowledge; it draws upon this depository to throw light upon the present; it prepares people to live and make a living in the world of today; and it should take the lead in expanding the intellectual horizons and the scientific frontiers, thus helping mankind to go forward —always toward the promise of a better tomorrow

From "The State and the University"
the inaugural address of
President Wilson H. Elkins,
January 20, 1955,
College Park, Maryland

