MASTER OF LIBRARY AND INFORMATION SCIENCE HANDBOOK
Dr. Dorothy Njiraine is the Chairperson of the Department of Library and Information Science (DLIS) since the inauguration of the programme in September 2013. She is incharge of the administration and management of academic affairs in the Department. As the principle administration and management officer she represents the Department in all matters of academic affairs within and outside the university.

Dr. Njiraine holds a Doctorate in Library and Information Science from the University of Zululand. In addition, she has Master of Science in Information Science (Makerere University, Kampala, Uganda), Master of Business Administration – Executive (Moi University), Postgraduate Diploma in Librarianship (Makerere University) and Bachelors of Arts (University of Nairobi). She has gained valuable working experience in the information profession having worked in the University Library for many years, in addition to teaching, lecturing and research contributions.

**Welcome Message**

Warm greetings and welcome to the Department of Library and Information Science, University of Nairobi. The Department recognizes and appreciates you as an equal partner in the teaching, learning, research and consultancy processes. Our main goal and core value is to transform the information profession through excellent education, training, and innovative programmes that not only addresses both the needs and demands of the job markets but also embraces the emerging global trends and issues in the discipline more so ICTs. The vision of the Department of Library and Information Science as enshrined by the founders of the programmes is “Transforming the information profession through excellent academic teaching, learning, research and consultancy”. In achieving this vision, the Department will proactively assess the needs and demands of the information markets with the view to develop and implement programmes that address the fundamentals of the knowledge based society including the Kenya Vision 2030 policy.
This implies the urgent need to embrace emerging trends in the education and training programmes in the information profession both from within and externally. The launch of our programme is based on a needs assessment, emerging issues in ICTs and global trends in the marketplace of ideas. Pursuant to this development, the Department has embarked on an ambitious strategic plan to launch the Bachelor of Library and Information Science, whose main aim is to link and connect with the students and the employers. The Department is also undertaking marketing and rebranding strategies for purposes of student recruitment and expansion of programmes. The Department is also liaising with the University Library and related Departments of the university, for the sole aim of sharing information for strategic purposes.

The Master of Library and Information Science programme is available for full time, part-time and Open Distance E-Learning (ODEL) modes of study. The Department hopes to introduce full time as well as expand the opportunities of the part-time mode of study so as to accommodate students who cannot attend classes at the University during the day. Bachelor of Library and Information Science will also be based in various modes - full time, part-time and ODEL. Our student population includes students from Kenya, Rwanda and Eritrea. The other very important contribution of the Department is the development and teaching of the Information Literacy programme, a common university course offered to all students.

Collaboration with like minded schools and departments of information sciences is a top priority for the Department. Indeed, appropriate arrangements and plan are underway to enable the Department establish collaboration and linkages at national, regional and international levels. We already have collaborative linkages with Makerere University in Uganda. Similarly, the Department would extend the relationships to government organizations and related agencies, public and private institutions, professional associations and more. Within the Kenyan context the Department plans to engage information professionals and schools and departments of library and information science. The Department hopes to establish more collaboration linkages both nationally and globally.

Teaching, learning and research facilities and resources will be readily available to both students and lecturers. These include computer labs, appropriate software systems, smart boards, Ipads, PowerPoint presentations, projectors and more. The lecturers are expected to deliver content that is updated in addition to using innovative teaching, learning, training and research methodologies. Students in part-time and ODEL programmes will be provided with online publications. In this age and day, it is essential to ensure that appropriate communication methods are utilized to share and exchange information. Pursuant to this goal, the Department encourages the students’ fraternity to regularly access our Website and that of the university. The Department is open to the use of web 2.0 solutions such as Facebook for the purpose of dissemination of information and communication services. The students shall be expected to access and use electronic or digital information resources for their academic, learning and research purposes.
The Department proactively engages the students in all issues related to academic matters including awareness on HIV/AIDS, Conservation and Protection of the Environment, Plagiarism and Integrity and Academic Excellence. As a matter of concern and priority, it is important that students associate and register in various professional associations within and outside the university. Students are also encouraged to participate in various community based services across the university.

Information science graduates access employment or career opportunities in various sectors of the economy including education, training, universities, media industry, government organizations, public and private organizations, politics, business and law establishments, medical health and related agencies and many more. Indeed, it is unheard of to find a MLIS graduate jobless because they are competitively marketable in the job market.

Lastly but not least, the Department advocates for the open communication policy and wishes to engage the students through face-to-face, suggestion box or email for purposes of transforming and improving our programmes for the betterment of the society and the country. Once again welcome to the Department of Library and Information Science, home to transformative and innovative information science programmes, and you can truly count on our passion and spirit as a team.

VISION, MISSION AND CORE VALUES

Our Vision

Transforming the information profession through excellent academic teaching, learning, research and consultancy.

Our Mission

To promote academic excellence in teaching, learning, research and consultancy for the purpose of producing transformative and competent leaders in the information sciences.

Our Philosophy/Core Values

Academic excellence
Transformative and Competence
Professionalism and Integrity
Innovative and Creativity
Responsive to Change
Commitment to Quality Customer Service
Collaboration
Protection and Conservation of the Environment
CHAPTER ONE

Master of Library and Information Science

The Master of Library and Information Science (MLIS) programme of the University of Nairobi is geared towards empowering students in leadership, management and provision of quality information services. The programme is responsive to the challenges of emerging information and communication technologies (ICTs) as well as keeping with the needs to make information professionals globally competent. The Department produces information professionals who are not only visionary leaders and agents of change but also champions of the digital revolution in the knowledge based economy. MLIS programme is designed to broaden student knowledge, skills, competencies and prospects within the emerging national and global trends, and in line with Kenya Vision 2030 policy.

MLIS - Profession and Discipline with a Difference

MLIS programme is multidisciplinary in nature and provides novel knowledge, innovative skills and competencies in diverse fields of specialization in information and knowledge management, electronic or digital information systems, computer and software organizations, internet and web communications, electronic information services, publishing and consulting industry, records management and archival informatics. ICTs and digital based courses focus on innovative skills and competencies that are necessary in the modern knowledge based economy. Equally, other essential courses in leadership and management practices, and research in the information profession are offered so as to meet the expectations of both the students and the employers in the marketplace of ideas. We recruit students with strong leadership potentials and commitments to service in the information industry.

The MLIS programme provides a holistic approach which covers various specialization options. In addition, MLIS programme consists of various components including course work, examinations and project or thesis option.

Our MLIS programme is a profession and discipline committed to transforming and innovating information professional leaders through academic excellence. No matter the professional or discipline background, the students’ talents and dreams are truly achievable and valid through the MLIS programme.

Career Opportunities

MLIS programme offers unlimited employment opportunities in diverse areas of the knowledge based economy. MLIS graduates work in various sectors of the economy including education, training and research organizations, business establishments, government organizations and agencies, county governments, public and private
organizations, cultural institutions and special collections, archives, museums and related agencies, universities, colleges and schools, research and development organizations, banking and financial organizations, medical and health agencies, international organizations, commissions, information record centers, entrepreneurs, publishing and book trade industry, computer and software organizations, internet and web communications, consumer goods and services corporations, media industry, law organizations and more.

Why MLIS at University of Nairobi is a Must Take

MLIS is a Programme with a Difference

Our MLIS is a programme with a difference:

- Based on the needs assessment in relation to demands and employability of the information graduates in the emerging national and global markets.
- Provides multidisciplinary education, training and research opportunities to students in the information industry in response to emerging and new trends in ICTs.
- Integrates students from various disciplines and backgrounds in the arts and humanities, natural sciences, applied sciences and social sciences.
- Provides specialization options that suit the various needs and demands of the students in the ever changing information industry.
- Flexible programme that enables the students to select best and convenient learning modes including full time, part time, ODEL, course work, examinations and options of project or thesis.
- Programme attracts applicants from all over Kenya and the greater East African region.
- Provides opportunities to both young and adult learners with first degrees in information based qualifications and other disciplines to advance careers in library and information management.
- Transforming information professionals through novel knowledge, innovative skills, competencies, research and consultancy.
Teaching, Learning and Research Methodologies

MLIS programme is a multidisciplinary profession that integrates various methods or approaches of teaching, learning, pedagogy, research, theory, principles and practice. Additionally, practical and internship attachments in the information industry are mandatory to all students. MLIS profession and discipline embraces and stresses the application of ICTs solutions in all teaching, learning and research processes.

The MLIS programme:

- Offers specialization options that allow students to select the programme that best suits their academic and learning needs and demands.
- Provides the students with the unique opportunity to acquire novel knowledge and skills from a leading and scholarly teaching, learning and research institution.
- Enables the students to attend practical and internship attachments in order to acquire hands-on experience and engage with the real-employers in the information industry.
- Provides an avenue for graduates with first degrees in other disciplines to advance career opportunities in information and knowledge management including emerging and new trends in ICTs.
- Provides state-of-the-art facilities and resources for teaching, learning and research purposes.
- Engages professionally competent staff who are readily available to teach, guide and counsel the students in the teaching and learning processes.
- Provides open, collaborative and inclusive teaching, training and learning environment.
- Provides students with convenient modes of learning through full time, part-time and Open Distance E-Learning (ODEL).
- Part-time and ODEL modes are convenient for students who cannot attend regular university programmes.
- Fountain of novel knowledge, innovative skills and competencies in the modern information industry.
Historical Development

The Department of Library and Information Science, University of Nairobi is one of the many Departments of the Faculty of Arts, College of Humanities and Social Sciences. Although the university has been offering education and training programmes in Diploma of Information Studies through the Kenya National Examination Council (KNEC) for the last 20 years, the Department came into existence in October 2013. DLIS was established for the sole purpose of providing quality education and training programmes in library and information science. This was in response to the need to move the training of information professionals to a higher level.

The Department launched the Master of Library and Information Science programme on part-time mode of study in September 2013. DLIS offers MLIS programme with 4-specialization options. Plans for the launch of the Bachelor of Library and Information Science are at an advanced stage. The Department is also home to the Diploma of Information Studies offered by KNEC and the University of Nairobi as the examination center.

DLIS boosts of both full time and part-time academic and teaching staff including support with professional expertise in library and information science. Full time lecturers are Dr. Dorothy Njiraine the Chairperson and Dr. Elisha Ondieki Makori. Presently, DLIS has students in the Main Campus only, but there are plans to expand the programmes to ensure that the Department is operational in respective Satellite Campuses of the university in Kisumu, Nakuru and Mombasa.

The mandate of the Department is to provide holistic education, training, research and consultancy programmes suited to producing information professional leaders for the emerging national and global markets. In this respect, DLIS hopes to develop and implement strategic programmes and policies in information science in line with the holistic vision and mission of the university.
CHAPTER TWO

About the Degree

The Master of Library and Information Science curriculum provides for the study of theory, principles and practice necessary for the management and provision of quality information services in relation to the challenges of emerging ICTs and in keeping with the needs to make information professionals globally competent. The Department produces information professional leaders who are competent and champions of the digital revolution.

The MLIS programme targets graduates from a variety of backgrounds and specializations in humanities, social sciences and natural sciences. MLIS Graduates have adequate grounding in any discipline in the arts and humanities, natural sciences, applied sciences and social sciences, with strong leadership potentials and commitments to deal with the challenges and opportunities of the modern digital age. The programme attracts applicants working in the information industry and related fields from all over Kenya and the greater East African region, and also provides an avenue for graduates with first degrees in other disciplines to advance career opportunities in library and information management.

Justification for the MLIS Programme

The world has become increasingly dependent on information for the growth and health of its economy, the smooth functioning of its institutions and the quality of individual lives. Trends in rural development and globalization of the economy, politics and societal requirements have, more than ever before, called for the need in the ways information is collated, organized and disseminated. This in turn requires more dynamic training in Information Science professionals to acquire knowledge and skills to facilitate the use of information within the society at large.

The information science curriculum covers the creation, storage, retrieval and dissemination of information in organizations and the society in general. As a discipline, information science stresses the application of modern technology to the handling of information and communication processes. It is designed to broaden student knowledge, skills and prospects for employment within the immediate environment as well as at national and international job markets.

The existing library and information infrastructure in the region is diverse and relatively expansive and continues to experience the need for information professionals. It is in this context that this curriculum has been designed to fill the gap. The programme is envisaged to attract a good number of students due to the centrality of the University and availability of facilities and resources.
Objectives

The overall aim of the programme is to empower the students with novel knowledge, innovative skills and competencies in information management practices to enable them to be responsive of the changing information needs of society for accelerated development, and to strengthen the capacity of the university to provide high-level education and research services in information sciences. MLIS programme is designed to broaden student knowledge, skills and prospects for employment within the immediate environment as well as at national and international job markets.

The specific objectives of the programme are to:

✓ Equip students with skills essential for effective information and knowledge management.
✓ Equip students with information literacy and ICTs related skills in library and information science.
✓ Empower students with research skills in the field of library and information science.
✓ Produce market driven graduates that meet the emerging trends in the field of library and information science.

Admissions Requirements

The common regulations governing Masters Degree in the Faculty of Arts programmes shall apply. In addition an applicant must have the following minimum qualifications:

✓ At least an upper class second honors degree or equivalent in any discipline from the University of Nairobi or any other university recognized by the University of Nairobi senate.
OR
✓ At least a lower-second class honors degree or equivalent in any discipline from the University of Nairobi or any other university recognized by the University of Nairobi senate with three (3) years experience.
OR
✓ A pass in the first degree or equivalent in any discipline from the University of Nairobi or any other university recognized by the University of Nairobi senate with at least five (5) years experience.
Course Structure, Mode of Delivery and Duration

Course Structure

The MLIS programme shall consist of course work, examinations, and a project paper (Option 1) or thesis (Option 2), and shall run for a minimum of four (4) and a maximum of ten (10) semesters of fifteen weeks each. This maximum may be extended only with the prior approval of the Senate of the University of Nairobi.

MLIS programme has 4-specialization options that includes several core and elective courses and components that provide a holistic academic education and learning to the students. Credit transfer and exemption are offered but based on the University of Nairobi regulations, although this does not reduce the requirements for the programme.

MLIS project programme includes 8 core courses and 4 electives while MLIS thesis programme has 4 core courses and 4 electives. The project is equivalent to 4 units and the thesis equals 8 units.

(a) Option 1: Research Project

i. The student shall be required to successfully take twelve (12) course units prior to embarking on the project paper

ii. All courses shall be of forty five (45) hours duration

iii. Topics for the project paper shall be identified by students in consultation with the department.

iv. In the first semester, students will be required to take all the three (3) core units and one (1) unit from the specialization option. In the second semester, students will be required to take four (4) units from the specialization option. In the third semester, students will be required to take four (4) elective course units. In the fourth semester, students will undertake a research project which will be equivalent to four (4) course units and present the project report for examination.

(b) Option 2: Thesis

i. The student shall be required to successfully take at least eight (8) taught course units prior to embarking on thesis work.

ii. All courses shall each be of forty five (45) hours duration

iii. Topics for the thesis shall be identified by students in consultation with the department.

iv. The minimum course load in each semester shall be two (2) course units; while the maximum load shall be four (4) course units per semester.

v. In the first semester, students shall take all the three (3) core units and one (1) unit from the specialization option. In the second semester, students will be required to take a minimum of four (4) units from the specialization option. In the second
year students will undertake the research thesis which will be equivalent to eight (8) course units and present the thesis report for examination.

Mode of Study

There shall be two (2) modes of study

i. Full time (Module 1): The full time programme will be conducted during normal working hours.

ii. Part time (Module 2): The part time programme will be conducted in the evenings and weekends. This programme is designed to accommodate special needs of those in full time employment or those who have other demands on their time.

Mode of Instruction

Instructions for module 1 and 2 shall be given in the form of lectures, lecture-discussions, class presentations, seminars, lab work, student-lecturer consultations, supervised independent research, or any combination of these. Students shall undergo continuous assessment in each taught course which shall take the form of written tests, term paper, oral presentations, industrial attachment, or any combination of these.

MLIS Specialization Options

In the MLIS programme, students cover various specialization options in consultation with the Department. Specialization option enables the students to focus deeply and keenly in the selected area. Specialization options include:

- Library and Information Studies
- Electronic Libraries and Information Services
- Records Management and Archival Informatics
- Publishing Industry

Library and Information Studies

Library and Information Studies (LIS) specialization option prepares to produce high-level manpower of information professionals with innovative skills and competencies necessary to provide leadership and management practices in the modern knowledge and media environment characterized by unprecedented ICTs solutions and systems. This requires information science professionals to acquire novel knowledge and skills to facilitate the generation, use, distribution and management of information within the society at large.
**Electronic Libraries and Information Services**

Electronic Library and Information Services (ELIS) specialization option incorporates emerging and new trends in the digital revolution that provides innovative methods of generating, processing, utilizing, managing and supporting information resources. Innovative electronic or digital solutions through social computing and informatics, online information retrieval systems, online communities, internetworking, virtual information systems, social networking and media systems, distributed systems and digital information systems are essential in the modern knowledge society.

**Records Management and Archival Informatics**

Records Management and Archival Informatics (RMAI) specialization option prepares information professional leaders with technological skills and competencies to manage and support modern record centers and archival organizations. Information professionals must acquire and apply appropriate technological solutions in records management and archival operations and work including online access and retrieval systems, electronic archiving and digital preservation, digital curation, web archiving, computing and media systems, and social media.

**Publishing Industry**

Publishing Industry (PI) specialization option prepares information professional leaders who are competent in issues related to publishing in the modern digital age including scholarly information communication. PI specialization focuses in teaching the principles and practice of management and administration of publishing industry and related issues in the modern digital environment.

**Examination Regulations**

Final University examinations shall be given at the end of every semester in each taught course units; and each final examination shall be in the form of a two-hour written examination paper. To be awarded the MLIS degree, a candidate must pass all specialized, core and elective course units taken, as well as the project paper or thesis.

All examinations shall be governed by the following rules:

i. Each course unit shall be graded out of one hundred marks (100).

ii. The written final examination shall account for sixty percent (60%) of all the marks in each course unit, while continuous assessment tests shall account for forty percent (40%); but the Project Paper/thesis shall be graded out of 100%, as there shall be no continuous assessment test associated with it.

iii. The pass mark for each course shall be fifty (50%) percent.
iv. The grading of the courses shall be as follows:
   \[\begin{align*}
   A &= 70\% - 100\% \\
   B &= 60\% - 69\% \\
   C &= 50\% - 59\% \\
   F &= \text{below 50\% - Fail}
   \end{align*}\]

v. A candidate who fails in any examination unit taken at the end of a semester may sit a supplementary examination when it is scheduled.

vi. A candidate who fails in the supplementary examination shall be discontinued.

vii. A candidate who fails in any examination in an elective course unit may at his/her own discretion, register in an alternative elective course unit, in lieu of sitting another supplementary examination in which he/she failed once or more than once: provided that he/she pay such registration and other fees as may be prescribed by the Faculty in respect of such examination.

viii. In the event that a candidate sits a supplementary examination in any course unit, the pass mark shall be 50\%.

ix. The rules set out in (iv) to (vi) above shall also apply when a candidate fails in more than one course unit, provided that these are not core courses. A candidate who fails a core course twice shall be discontinued.

x. Existing University rules and regulations pertaining to conduct during actual examinations, and to examination matters not specifically mentioned in these regulations, shall apply to all candidates, invigilators and other persons.

xi. A student, who for good cause supported with authenticated documentary evidence, fails to sit or complete an end-of-semester examination may be allowed to sit for a special examination for the paper(s) concerned when the examination is next scheduled, without paying additional fees.

Credits Transfer and Exemptions

A student from a recognized university, or any other equivalent institution recognized by the University of Nairobi Senate wishing to transfer to the Master of Library and Information Science programme at the University of Nairobi shall be allowed to transfer credits from his/her University if those credits are deemed relevant, and meets the required minimum contact hours. The transferred credits shall not be more than a third (1/3) of the total prescribed credits and/or course units required for the award of the Master of Library and Information Science degree.

A student wishing to transfer credit shall send a formal application for transfer to the Director, Board of Postgraduate Studies (BPS), through the Dean, Faculty of Arts justifying the request, and attaching evidence of supporting credentials.
Research Project / Thesis Examination Process

(a) Research project

i. A candidate who successfully completes the course work and written examination shall proceed to prepare and present a project research proposal in a departmental seminar.

ii. A candidate who successfully defends his/her research proposal in the departmental seminar shall be allocated a supervisor.

iii. A candidate shall undertake supervised research, write and submit a project report for examination within a semester.

iv. The candidate will be subjected to oral examination on the project paper which will be marked out of 40%. The supervisors will mark the research paper out of 60%.

v. The pass mark for research project shall be 50%.

vi. A candidate who fails in the project paper shall be allowed up to two resubmissions on the recommendations of the faculty board within six Months.

vii. A student who fails after the second resubmission or fails to complete the course in the prescribed period shall, on the recommendation of the Faculty Board and approval by the Senate, be discontinued.

(b) Thesis option

i. A student who successfully completes the course work and written examination shall proceed to prepare and present a preliminary proposal to the Head of the Department in order for the supervisors to be allocated to the candidate to guide him/her in development of the proposal.

ii. A candidate who successfully defends his/her research proposal in the departmental seminar shall be allocated two supervisors, one or both of them from the Department.

iii. A candidate who successfully defends his/her research proposal in the department seminar shall undertake supervised research, write and submit a thesis within a minimum of one academic year and a maximum of two academic years.

iv. The candidate shall submit for examination, a thesis with the approval of the academic supervisors. The thesis shall be examined in accordance with the common regulations of the Board of Postgraduate Studies of the University of Nairobi.
**Degree Award**

A candidate who passes in both the taught courses and research project/thesis shall be awarded the degree of Master of Library and Information Science in the area of specialization. The degree shall be awarded as follows:

i. **Option 1:** Master of Library and Information Science (Library and Information Studies). It will be abbreviated as MLIS (LIS).

ii. **Option 2:** Master of Library and Information Science (Electronic Libraries and Information Services). It will be abbreviated as MLIS (ELIS).

iii. **Option 3:** Master of Library and Information Science (Records Management and Archival Informatics). It will be abbreviated as MLIS (RMAI).

iv. **Option 4:** Master of Library and Information Science (Publishing Industry). It will be abbreviated as MLIS (PI).
CHAPTER THREE

Course Outline

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<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>CIS 501</td>
<td>Concepts and Theories of Information Science</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 502</td>
<td>Information Organization and Retrieval</td>
<td>45 Hrs</td>
</tr>
<tr>
<td>CIS 503</td>
<td>Research Methods in Library and Information Science</td>
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**OPTIONS**

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<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>CIS 511</td>
<td>Collection Development &amp; Management  (Option 1)</td>
<td>45 Hrs</td>
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<td>OR</td>
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<tr>
<td>CIS 521</td>
<td>Digital Libraries and Information systems (Option 2)</td>
<td>45 Hrs</td>
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<td>OR</td>
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<tr>
<td>CIS 531</td>
<td>Records Management (Option 3)</td>
<td>45 Hrs</td>
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<td>OR</td>
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<tr>
<td>CIS 541</td>
<td>Publishing and Book Trade (Option 4)</td>
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**YEAR 1: OPTION 1 SECOND SEMESTER**

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<tr>
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<tbody>
<tr>
<td>CIS 512</td>
<td>Cataloguing and Classification of Information</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 513</td>
<td>User studies and Information Services</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 514</td>
<td>Automation of Libraries and Information Systems</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 515</td>
<td>Inforpreneurship</td>
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**OPTION 2 SECOND SEMESTER**

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<tr>
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<tbody>
<tr>
<td>CIS 522</td>
<td>Websites’ Development and Management</td>
<td>45 Hrs</td>
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<td>CIS 523</td>
<td>Multimedia Information Systems</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 524</td>
<td>Web based Electronic Information Systems</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 525</td>
<td>Information Security and Data Recovery</td>
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**OPTION 3 SECOND SEMESTER**

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<tr>
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<tbody>
<tr>
<td>CIS 532</td>
<td>Principles and Practice of Archives Management</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 533</td>
<td>Archival Arrangement and Description</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 534</td>
<td>Preservation of Information</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 535</td>
<td>Electronic Archiving and Digital Preservation</td>
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**OPTION 4 SECOND SEMESTER**

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<tbody>
<tr>
<td>CIS 542</td>
<td>Print and Electronic Publishing</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 543</td>
<td>Scholarly Publishing</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 544</td>
<td>Information Marketing and Public Relations</td>
<td>45 Hrs</td>
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<tr>
<td>CIS 545</td>
<td>Information Ethics and Policy</td>
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Course Description

Core Courses

MLIS students shall do the following three core courses that provide fundamental knowledge, theories, concepts, principles and practices in the information profession and discipline. These foundational or core courses include:

✓ CIS 501: Concepts and Theories of Information Science
✓ CIS 502: Information Organization and Retrieval
✓ CIS 503: Research Methods in Library and Information Science

CIS 501: Concepts and Theories of Information Science

Theories, concepts, issues and tools of information science: impact of information in society; information needs and information seeking behaviour; the evolution and structure of the information profession; the impact of information on cultures and societies; theories of information and communication; issues of intellectual freedom, access to information and information policy; the impact of technology upon society and the profession; information ethics; Principles of management and their application in information institutions; managerial roles of information professionals: managing people, processes, resources, technologies, and services in information organizations; organizational structures and organizational behaviour dimensions; strategic and operational planning; human resource management.

CIS 502: Information Organization and Retrieval

Organization of information in different settings; principles of describing documents; functions and purpose of catalogues, indexes and other access services; tools and standards for preparing bibliographic records; processes for determining access points and authority control; subject analysis: classification schemes and subject headings; cataloguing support systems; peculiarities of organizing information in a network environment; concepts in information storage and retrieval systems, design and structure of textual and bibliographic databases, information organization, information retrieval models, automatic indexing and file organization techniques; subject approach to information and controlled vocabulary tools, image, hypertext and multimedia information retrieval; evaluation of information retrieval systems; trends in information storage and retrieval techniques.

CIS 503: Research Methods in Library and Information Science

Nature and significance of information studies research in theoretical and practical contexts as applied in Information Studies; Identifying and articulating research problems; determining and describing procedures for conducting research; basic introduction to scientific inquiry; statistical methods; descriptive statistics, inferential statistics; qualitative,
quantitative and mixed methods of research designs; application of design principles are considered through the development of a research project proposal.

Specialization Options

Students will be required to select one of the following specialization options in consultation with the Department. Each specialization option includes the necessary requirements in terms of course work, examinations and project or thesis option.

- Library and Information Studies
- Electronic Libraries and Information Services
- Records Management and Archival Informatics
- Publishing Industry

Library and Information Studies

The aim of this specialization option is to prepare information professional leaders with novel knowledge and innovative skills that are necessary in the modern knowledge and media environments. The option focuses on skills and competencies that facilitate the principles and practices of managing and handling information in the modern technological environment.

Courses that support LIS specialization option include:

- CIS 511: Collection Development and Management
- CIS 512: Cataloguing and Classification of Information
- CIS 513: User Studies and Information Services
- CIS 514: Automation of Libraries and Information Systems
- CIS 515: Inforpreneurship

CIS 511: Collection Development and Management

Key concepts related to collection development and management; community analysis and user liaison for information needs assessment; policy formulation; tools for selection of materials; procurement of electronic resource; access to specialized information materials; intellectual property; policy formulation and planning for collection development; financial planning for collection development; evaluation of collections; materials de-selection and weeding.
CIS 512: Cataloguing and Classification of Information

Theories of cataloguing and classification of information; the development and use of bibliographic tools; application of a variety of classification systems and control of vocabulary tools; developing and maintaining computerized bibliographic databases; cataloguing of digital resources and metadata standards; evaluation of bibliographic tools; management of cataloguing operations in libraries and information centres.

CIS 513: User Studies and Information Services

User studies in information services; social characteristics relating to use of information; theories, concepts and flow amongst social and occupational groups including persons with special needs; information users in their context; ascertaining information needs and information seeking behaviors of various user groups; scope and content of community profiles; approaches and methods of user studies; trends in user studies; evaluation of user studies approaches.

CIS 514: Automation of Libraries and Information Systems

Library automation systems: historical context, key concepts and practices; systems analysis for library automation; automation hardware, software and networks; technical standards; information technology planning; information needs for management information systems (MIS); relationship to organizational structure; consideration of client needs; distributed verses integrated systems; acquisition of library automation systems: request for proposals; contract negotiation; retrospective conversion; structure of the library automation industry; overview of the major Library Automation Subsystems [LAS]: circulation, inter-library loan, acquisitions and collections management, serials, cataloguing, reference and OPAC services; major functions and interrelationships: development of Library Networks: internal and external networks; system management and staffing; vendors; consultants; students are expected to develop viable automation projects with evidence acquisition, data recovery, and encryption.

CIS 515: Inforpreneurship

Entrepreneurship theory, and the entrepreneurial process; developing successful business ideas; creating self-employment opportunities in the knowledge economy; entrepreneurial opportunities; developing a business plan; legal and financial issues; types of information entrepreneurs; information brokerage; information management consultants; job strategies for the entrepreneurial professionals in information field; entrepreneurship in ICT sector; business management; developing an efficient operations model; strategies for growth; managing partners and investors; staff, suppliers and customers.
Electronic Library and Information Services

The aim of this specialization option is to prepare information professional leaders in relation to emerging and new trends in the digital revolution. The option focuses on innovative skills and competencies in electronic or digital solutions, social computing and informatics, online information retrieval systems, online communities, internetworking, virtual information systems, social networking and media systems, distributed systems and digital information systems.

Courses that support ELIS specialization option include:

- **CIS 521: Digital Libraries and Information Systems**
  - Fundamental issues: key concepts, theories and approaches to digital libraries and information systems; digital libraries: types and formats of digital content; the creation and organization of digital libraries, underlying technologies, the preservation of digital content, access management of digital library resources, social, legal and economic factors; digital collections and resources; institutional, local, national, regional and international; organization; services and evaluation of digital libraries; relation to traditional libraries; access management of digital library resources; case studies; future trends; digital library project.

- **CIS 522: Websites’ Development and Management**
  - Website design theories and concepts: design patterns, site development processes; design principles: principles, layout; page layout navigation; managing content and speed, writing for search engines, version control, searching; colour and graphics; credibility: site branding, privacy policies; site management: site organization, directory structure and organization; testing the site; website hosting; domain management, website consultants; visibility features: theories and practices; trilogy: the user, websites and search engines; how they relate and interact; usability and searching success; metadata, search engine crawlers and algorithms; content: body text and keywords; the value of quality content, correct use of text and keyword placing; technologies and their use: flash, JavaScript, images, video, frames: the how, why and why not; the good, the bad and the ugly: search engine spam, white and black hat techniques, search engine penalties; payments for ranking: paid inclusion, paid listing, bidding for keywords, programs, click found; case studies: how to apply the basics and measure success; the future: search engine developments, intelligent search engines, advertising; website development project.
CIS 523: Multimedia Information Systems

Multimedia systems: hypertext, hypermedia and their applications; multimedia formats: text, graphics, animation, audio, video, and file formats; multimedia products and applications; selection and evaluation of multimedia hardware, software and authoring tools; design of graphics and multimedia content; development of multimedia information systems; multimedia and CD publishing; copyright in multimedia.

CIS 524: Web Based Electronic Information Systems

Theories, techniques and processes used to create, structure, and deliver electronic text; implications of e-text for the future role of libraries; analysis of the electronic information environment, the preparation of source material, and methods of adding value to electronic text; Internet and Web based information access systems and their corresponding technologies: theoretical foundations, support technologies and real applications; Internet browsers: Explorer, Netscape, Mozilla, etc.; online databases: online journals, online books and references; acquisition of online databases; open source, subscription, purchase; principles and methods involved in the retrieval of information from online databases; organization and structure of online databases; search strategies: searching techniques; search engines, directories and intelligent search engines; evaluation of the e-content; search interfaces of online databases; management of online search services: open access, restricted access, resources, mobile access; evaluation and citation of electronic resources.

CIS 525: Information Security and Data Recovery

Data: integrity, privacy, and security; legal issues; technical tools and technologies; social and ethical concerns; standards; information security, safety, critical systems, information classification, and risk analysis; techniques to transfer information between users in business and how transferring can be made in a secure way; knowledge of professions and roles from a security perspective; security functions: cooperation, collaboration and decision making; e-services and security risks; Internet security and information security management; investigation and prosecution of cyber-crimes; hardware and software issues; recovering erased files; overcoming encryption; advanced imaging; transient data; commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption; students shall carry out a data recovery project.

Records Management and Archival Informatics

The aim of this specialization option is to prepare information professional leaders with technological skills and competencies necessary to work in modern record centers and archival organizations. The option focuses on innovative technological and management practices in online access and retrieval systems, electronic archiving and digital preservation, digital curation, web archiving, computing and media systems, and social media.
Courses that support RMAI specialization option include:

- CIS 531: Records Management
- CIS 532: Principles and Practice of Archives Management
- CIS 533: Archival Arrangement and Description
- CIS 534: Preservation of Information
- CIS 535: Electronic Archiving and Digital Preservation

**CIS 531: Records Management**

Explores the philosophy of records management: principles, theory and practice; role of records management and records management programmes in public and private sector organizations; policy and legal framework for records management; planning and implementation of records management programmes; obtaining top management support; conducting a needs analysis; conducting the records survey; determining appraisal criteria and preparation of retention schedules; best practice standards and records management; records management application software; strategies for evaluating records management programmes.

**CIS 532: Principles and Practice of Archives Management**

Archival management concepts and principles; role of archives in society; archives and research; archives policy and legislation; components of an archives programme; survey of archival resources and special collections, acquisition, transfer, conservation principles, methods, techniques and technologies; arrangement, and description; preparation for finding aids, storage, access and use; archival ethics and standards; ICTs and archives management; evaluating archives management programmes.

**CIS 533: Archival Arrangement and Description**

Theory and practice of archival description and descriptive tools, selection and application of appropriate descriptive standards; the concepts of fonds, series, file and item; principles of provenance, respect des fonds and respect for original order; the analysis of the external and internal structure of a fonds; types of finding aids: guides, inventories and other descriptive lists; postmodern perspectives on archival description; principles and assumptions underlying the development of rules for archival description and authenticity; selection of name access points to archival description; name authority control for person and corporate bodies; provenance and pertinence based approaches to archival indexing.
CIS 534: Preservation of Information

Physical nature and characteristics of information media: paper, microforms, Audio Visual (AV) and digital; deterioration agents, preventive measures and strategies; techniques for promoting longevity; environmental control; storage and handling practices including data warehousing and reformatting; preservation and conservation treatment; formulation and implementation of preservation policies; disaster planning and recovery is considered; Long-term preservation strategies for digital format (microfilming, photocopying, migration, scanning, emulation); contributions of professional associations and organizations in enhancing preservation programmes in Africa: International Council of Archives (ICA), International Federation of Library Associations and Institutions (IFLA), United Nations of Educational Scientific and Cultural Organization (UNESCO) and Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA).

CIS 535: Electronic Archiving and Digital Preservation

Digital preservation: standards, techniques, metadata, and maintenance; digitization for preservation; selection and evaluation of materials for digital preservation; building digital collections and policy setting around digitally reborn objects; electronic archival methods and technologies; digital longevity; institutional policies; legal issues; economic commitments; technical infrastructure and metadata; creating preservable digital objects; preservation metadata; current and future activities addressing preservation and technical metadata; auditing institutional infrastructure; open source options for some types of materials; short-term and long-term preservation practices; advocacy versus practice; electronic archival and digital preservation project.

Publishing Industry

The aim of this specialization option is to prepare information professional leaders who are competent in issues related to publishing in the modern digital age including scholarly information communication. The option focuses on issues relating to principles and practice of management and administration of publishing industry in the modern digital environment.

Courses that support PI specialization option include:

- **CIS 541**: Publishing and Book Trade
- **CIS 542**: Print and Electronic Publishing
- **CIS 543**: Scholarly Publishing
- **CIS 544**: Information Marketing and Public Relations
- **CIS 545**: Information Ethics and Policy
CIS 541: Publishing and Book Trade

Publishing industry; history of publishing and media; types and categories of publishing and media; the growth of the industry in the national and international scene; the role of publishing in education, social and cultural sector; contribution of publishing and media industry to the economy; starting a publishing firm; types of business ownership; areas of book publishing; the publishing process (authorship, editing, design, production, marketing, distribution); nature and size of the book markets (buyers, consumers); new technologies and the future.

CIS 542: Print and Electronic Publishing

Print and electronic publishing both in terms of the techniques and theoretical, economic, and scholarly implications of print and electronic delivery; evaluation of print and electronic publishing products and an analysis of how such products and services are initiated, produced, marketed and distributed; an examination of the practical and commercial issues of print and electronic publishing; the impact of multimedia on the publishing industry; publishing on the internet; advanced desktop publishing; marketing on the internet; current state of electronic publishing in developing countries and the impact of electronic copyright legislation; open access and publishing.

CIS 543: Scholarly Publishing

Principles of scholarly publishing; characteristics and types of scholarly publications; establishing journals; market niche for scholarly publications; commissioning academic publications; editorial and advisory boards; peer review and manuscript selection processes; editing scholarly papers; journal marketing, distribution and sales; Legal and ethical issues; trends in journal publishing; electronic publishing; open access publishing.

CIS 544: Information Marketing and Public Relations

Application of marketing concepts to information services and products; market analysis; use surveys; market targeting; product differentiation; distribution channels; evaluation of marketing strategies; developing marketing plan for information services and products; public relations; identifying and reaching internal and external publics; dealing with print and electronic media: advertising, printing, direct mail; preparing a public relations plan and budget.

CIS 545: Information Ethics and Policy

Exploring issues of information ethics and policy from the perspective of library and information studies; fair use, remix culture, professional guidelines and library policies; economic, political, legal, ethical and technological issues concerning macro and micro information policy; trans-border dataflow, intellectual property rights; censorship; copyrights; data security; freedom of information and access to information; policy
development process; international and local legal frameworks that underpin information policy; ISO standards; impact of information policy on social and economic development.

**Elective Courses**

Additionally, students are offered elective courses in their specialization option. Elective courses add additional knowledge, skills and competencies to the students. Students may select from any of the following elective courses:

- CIS 611: Knowledge Management
- CIS 612: Abstracting and Indexing
- CIS 613: Disaster Management in Libraries and Information Centres
- CIS 614: Information Literacy
- CIS 621: Information Systems Analysis and Design
- CIS 622: Database Design and Management
- CIS 623: Electronic Communication and Data Transfer
- CIS 624: Informetrics and Scientometrics
- CIS 625: Human-Computer Interaction
- CIS 631: Management of Digital Libraries
- CIS 632: Electronic Records Management Systems
- CIS 633: Archiving of Multimedia Information
- CIS 641: Business Information Systems
- CIS 642: Scientific and Technical Information Systems
- CIS 643: Health Information Systems
- CIS 644: Agricultural Information Systems
- CIS 645: Development Studies Information Systems
- CIS 646: Economic Aspects of Information
- CIS 647: Legal Aspects of Information

**CIS 611: Knowledge Management**

Knowledge management and its links to information systems and information professionals; a broad overview of the creation, capture, codification, sharing and application of knowledge in both tacit and explicit forms; tools and techniques as well as conditions that inhibit or enhance information sharing, including competitive intelligence; the role of organizational culture; the role of information professionals in developing knowledge management initiatives.
CIS 612: Abstracting and Indexing

Principles, theories and development of abstracting and indexing, designing of thesauri, preparation of book and periodical abstracts and indexes; trends in abstracting and indexing; pre-and post-coordinate indexing, concept analysis, vocabulary control, construction and evaluation of thesauri and of indexes for books, periodicals and series; role of computers in indexing.

CIS 613: Disaster Management in Libraries and Information Centres

Disasters: theories and concepts; disaster prevention; response and recovery; types of disasters: natural, man-made; characteristics of disasters; disasters in information centres: data and storage mechanisms; disaster prevention; risk and vulnerability assessment: risk management; risk probability; risk insurance; inspection; fire detection and suppression; disaster preparedness and vulnerability reduction: disaster control plan, preventive actions, preparedness actions, and response and recovery procedures; reaction: rescue; relief and rehabilitation; salvage procedures; disaster recovery: disaster management training; types of training programs; role of media, internet and telecommunications.

CIS 614: Information Literacy

Theories and models of information behavior; design and delivery of information literacy programs; library programs and services; Information literacy standards; information literacy research; concepts underlying the research process; models of information search process; traditional scholarly resources; evolving delivery systems; networked information systems; theories and concepts of socio-economic development; information and development; information use in Kenya; information infrastructure; analysis and repackaging of information; target user needs, dissemination formats and languages; information transfer: locally, regionally and internationally; indigenous knowledge; national information policies: coordination of information, freedom and access to information, censorship; sectorial information systems and services: agricultural, health, industrial.

CIS 621: Information Systems Analysis and Design

Information system: analysis and design environment; typical information systems; the life-cycle development process; problem and concept formation; requirements analysis and systems specifications; Structured Systems Analysis and Design Methodology (SSADM) and Object-Oriented Methodology (OOM); structured systems modeling and analysis tools; fundamentals of object oriented analysis; system design, structured design and object-oriented design; software testing; productivity tools for system development; successful IT project management.
CIS 622: Database Design and Management

Theoretical and applied principles of relational database design and management; components of a DBMS, logical modeling and E-R diagramming, relational model; conceptual design; database normalization; relational database management systems; SQL queries, issues and trends in DBMS, creating an database application and management.

CIS 623: Electronic Communication and Data Transfer

The historical evolution of data communications; concepts of packetization; timing and packet switching data; redundancy and error control; real time verses non real time requirements; data communications equipment: DSU/CSU, terminals, modems, ethernet switches, routers; the OSI Model in context; IEEE 802 standards for Ethernet; TCP/IP; voice over data networks; packet delays and real time requirements; VoIP hardware: IP Phones, IP PBXs, gateways, session border controllers; codecs: G.711 vs. G.729; RTP/UDP; voice over IP. Standards, trends and examples: electronic mail; discussion groups, newsgroups; Web Net communication; secure data transfer apparatus, systems, and methods; electronic communication and data transfer project.

CIS 624: Informetrics and Scientometrics

Trends and evolution of information statistics from bibliometrics to webometrics; analysis of websites; cybermetrics: search engines, size and composition of the web, crawling behaviour, ranking procedures and overlap among databases; applied webometrics and positioning in search engines; descriptive webometrics: structure, composition and persistence of the content, object informetrics, web impact factor and other indicators; link analysis: network analysis, origin and target patterns, motivation of linking, quality of links and dead links; webliographic linking and scholarly communication; bibliometrics of the deep web: databases, repositories and e-journals; web log file analysis (webmetrics) devoted to usage analysis: popularity (domains, sites, pages, downloads); visits (sessions, temporal distribution); visitors (geo-demographics, behaviour), referrals and referrers (terms used in search engines); building indicators; Students shall carry out real life webometric projects.

CIS 625: Human-Computer Interaction

Introduction to Human Computer Interaction (HCI): user interfaces; design requirements and guidelines; human issues; cognitive and psychological issues of interaction styles; creative design techniques; task and user requirement analysis; scenario-based and claims analysis; usability evaluation techniques; usability inspection methods; analytical techniques and experimental techniques; new design guidelines from the cultural, ethical and legal perspectives.
**CIS 631: Management of Digital Libraries**

Digital libraries: Policies, analysis, models, design, development and implementation; software: open source, commercial, in-house; digital institutional repositories: processes and skills necessary to digitize existing institutional repositories to make them accessible via the Internet (uploading to the Web); development processes: selection criteria, legal and ethical concerns, access rights, system and user interface design, preservation concerns, metadata collection and creation; management and costs of digital projects; integration of digital projects into institution goals and objectives; evaluation of operational models of real-life digital libraries or digital Institutional Repositories.

**CIS 632: Electronic Records Management Systems**

Content, structure and context of electronic records; electronic records formats; data sets; text-based documents; multidimensional documents and multimedia documents; characteristics of electronic records; electronic records and metadata issues; the life cycle of electronic records; challenges of managing electronic records: technical, professional, managerial and cultural; components of an electronic records management programme: creation and capture, inventorying, scheduling, appraising, accessioning, storage, description and provision of access; long-term preservation and security.

**CIS 633: Archiving of Multimedia Information**

Development of multimedia information archives; methods of deposit and collection of multimedia archives; policies, administrative problems, centralization versus decentralization; relationship between the production archive and the deposit archive; conversion and medium management; legal issues, policies and standards, indexing and access control; conservation and maintenance of multimedia information; media assets management.

**CIS 641: Business Information Systems**

Industrial and business world, and information related activities; types and characteristics of information in industry, business and commerce; manual and computerized data banks and databases; information sources for business and industry; trade literature; standards; patent information; registered designs and trademarks; financial information; Information seeking behaviour, user needs and services; management and co-ordination of industrial, business and commercial information sources and services; evaluation of resources, systems and services; industrial, business and commercial systems of information in Africa.
CIS 642: Scientific and Technical Information Systems

The process of communication and information requirements of/in scientific community; study of primary, secondary and tertiary sources of information in the physical, biological and applied sciences; study and application of emerging information and communication technologies and in particular the world wide web, as used in scientific and technical communication; scientific electronic databases: open access vs. restricted access.

CIS 643: Health Information Systems

The climate within which health information services are delivered; the provision and use of information to different health-related groups; delivery of health services in Kenya: structure; extension services; implication of change within health systems; structural links between health and information personnel; Management Information Systems (MIS) in health services; database management networks and multimedia; management of health records; Information needs analysis and information seeking behaviour of health services personnel; health information sources and services; electronic databases in health sector; bibliographic control and searching bibliographic databases; information packages; evaluation of health information systems and services.

CIS 644: Agricultural Information Systems

Nature and characteristics of the agricultural environment in Kenya; agricultural information user population; research extension workers, farmers and policy makers; information seeking behaviour of agricultural information user population; overview of primary and secondary sources; channels for communicating agricultural information: mass media, extension services and print literature; methods of repackaging agricultural information: video, film, posters, pamphlets, in-house databases; national and international systems and databases; national and international bibliographic control of agricultural information sources; marketing of agricultural information resources.

CIS 645: Development Studies Information Systems

Development theory and development management; development and change in African societies; topics and issues relevant to development studies; overview of primary and secondary sources of information for development studies; open and restricted access to data and published materials; key global and African development organizations and institutions; Government institutions and publications; using academic, general, and specialized libraries to source development information; using search engines; electronic, print, and video materials; sectoral electronic information resource guides; research networks and knowledge portals; electronic journal databases; theses, project papers, and other research based materials; policy documents, briefs, and popular media; sourcing data; sourcing video materials, photos, and images; systems of organizing and documenting development information.
CIS 646: Economic Aspects of Information

Application of economics principles to information and knowledge systems; information as an economic good; methods for valuing information; characteristics and trends of the information economy; pricing of information products and services; and techniques for performing and evaluating cost-benefit analyses of information systems.

CIS 647: Legal Aspects of Information

Legal system in Kenya; legal agreements; law of defamation; copyright law; intellectual property law; censorship of information; privacy; freedom of access to information; data protection; trans-border data flow; legal deposit law; computer and the law; software piracy, computer hacking, etc.; analysis of information related legislation in Kenya; Science and Technology Act; Public Archives Act; Kenya National Library Services (KNLS) Board Act; Communication Commission of Kenya Act.

Project Paper or Thesis Option

CIS 601: Research Project (180 Hours)

The project will allow the students to synthesize knowledge gained through other modules and to demonstrate their abilities as information professionals. Each student will be allocated supervisors who will maintain regular contact with the students throughout the project process. The project supervisors will assist students in the formulation of a research proposal, and its implementation subject to the formal approval of the department; the candidate shall submit the final project report as stipulated in the examination of the project.

CIS 602: Thesis (360 Hours)

The candidate shall conduct a supervised research on a topic within the candidate’s area of study and write a report which shall be submitted to the department for examination. The candidate shall be expected to conduct original research and demonstrate application of the research processes, interpretation of data, writing the research findings, making recommendations and appropriate use of the department’s citations style of referencing. The candidate shall submit the final thesis report for examination. The procedure for examination is stipulated in the examination of the thesis.
Practical and Internship Attachments

Our MLIS students shall attend practical and internship attachments for purposes of hand-on experience and engagements with the real-employers in information industry. The Department will make appropriate arrangements to enable the students get access to practical and internship attachments in both public and private organizations.

Professional Associations

MLIS programme encourages the student fraternity to associate and register as members in the various professional associations and related agencies in the information industry. The students must also join other professional and social associations available in the university.

Professional associations that MLIS students are eligible to register and join include:

- Kenya Library Association
- Special Libraries Association (Kenya Chapter)

Communication and Discussion Forums

Our MLIS programme encourages the student community to proactively connect and link with their lecturers and colleagues using various communication and discussion forums or chats that are easily accessible to the students such as Facebook and email. The students are requested to regularly access the Departmental Website for information update and alerts as well as communicating with their colleagues using Facebook or any other means. Students can also create other discussion forums for purposes of online engagement and exchange of information like LinkedIn.

Teaching and Support Staff

The academic and teaching staff in the Department includes both full time and part-time lecturers in addition to the support staff. The full time teaching staff include Dr. Dorothy Njiraine and Dr. Elisha Ondieki Makori. Equally, the Department engages part-time lecturers mainly to assist the existing teaching staff. The academic and teaching staff are professionals with many years in teaching, lecturing, research, consultancy and publishing.
Department Service Charter

The mandate of DLIS is to support the development and implementation of transformative and innovative programmes in line with the strategic policies, goals and objectives of the university. The Department strives to work within the mandated deadlines in order to offer excellent teaching, learning, training and research programmes as enshrined in our vision, mission and core values. Our main aim is to ensure that the available programmes support the emerging needs of the national and global markets.

The Department being at the service of the university shall at all times ensure, provide and promote excellence in academic teaching, training, learning, research, consultancy community services and integrity. In order to achieve this cardinal and noble goal the Department is fully committed to implement and follow the quality customer delivery service in regard to the Department Service Charter. This is available in both the English Version and Kiswahili Version language.
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