



NATIONAL BOARD FOR TECHNICAL EDUCATION

**CURRICULUM AND COURSE SPECIFICATIONS
IN**

HIGHER NATIONAL DIPLOMA (HND)

LIBRARY AND INFORMATION SCIENCE

MARCH, 2020

GENERAL INFORMATION

1.0 TITLE OF THE PROGRAMME

The title of the programme and certificate awarded shall be Higher National Diploma (HND) in Library and Information Science

2.0 GOAL:

The Higher National Diploma (HND) programme in Library and Information Science is designed to produce diplomates with the knowledge and skills to actively participate in the provision of efficient library and information services to meet the diverse information needs of the society.

2.1 OBJECTIVE:

On completion of this course, the diplomates will be able to carry out the following functions:

- a) Select, acquire and process library and information resource without or with minimum supervision
- b) Compile general, Subject and Analytical Bibliographies, Indexes and Abstracts.
- c) Effectively and efficiently use Information and Communication Technologies (ICT) in the generation, acquisition, storage, preservation and dissemination of textual, graphic, numeric and pictorial information to meet the different information need of users
- d) Supervise subordinate staff (clerical and technical) in Library and Information Centers.
- e) Effectively manage medium-size libraries and information centers.

3.0 ENTRY REQUIREMENT

3.1 HIGHER NATIONAL DIPLOMA

The entry requirement into Higher National Diploma in Library and Information Science are as follows:-

- a) All entry requirements into the ND.
- b) ND in Library and Information Science
- c) Evidence of one year mandatory IT or Two Years for holders of a Pass certificate at the ND

4.0 CURRICULUM

4.1 The curriculum of the HND programme consist of three main components. These are:

- i) General studies/Education
- ii) Foundation courses
- iii) Professional courses

4.1.1. The General Education component shall include courses in

English Language
Communication
Entrepreneurship

The General Education component shall account for not more than 15% of total contact hours for the programme.

4.2 **Foundation Courses** include courses in Mathematics, and Statistics etc. The number of hours will vary with the programmes and may account for about 10-15% of the total contact hours.

4.3 **Professional Course are courses**, which give the student the theory and practical skills he needs to practice his field of calling at the technical/technologist level. These shall account for between 70-80% of the total contact hours.

5.0 CURRICULUM STRUCTURE

5.1 HND PROGRAMMES

The structure of the programme consist of four semesters of classroom, laboratory and workshop activities in the college-each semester shall have 17 weeks duration made up as follows:- 15 contact weeks of teaching, i.e recitation, practical exercises, quizzes, test, etc; and 2 weeks for examinations and registration.

6.0 ACCREDITATION

Programme offered at the HND level shall be accredited by the NBTE before the diplomate can be awarded Higher National Diploma certificate. Details about the process of accrediting a programme for the award of the HND is available from the Executive secretary, National Board for Technical Education, P.M.B 2239, Kaduna Nigeria.

7.0 CONDITIONS FOR THE AWARD OF THE HIGHER NATIONAL DIPLOMA

Institution offering accredited programme will award the Higher Diploma Programme after passing the prescribed course work, examination and diploma project. Such candidates should have completed a minimum of between 72 and 80 semester credit unit depending on the programme.

7.1 UNIFIED GRADING SYSTEM

The unified grading system to be applied in scoring all course work, examinations, project, etc. is as stated below:

MARKED RANGE	LETTER GRADE	WEIGHTING
75 and above	A	4.0
70 - 74	AB	3.5
65 - 69	B	3.25
60 - 64	BC	3.0
55 - 59	C	2.75
50 - 54	CD	2.50
45 - 49	D	2.25
40 - 44	E	2.0
Below 40%	F	0.0.0

7.2 Classification of Diplomas

The final Cumulative Grade Point Average (CGPA) shall be determined (calculated) and applied to the classification of the Higher National Diploma as follows:

CLASS (LEVEL OF PASS)	CGPA
Distinction	3.50 and Above
Upper Credit	3.00 -3.49
Lower Credit	2.50 - 2.99
Pass	2.00 – 2.49
Fail	Below 2.0

8.0 GUIDANCE NOTES FOR TEACHERS TEACHING THE PROGRAMME

- 8.1 The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student who so wish to transfer the units already completed in an institution of similar standard from which he is transferring.
- 8.2 In designed the units, the principle of the modular system by product has been adopted; thus making each of the professional modules, when completed provides the diplomats with technician skills, which can be used for recognition as in self-employed or for employment purposes.
- 8.3 As the success of the credit unit system depends on the articulation of programmes between the institutions and industry, the curriculum content has been written in behavioural objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomats of the programme. There is a slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance are expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. The Academic Board of the institution may vet departmental submission on the final curriculum. Our aim is to continue to see to it that a Solid internal evaluation system exists in each institution for ensuring minimum standard and quality of education in the programme offered throughout the polytechnic system.
- 8.4 The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practice in the ratio of about 40.60.

HND 1 1st SEMESTER

Course Code	Course Title	L	T	P	CU	CH
LIS 311	Introduction to Information Science	2	-	-	2	2
LIS 312	Research Methods I	2	-	-	2	2
LIS 313	Advanced Cataloguing and Classification I	2	-	1	2	3
LIS 314	Libraries and Society: Public Relations	2	-	-	2	2
LIS 315	Current Awareness Services	1	-	1	2	2
LIS 316	Introduction to Computer Programming	2	-	1	2	3
• LIS 317	Electronic Information Sources and Services	1	-	1	2	2
*LIS 318	Publishing and Book Trade	2	-	-	2	2
**GNS 301	Use of English III	2	-	-	2	2
	TOTAL	16		4	18	20

HND 1 2nd SEMESTER

Course Code	Course Title	L	T	P	CU	CH
LIS 321	Research Methods II	2	-	-	2	2
• LIS 323	Media and School Libraries	2	-	1	2	3
LIS 324	Children Literature	2	-	-	2	2
**GNS 401	Communication in English III	2			2	2
LIS 325	Science and Technology Information sources and Service	2	-	1	3	3
*LIS 326	Indigenous Knowledge	2	-	-	2	2
LIS 327	Public Libraries	2	-	1	2	3
**GNS 302	Communication in English III	2			2	2
	TOTAL	19		4	17	18

HND II 1st SEMESTER

Course Code	Course Title	L	T	P	CU	CH
• LIS 410	Library Advocacy and Marketing	2	-	-	2	2
LIS 411	Business Information Services and Sources	2	-	-	2	2
LIS 412	Academic libraries	2	-	-	2	2
LIS 413	Social Science Information Sources and Services	2	-	1	2	2
LIS 414	Humanities Information Sources and Services	2	-	-	2	2
LIS 415	Achieves and Records Management	1	-	1	2	2
LIS 416	Advanced Cataloguing and Classification II	1	-	1	2	2
LIS 417	Book Editing and Indexing	2	-	1	2	2
LIS 418	Information Resources Development	2	-	-	2	2
*LIS 419	Knowledge Management	2	-	-	2	2
**EDD 413	Entrepreneurship Development	2			2	2
		20		4	24	24

HND 11 2nd SEMESTER

Course Code	Course Title	L	T	P	CU	CH
LIS 421	Special Libraries	2	-	-	2	2
LIS 422	National Libraries	2	-	-	2	2
LIS 423	Indexing and Abstracting	1	-	1	2	2
LIS 424	Legal Issues in Information Handling in Nigeria	2	-	-	2	2
LIS 425	International and Comparative Librarianship	2	-	-	2	2
*LIS 426	Management of Serials and Special Collections	2	-	-	2	2
LIS 427	Library Automation	1	-	1	2	2
LIS 428	Management Information Systems	1	-	1	2	2
LIS 429	Project	-	-	6	6	6
	Total	13		9	21	21

EXISTING COURSES***NEW COURSES*******GNS COURSES**

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: LSC 311	Credit Unit: 3hrs.
Course: Introduction To Information Science	Pre-requisite	Theoretical:
Goal: This course is designed to provide students with basic knowledge of information Science of Librarianship		

General Objectives: At the end of this course, the student should:-

- 1.0 Understand the scope, origin and the basic terminologies of information Science.
- 2.0 Appreciate the inter-relationships of Information Science, Library Science and Archive Studies
- 3.0 Know components of information as a science
- 4.0 Know the major institutions for Information Science.

HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE						
COURSE SPECIFICATION: Introduction To Information Science			COURSE CODE: LSC 311	CONTACT HOURS: 3HOURS		
GENERAL OBJECTIVE: 1.0 Understand the scope, origins and the basic terminologies of information Science.						
COURSE SPECIFICATION: THEORETICAL CONTENT - 2				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define Information Science 1.2 Trace the history of Information Science 1.3 Explain Information Science as a disciplines 1.4 Explain the terminologies of Information Science 1.5 Distinguish information from communication, data and knowledge.	Explain the concept of information science	Textbooks Journals Internet resources			Define information science. Summarily recount the history of information science Distinguish between information and communication, data and knowledge
GENERAL OBJECTIVE 2.0 Appreciate the inter-relationships of Information Science, Library Science and Archive Studies						
	2.1 Define Library Science 2.2 Define Archive Studies 2.3 Explain the major similarities and differences between Information Science and Library Science/Achieve	Explain the relationship between information science, library science and	Textbooks Journals Internet resources			Differentiate between information science, library science and archival science/studies

	2.4 Studies. Explain the impact of technology, e.g. computers and telecommunications, on Information Science.	archival science/studies				
GENERAL OBJECTIVE 3.0 Understand the components of information as a science						
	3.1 Explain the relationship between library, information and science/technology. 3.2 Describe areas of application of science/technology to information services. 3.3 Impact of science/technology on library and information services	Explain the relationship between library, information science/technology. List out areas of application of science /technology to information services Discuss the impact of science/technology on library and information	Textbooks Journals Internet resources			What is the relationship between library, information and science/technology List areas for application of science/technology to information services What impact has science/technology made on library and information services
GENERAL OBJECTIVE 4.0 Know the major institutions for Information Science.						
	4.1 List the major Information Science institutions e.g. UNESCO,s PGI UNISIST,IDRC,IFID, Dialog.	Explain the major information science institutions e.g.	Textbooks Journals Internet resources			List the major information science institutions and their functions

	<p>4.2 Describe the functions of the institutions in 3.1</p> <p>4.3 Explain the activities of the institutions in 3.1 in the Third World.</p>	<p>UNESCO, PGI UNISIST, IDR C, IFID, Dialog and discuss their activities as they affect third world countries</p>				
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Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: 313	Credit Unit: 3hrs.
Course Research Methods 1	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint students with the knowledge and skills of conducting basic research in library and information science		

<p>General Objectives: At the end of this course, the student should be able to:-</p> <p>1.0 Understand the scientific method of inquiring</p> <p>2.0 Know types of research methods</p> <p>3.0 Appreciate the significance of literature review in research</p> <p>4.0 Formulate research problem and research title/topic</p> <p>5.0 Formulate hypothesis in research</p>
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PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE Research Methods 1			COURSE CODE: LSC 313	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Understand the scientific method of inquiring						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define research 1.2 Define inquiry as a method 1.3 Outline the characteristics of research 1.4 List the values of research in the society 1.5 Explain approaches to knowledge acquisition 1.6 Appreciate research in library information science	Explain the meaning of research. List the characteristic of research. Enumerate the importance of research in the Society and explain different approaches to knowledge acquisition Explain research in library of information science.	Textbook journals Internet resources			What is research? Discuss the characteristic of research. What are the values of research in society? Identify different approaches to knowledge acquisition. Is library and information science amenable to research

GENERAL OBJECTIVE: 2.0 Know the types of research methods

<p>2.1 Define quantitative research 2.2 Define qualitative research 2.3 Differentiate between quantitative and qualitative research 2.4 Define mixed-method research 2.5 Define descriptive research 2.6 Explain situations requiring descriptive research methods in library and information 2.7 Define historical research methods 2.8 Explain how to evaluation sources of historical data 2.9 Explain situations requiring historical research methods in library and information science 2.10 Define experimental research 2.11 Describe the procedure in conducting experimental research</p>	<p>Explain quantitative, qualitative and mixed-methods types of research Identify the differences between quantitative and qualitative research Explain descriptive, historical and experimental research methods and the situations requiring the applications of each in finding research solutions in library and information science Explain how to</p>	<p>Textbooks Journals Internet resources</p>			<p>Define each of descriptive, historical and experimental research. Differentiate between quantitative and qualitative research Explain situations requiring the use of descriptive, historical and experimental research methods in library and information sciences Evaluate sources of historical research data</p>
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		<p>evaluate historical research data</p> <p>Explain experimental research and describe the procedure in conducting experimental research.</p>				
GENERAL OBJECTIVE: 3.0 Appreciate the significance of literature review in research						
	<p>3.1 Define literature review</p> <p>3.2 Explain functions of literature review</p> <p>3.3 Identify sources of relevant literature</p> <p>3.4 Explain literature review process</p> <p>3.5 Describe in-text citation referencing using the American Psychological Association (APA) style</p>	<p>Explain the meaning and importance of literature review in research</p> <p>Identify sources of relevant literature in research.</p> <p>Explain literature review process and describe citation referencing using the American Psychological</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>Define literature review and explain functions of literature review in research.</p> <p>What are the sources of relevant literature?</p> <p>Explain literature review process.</p> <p>Describe in-text citation referencing using</p>

		Association style				the American Psychological Association style.
GENERAL OBJECTIVE: 4.0 Formulate research problem and research title/topic						
	4.1 Define research problem 4.2 Identify sources of research problem 4.3 Use research problem to formulate research title/topic.	Define research problem and list sources of research problem Explain how to formulate research title around the research problem	Textbooks Journals Internet resources			Explain research problem and identify sources of research problem. How is research titles formulated?
GENERAL OBJECTIVE: 5.0 Formulate hypothesis in research						
	5.1 Define hypothesis 5.2 Identify sources of hypothesis 5.3 List functions of hypothesis in research 5.4 Identify types of hypothesis: i) Null hypothesis ii) Declarative hypothesis 5.5 List the characteristics of hypothesis	Explain the meaning of hypothesis and Identify sources of hypothesis for research Explain the functions of	Textbooks Journals Internet resources			What is hypothesis? Identify sources of hypothesis. Outline the functions of hypothesis in research. What are the types of

		hypothesis and Identify types of hypothesis and Explain the characteristics of hypothesis				hypothesis? Identify the characteristics of hypothesis.
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Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: 314	Credit Unit: 3hrs.
Course: Advanced Cataloguing and Classification I	Pre-requisite	Theoretical:
Goal: This course is designed to enable students acquire knowledge and skills in advanced classification and cataloguing scheme.		

General Objectives: At the end of this course, the student should:-

- 1.0 Know the origin and development of knowledge
- 2.0 Understand the structure of knowledge
- 3.0 Appreciate the unity of knowledge as a basis for classification
- 4.0 Use Cataloguing rules and classification schemes
- 5.0 Give overview of other classification schemes
- 6.0 Know the principles that govern the design of classification schemes
- 7.0 Understand the principles that govern the review of cataloguing rules

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE Advanced Cataloguing and Classification I			COURSE CODE: LSC 314	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the origin and development of knowledge						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Explain the concept of knowledge 1.2 Describe the contribution to knowledge of Ancient Egypt, Mesopotamia, Greek and Roman Civilizations 1.3 Highlight the contributions of Renaissance to the development of knowledge.	Describe the term knowledge Explain the contribution to knowledge by the Egyptian, Greek and Roman Civilizations Discuss the contribution of the Renaissance period to knowledge development.	Books Journals Classroom White Board Marker			Define the word knowledge State the contribution of Renaissance period to knowledge development
GENERAL OBJECTIVE: 2.0 Understand the structure of knowledge						
	2.1 Explain the contributions of universities and other Institutions to knowledge advancement.	Identify the contribution of universities to knowledge	Textbooks Journals Internet resources			List the major classification of knowledge

	2.2 List major classification of knowledge in its broad areas e.g Arts, Social Sciences, Science and Technology	advancement Enumerate the broad areas of knowledge				Explain the contributions of universities to knowledge advancement
GENERAL OBJECTIVE: 3.0 Appreciate the unity of knowledge as a basis for classification						
	3.1 Explain the gradual trends towards the fusion of all areas of knowledge 3.2 Paraphrase how the theory of knowledge and classification is treated in a particular classification scheme.	Highlight the gradual trends towards the fusion of all areas of knowledge Describe how the theory of knowledge and classification is treated in a given classification scheme.	Textbooks Journals Internet resources			Trace the gradual trends towards the fusion of all areas of knowledge Explain the theory of knowledge and classification in a particular scheme
GENERAL OBJECTIVE: 4.0 Use cataloguing rules and classification schemes						
	4.1 Review the main features of a) DDC and LC classification schemes b) AACR II, Sears List, L.C. subject Heading Lists; c) Cataloguing tools and equipment 4.2 Perform practical exercise using the tools outlined in 1.1	Give an appraisal of the main characteristics of DDC and LC schemes; AACR Lists of subject Headings, etc. Explain the use of the outlined tools	Textbooks Journals Internet resources Classification schemes Cataloguing tools	Produce relevant catalogue entries and identify appropriate class mark/call number	Guide students on how to use the cataloguing and classification tools	Identify the major components of a descriptive cataloguing Enumerate the major and sub-divisions of each classification

						scheme.
GENERAL OBJECTIVE: 5.0 Overview of other classification schemes						
5.1 State the historical background and objectives of the UDC scheme	Highlight the historical background objective of UDC scheme	Books Journals Internet UDC scheme				Explain the objectives of UDC scheme
5.2 Explain the main features of the UDC scheme	Explain the main features of UDC					Identify the main characteristic of UDC scheme.
GENERAL OBJECTIVE: 6.0 Know the principles that govern the design of classification schemes						
6.1 Explain the principles of faceted classification	Explain the principles of faceted classification and chain indexing	Textbooks Journals				State the principles of a faceted classification
6.2 Explain the principles of chain indexing		Internet resources				What is automatic indexing
6.3 Explain the principle of automatic indexing	Highlight the principle of automatic indexing	Subject headings				Identify the features of chain indexing and automatic indexing
6.4 Describe the main features of faceted classification, chain indexing and automatic indexing.	Describe the main features of 1 and 2 above					
GENERAL OBJECTIVE: 7.0 Understand the principles that govern the review of cataloguing rules						
7.1 Explain reasons for the review of cataloguing rules.	Explain the reasons and processes of reviewing cataloguing rules	Textbooks Journals Internet resources				Enumerate reasons for reviewing cataloguing rules
7.2 Describe the main features of the reviews						Explain the

7.3	Explain the procedures for effecting the revision of cataloguing rules.	Identify the main features of the reviews	Subject headings			processes of cataloguing rules.
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Programme: INTRODUCTION TO INFORMATION SCIENCE	Code: 315	Credit Unit: 3hrs.
Course: Libraries and Society: Public Relations	Pre-requisite	Theoretical:
Goal: This course is designed to enable students appreciate the dynamics of library and information services in the context of a changing society.		

<p>General Objectives: At the end of this course, the student should:-</p> <p>1.0 Know the role of library in the society</p> <p>2.0 Know the use of public relations to bridge the gap between library and the society</p> <p>3.0 Know the information needs of the society</p> <p>4.0 Appreciate the socio-economic and political contributions of library services to the society</p> <p>5.0 Appreciate the role of libraries in cultural integration of the society</p>
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PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE						
COURSE SPECIFICATION: Libraries and Society: Public Relations			COURSE CODE:315	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE:1.0 Know the role of the library in society						
COURSE SPECIFICATION: THEORETICAL CONTENT – 1				COURSE SPECIFICATION: PRACTICAL CONTENT – 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher’s Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher’s Activities</i>	<i>Evaluation</i>
	1.1 Explain the role of libraries in the society. 1.2 Explain the functions of the library in mass literacy campaign. 1.3 Explain the functions of the library in facilitating recreation	Explain the role of libraries in the society, Mass Literacy campaign and recreation	Textbooks Journals Internet resources			What are the roles of libraries in the society, Mass Literacy campaigns and recreation?
GENERAL OBJECTIVE 2.0 Know the use of public c relations to bridge the gap between library and the society						
	2.1 Define public relations 2.2 Explain the relevance of public relations in library services 2.3 Describe public relations techniques that enhances effectiveness of library services.	Explain Public Relations, its relevance in library services and techniques effectiveness of library services	Textbooks Journals Internet resources			What is Public Relations? How relevant is Public Relations to library services List the techniques of public relations that enhances library

						services
GENERAL OBJECTIVE 3.0 Understand the information needs of the society						
	3.1 Identify the components of the society served by the library 3.2 Describe the characteristics of user groups 3.3 Identify the information needs of user groups.	Exemplify the component of the society served by the library, characteristics of the user group and information needs of the user groups				List the components of the society served by the library Enumerate the characteristics of the user groups and their information needs
GENERAL OBJECTIVE 4.0 Appreciate the socio-economic and political contributions of library services to the society						
	4.1 Identify the functions of the Library to the society served 4.2 Identify the socio-economic factors of the library services 4.3 Identify the political factors in library services 4.4 Identify how the factors in 3.1,3.2,and 3.3 improve the quality of lives of the users	List out functions of a library in the community, socio-economic and political factors in library services. Explain how library services improve the lives of users based on these factors.	Textbooks Journals Internet resources			Enumerate the socio-economic and political factors in library services How can library services improve the quality of lives of users based on the factors above?
GENERAL OBJECTIVE 5.0 Appreciate the role of libraries in cultural integration of the society						
	5.1 Explain the concept and need for cultural integration 5.2 List out the roles of library and information services in cultural integration of the	Explain different cultural activities e.g. dances, dresses, written/spoken language and foods	Cultural materials, musical instruments, clothing,	Organize cultural activities. Participate in the different cultural	Organize cultural activities e.g. dances, dresses, written/spoken language and	Define cultural integration and its importance. What roles does library play in cultural

	<p>society</p> <p>5.3 Describe some library and information community outreach services</p> <p>5.4 Identify factors of cultural integration e.g. cultural show day, folk tales, language competition, etc</p>	<p>of different cultures; etc.</p>	<p>foods, library, mobility and gadgets for community outreaches</p>	<p>activities.</p>	<p>foods of different cultures; etc.</p>	<p>integration?</p> <p>Name some community outreaches that library can carry out.</p> <p>List and explain factors of cultural integration.</p>
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Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: 316	Credit Unit: 3hrs.
Course: Current Awareness Services	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint students with current awareness services on specified topics.		

<p>General Objectives: At the end of this course, the student should:-</p> <ol style="list-style-type: none"> 1.0 Know the various sources of relevant information resources for current awareness services 2.0 Understand the basic components of current awareness services 3.0 Provide current awareness service on information resources 4.0 Know how to provide a specific aspect of a complete current awareness service

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: Current Awareness Services			COURSE CODE: 316	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the various sources of relevant information resources for a current awareness services						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define the concept of current awareness service 1.2 Identify the major sources of current information 1.3 Use the sources identified in 1.2 to provide a current awareness service	Explain various ways of current awareness service provision	Textbooks Journals, magazines, internet			Identify sources of current information Describe how to use different sources of current information
5.0	GENERAL OBJECTIVE 2.0 Understand the basic components of current awareness services					
	2.1 Identify the components of current Awareness services. 2.2 Explain how to choose a topic for a current awareness service search. 2.3 explain how to conduct a current awareness search	Explain to various components of current awareness services	Textbooks, journals, magazines, internet			Discuss how to provide a current awareness service
6.0	GENERAL OBJECTIVE 3.0 Demonstrate the ability to provide a current awareness service.					

	<p>3.1 Explain the stages involved in the provision of current awareness services</p> <p>3.2 Identify the resources needed for awareness services</p> <p>3.3 Explain the format of presentation of a current awareness service</p> <p>3.4 Provide a current awareness service</p>	<p>Highlight the various stages of current awareness service provision</p> <p>Explain the resources in 3.2</p>	<p>Textbooks, journals, magazines, internet</p>	<p>Provide current awareness services</p>	<p>Demonstrate how carry out current awareness services</p>	<p>Discuss the stages involved in the process of current awareness service provision</p>
<p>8.0 GENERAL OBJECTIVE 4.0 Know how to provide a specific aspect of a complete current awareness service</p>						
	<p>4.1 Applied the knowledge of source material in current awareness service</p> <p>4.2 Provide a current awareness service on an approved topic</p>	<p>Highlight various types of current awareness service</p>	<p>Textbooks, journals, magazines, internet</p>			<p>Explain how to provide a current awareness service</p>

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: 317	Credit Unit: 3hrs.
Course: Introduction To Computer Programming	Pre-requisite	Theoretical:
Goal: This course is designed to provide students with knowledge of data entry and retrieval in computers.		

General Objectives: At the end of this course, the student should:-

- 1.0 Understand the basic concepts of programming.
- 2.0 Understand software packages
- 3.0 Understand flow-charts and algorithm
- 4.0 Know the application of the computer in the performance of specific tasks

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: INTRODUCTION TO COMPUTER PROGRAMMING			COURSE CODE: LSC 317	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: Understand the basic concepts of programming.						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Identify the components and functions of a computer system 1.2 Define the basic concepts used in computer programming 1.3 Trace the history of programming language 1.4 Identify the types of programming languages 1.5 Describe the features of the programming languages identified in 1.4	Explain the components of programming Explain different types of programming languages	Personal computers, videos, computer software, textbooks, journals, internet etc	Download computer software using a computer programming language.	Organize a practical session on computer programming	Explain different types of programming languages Explain the features of computer programming languages
5.0	GENERAL OBJECTIVE 2.0 Understand software packages					
	2.1 Define software 2.2 Describe the different types of library software 2.4 Describe the procedure for installing computer software	Explain the procedures for software installation	Personal computers, videos, computer software, textbooks, journals, internet etc	Install programming software.	Guide students on how to install a programming software.	Describe the process of installing a programming software

6.0 GENERAL OBJECTIVE 3.0 Understand flow-charts and algorithm						
	3.1 Define flow-charts and Algorithm 3.2 Identify different types of flow-charts 3.3 Highlight the importance of flow-charts	Explain different types of flow-charts and their significance in programming	Personal computers, picture, videos, computer software, textbooks, journals, internet etc	Develop a simple flow-chart for a library task	Demonstrate how to develop a flow-chart for a library task	Draw a flow-chart of a library task State the importance of algorithm in programming
7.0 GENERAL OBJECTIVE 4.0 Know the application of the computer in the performance of specific tasks						
	4.1 Define database management systems 4.2 Perform some simple computer tasks, e.g word processing, spread sheet and Database Management Systems (DBMS).	Explain the term databases management system	Personal computers, picture, videos, computer software, textbooks, journals, internet etc	Perform simple computer tasks	Illustrate how to perform different computer tasks	State the procedures involved in operating a database management system

Programme: INTRODUCTION TO INFORMATION SCIENCE	Code: LSC 318	Credit Unit: 3hrs.
Course: Electronic Information Sources & Services	Pre-requisite	Theoretical:
Goal: The course is designed to acquaint students with sources of various forms of electronic information and their application in Library and Information centers		

General Objectives: At the end of this course, the student should:-

- 1.0 Know the various forms of electronic information sources
- 2.0 Use of various forms of electronic information sources
- 3.0 Understand basic Information Searching strategy and techniques
- 4.0 Appreciate the storage of information process and retrieval

HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE						
COURSE SPECIFICATION:			COURSE CODE: Lis 318	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE:1.0 Know the various forms of electronic information sources						
COURSE SPECIFICATION: THEORETICAL CONTENT – 1				COURSE SPECIFICATION: PRACTICAL CONTENT – 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define electronic Information sources 1.2 Define basic concepts in electronic information storage such as : Free, open source and subscription based resources 1.3 Enumerate various electronic information sources 1.4 Explain Selection and acquisition of electronic resources: Preliminary stages, secondary stages 1.5 Explain the licensing of electronic resources 1.6 Explain Archiving of electronic resources	Explain various form of electronic information sources Use charts to explain various stage in selection and acquisition of electronic resources Explain Archiving of electronic resources	Computers, internet connectivity, multimedia devices, pictures and videos, et.c			Explain various forms of electronic information sources Describe how electronic resources are archived Explain various stage in selection and acquisition of electronic resources
GENERAL OBJECTIVE 2.0 Demonstrate knowledge on the use of various forms of electronic information sources						
	2.1 Define Electronic services: 2.2 Define Electronic sources: Online databases-e-books, e-journals, websites, OPACS,	Explain electronic sources and services	Computers, internet connectivity, multimedia			What are electronic sources

	<p>Blogs, Social Media, Skype</p> <p>2.3 Explain the influence of electronic sources listed in 2.2 on learning</p> <p>2.4 Explain Data warehouses.</p> <p>2.5 Describe the internet and how it works</p> <p>2.6 Explain Evaluation of electronic sources</p> <p>2.7 Explain Issues in incorporating electronic resources in information centers.</p>	<p>Describe data warehouse</p> <p>Explain how electronic sources are evaluated</p>	<p>devices, pictures and videos, et.c</p>			<p>Explain the influence of electronic sources listed on learning</p>
GENERAL OBJECTIVE 3.0 Understand basic Information Searching strategy and techniques						
	<p>3.1 Define Information search</p> <p>3.2 Explain basic information search strategies and techniques required to fully utilize electronic database</p> <p>3.3 Explain basic information search strategies and techniques required to fully exploit the internet eg : knowledge base fuzzy, combining search term using Boolean logic, phrase search ,subject term search</p> <p>3.4 Explain search engines and meta-search engines</p> <p>3.5 Explain Web 2.0 and ;library</p>	<p>Explain information search strategies and techniques.</p> <p>Exemplify Web 2.0 and; library 2.0</p> <p>Explain internet related issues listed under 3.6</p>	<p>library, textbook, journal Internet resources Computers, internet connectivity, multimedia devices, pictures and videos</p>	<p>Carry out information search using different strategies and techniques.</p>	<p>Guide students in developing information search strategies and techniques</p>	<p>Outline various search strategies and techniques required to fully utilize electronic database</p> <p>Describe internet related issues listed under 3.6</p>

	<p>2.0 technologies</p> <p>3.6 Explain the following the Following internet related issues:</p> <ul style="list-style-type: none"> -interface and navigation,; -network protocols and client/server architecture issues; -web page design; -authoring and evaluation; copyright and censorship; intellectual property; -security of digital information and sources on the internet. 					
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General Objective 4.0 Appreciate the storage of information process and retrieval.						
13-15	<p>4.1 Define storage media technologies and file organization</p> <p>4.2 Explain information and document representation</p> <p>4.3 Identify approaches to information representation;</p> <p>4.4 Explain language in information retrieval;</p> <p>4.5 Outline the objectives and process of information retrieval;</p>	<p>Explain storage media technologies and file organization</p> <p>Explain various information retrieval models and systems</p> <p>Enumerate various</p>	<p>Computers, internet connectivity, multimedia devices, tools, equipment and use using pictures and videos, multimedia software et.c</p>	<p>Retrieve information using models and systems</p>	<p>Guide students in information retrieval models and systems</p>	<p>Explain approaches to information representation</p> <p>Outline various retrieval techniques</p> <p>Explain various challenges of information representation and retrieval in libraries and information</p>

	<p>4.6 Explain retrieval techniques and query representation (Boolean searching, stemming, algorithm and routing systems);</p> <p>4.7 Describe information retrieval models;</p> <p>4.8 Describe information retrieval systems</p> <p>4.9 Explain evaluation of information retrieval techniques and processes</p> <p>4.10 Describe precision and recall</p> <p>4.11 Explain information retrieval on the WWW; online searching</p> <p>4.12 Outline challenges of information representation and retrieval in libraries and information centres in Nigeria</p>	<p>information retrieval techniques</p>				<p>centres in Nigeria</p>
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Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: 319	Credit Unit: 3hrs.
Course: Publishing and Book Trade	Pre-requisite	Theoretical:
Goal: The course is designed to acquaint students with nature and development of printing processes in Library and Information centers		

<p>General Objectives: At the end of this course, the student should:-</p> <ol style="list-style-type: none"> 1.0 Trace the origins of publishing and book trade 2.0 Understand manuscript development 3.0 Understand the nature and development of printing processes 4.0 Understand book editing and indexing 5.0 Know legal issues in book publishing 6.0 Understand the book chain 7.0 Know materials inputs in book production 8.0 Understand the nature of book trade in Nigeria 9.0 Know book designing illustration and finishing (binding)

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Publishing and Book Trade			COURSE CODE: LSC 319	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Trace the origins of publishing and book trade						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define publishing 1.2 Distinguish between book publishing and other forms of publishing 1.3 Trace origin of publishing 1.4 Define book trade 1.5 Trace origin of book trade in Nigeria	Explain publishing and types of publishing Trace history of publishing Explain book trade and the origin of book trade in Nigeria.	Textbooks Journals Internet resources historical evidence			What is publishing? Distinguish between book publishing and other forms of publishing Trace the origin of publishing. Define book trade. Trace the origin of book trade in Nigeria
GENERAL OBJECTIVE: 2.0 Understand manuscript development						
	2.1 Define manuscript	Define				Define

	<p>2.2 Identify types of manuscripts such as solicited and unsolicited manuscripts and the role of agents</p> <p>2.3 State reasons for publishers commission manuscript production.</p>	<p>manuscript and identify types of manuscripts and the role of agents in manuscript soliciting</p> <p>Explain why publishers commission manuscript production</p>				<p>manuscript</p> <p>Identify types of manuscripts for publishing</p> <p>Why do publishers commission manuscript production?</p>
GENERAL OBJECTIVE: 3.0 Understand the nature and development of printing processes						
	<p>3.1 Define printing</p> <p>3.2 Explain letter press printing, offset/lithographic process, photogravure printing process</p> <p>3.3 Define typesetting</p> <p>3.4 Describe typesetting, filing and platemaking</p>	<p>Define printing and explain types of printing</p> <p>Define typesetting and explain typesetting, filming and plate making</p> <p>Tours to printing processes</p>	<p>Different size of types, printing machines of different types and typesetting instruments like computer, Textbooks journals</p>			<p>Define printing and explain different types of printing.</p> <p>What is typesetting?</p> <p>Explain typesetting, filming and platemaking</p>
GENERAL OBJECTIVE: 4.0 Understand book editing and indexing						

	<p>4.1 Define book editing</p> <p>4.2 Define book indexing</p> <p>4.3 Explain components of an index entry</p> <p>4.4 Explain types of book editing</p> <p>4.5 Describe functions of indexing</p> <p>4.6 State the significance of editing and indexing</p> <p>4.7 Explain the basic rules for indexing a book</p>	<p>Explain book editing and indexing</p> <p>Describe components of an index entry.</p> <p>Explain types of book editing and the functions of indexing.</p> <p>Explain the significance of editing and indexing and the basic rules for indexing a book.</p> <p>visit to a standard publishing house.</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p> <p>indexing work sheets and editorial guides.</p>	<p>Perform basic editing and indexing</p>	<p>Guide students in basic editing and indexing</p>	<p>Define book editing and indexing:</p> <p>Explain different types of book editing.</p> <p>What are the functions of indexing?</p> <p>Explain the significance of editing and indexing a book.</p> <p>What are the basic rules for indexing a book?</p>
GENERAL OBJECTIVE: 5.0 Know legal issues in book publishing						
	<p>5.1 Define copyright law</p> <p>5.2 Define libel</p> <p>5.3 Explain the Nigerian copyright law</p>	<p>Explain copyright law and the law of</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>What is copyright and libel?</p>

	<p>5.4 Explain the functions of the copyright law in Nigeria.</p> <p>5.5 List international copyright converting</p> <p>5.6 Define legal deposit</p> <p>5.7 Explain the Nigerian legal deposit law</p>	<p>libel.</p> <p>Explain the purpose and provisions of the Nigerian copyright law and the functions of the Nigerian copyright Commission</p> <p>Identify international copyright conventions.</p> <p>Explain the meaning of legal deposit law in Nigeria.</p> <p>Visit to the Nigerian copyright Commission and the National Library of Nigeria</p>	<p>and the relevant laws</p>			<p>What is the purpose and functions of the Nigerian copyright commission?</p> <p>What is the role of international copyright convention?</p> <p>What is legal deposit?</p> <p>Why is it necessary?</p>
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GENERAL OBJECTIVE: 6.0 Understand the book chain						
	6.1 Define the book chain 6.2 Explain the relationship among authors, publishers, printers book sellers and libraries.	Explain the concept of book chain and the relationship among authors, publishers, printers, booksellers and libraries	Textbooks journals internet resources			What is book chain in the book industry? Describe the relationship among authors, publishers, printers, book sellers and libraries
GENERAL OBJECTIVE: 7.0 Know materials inputs in book production						
	7.1 List the materials required in book production 7.2 Explain the importance of the materials	List out the input materials such as paper, ink, plate, etc Explain the importance of the materials in book production	Textbooks journals internet resources			What are the materials inputs in book production? What is the importance of the input materials in book production?.
GENERAL OBJECTIVE: 8.0 Understand the nature of book trade in Nigeria						
	8.1 Define book trade 8.2 Describe types of book trade 8.3 Identify factors affecting book trade: i) Economic	Explain book trade and describe types of book trade	Textbooks journals internet resources			Define book Trade and describe types of book trade

	ii) Sociocultural iii) Literacy rate iv) Reading habit	Identify factors that impact book trade in Nigeria i) Economic ii) Sociocultural iii) Literacy rate iv) Reading habit				Identify factors affecting book trade in Nigeria.
GENERAL OBJECTIVE: 9.0 Know book designing illustration and finishing (binding)						
9.1	Define: i) Book designing ii) Book illustration iii) Book binding	Explain book designing, Illustration and binding Describe types of book design and factors that determine particular designs for particular books. Describe types of illustrations and binding. Visit to	specimen of designs, Illustrations and binding Textbooks Journals etc			Define book designing Illustration and book bindings Describe types of book design, book illustration and binding Explain the factors that determine specific designs for books.
9.2	Describe types of book design					
9.3	Explain factors that determine specific designs for books					
9.4	Describe types of illustrations					
9.5	Describe types of binding					

		publishing house and printing press				
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Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: 321	Credit Unit: 3hrs.
Course: RESEARCH METHODS II	Pre-requisite	Theoretical:
Goal: This course is designed to enable the students learn the techniques of conducting research		

<p>General Objectives: At the end of this course, the student should be able to:-</p> <ol style="list-style-type: none"> 1.0 Understand population of study 2.0 Understand probability and non-probability sampling 3.0 Comprehended variables in research 4.0 Understand measurement in research 5.0 Understand statistical tools required for data analysis 6.0 Know how to present and interpret results from data analysis

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE : RESEARCH METHODS II			COURSE CODE: LSC 321	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Understand population of study						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define population of study 1.2 Differentiate types of population 1.3 Identify appropriate population for a particular research.	Explain the meaning of population of study and how to identify appropriate population for particular study	Textbooks Journals Internet resources			What is population of study in research? Differentiate types of population. Identify appropriate population for a particular research.
GENERAL OBJECTIVE: 2.0 Understand probability and non-probability sampling						
	2.1 Define sampling in research 2.2 Explain the reasons for sampling 2.3 Define probability sampling 2.4 List sampling techniques in probability sampling 2.5 Define non-probability sampling 2.6 List non-probability sampling techniques 2.7 Identify the characteristics of a	Explain sampling in research and the reasons for sampling Define probability and non-probability sampling and	Textbooks Journals Internet resources			Define sampling in research and reasons for sampling Define probability and non –probability sampling and list the sampling

	<p>good sample</p> <p>2.8 Determine a sample size.</p>	<p>identify sampling in both types.</p> <p>Identify the characteristic of a good sample and how to determine a sample size</p>				<p>techniques in both</p> <p>What are the characteristic of a good samples and how to you determine a sample size?</p>
GENERAL OBJECTIVE: 3.0 Comprehended variables in research						
	<p>3.1 Define a variable</p> <p>3.2 List variables in descriptive research</p> <p>3.3 Identify variables in experimental research</p>	<p>Explain the meaning of variables in research and identify specific variables in descriptive and experimental research methods.</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>Define variable in research and identify specific variables for descriptive and experimental research methods.</p>
GENERAL OBJECTIVE: 4.0 Understand measurement in research						
	<p>4.1 Define measurement in research</p> <p>4.2 Identify measuring instruments in research:</p> <p>i) Questionnaire</p> <p>ii) Interview schedule, etc</p> <p>4.3 Describe how to formulate questionnaire</p> <p>4.4 Define Reliability of measuring instrument</p> <p>4.5 Determine reliability</p>	<p>Explain measurement in research and identify measuring instruments. Describe how to formulate questionnaire items.</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>Explain measurement in research and identify measuring instruments in research.</p> <p>Describe how to formulate</p>

	<p>4.6 Define validity of measuring instrument</p> <p>4.7 Determine validity items</p> <p>4.8 Match questionnaire items with research questions/hypothesis</p>	<p>Define reliability and validity of measuring instruments and identify their types</p> <p>Explain how to match questionnaire items with research questions/hypothesis</p>				<p>questionnaire items.</p> <p>Explain reliability and validity of measuring instruments and identify their types</p> <p>Explain how to match questionnaire items with research questions with research questions/hypothesis</p>
GENERAL OBJECTIVE: 5.0 Understand statistical tools required for data analysis						
	<p>5.1 Define measurement scales</p> <p>5.2 List measurement scales</p> <p>5.3 Define descriptive statistics</p> <p>5.4 Identify descriptive statistics:</p> <p> i) frequency distributions</p> <p> ii) measurement of central tendency and dispersion</p> <p> iii) Measures of relative position. Etc.</p> <p>5.5 Define inferential statistics</p> <p>5.6 Explain</p>	<p>Explain measurement scales and list the scales</p> <p>Define descriptive statistics and identify them in 5.4</p> <p>Define</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>What are measurement scales? Identify measurement scales.</p> <p>Define descriptive and inferential statistics and identify the</p>

	i) T-test ii) F-test iii) Chi square iv) Analysis of variance (ANOVA)	inferential statistics and explain each.				components of each.
GENERAL OBJECTIVE: 6.0 Know how to present and interpret results from data analysis Relate						
	6.1 Relate the research questions/hypothesis to results from data analysis 6.2 Explain the characteristics of making logical inferences 6.3 Explain the use of tables, graphs and charts in presenting results. 6.4 Explain findings in relation to what exists in literature on the topic 6.5 Explain the limitations of the study.	Explain how to relate research questions/hypothesis to results from data analysis. Explain the characteristic of making logical inferences and explain the use of tables, graphs and charts in result presentation Explain how to relate findings to what exists in the topic and the limitations of the study.	Textbooks Journals Internet resources			Research questions/hypothesis to results from data analysis and Explain the characteristic of making logical inferences. Explain the use of Tables, graphs and charts in results presentation and how to relate findings to the existing knowledge in the literature on the topic. What are the limitations of the

						study?
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HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: 323	Credit Unit: 3hrs.
Course: Media and school libraries	Pre-requisite	Theoretical:
Goal: This course is design to acquaint students with knowledge and skills of media resources and management of school libraries.		

General Objectives: At the end of this course, the student should:-

- 1.0 Know the history and development of school libraries in Nigeria.
- 2.0 Know the media resources for a typical school library
- 3.0 Know the various information services provided by the school library
- 4.0 Understand the structure and management of school libraries.

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: Children and school libraries			COURSE CODE:323	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the history and development of school libraries in Nigeria						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define a school library 1.2 Trace the development of school libraries in Nigeria	Explain the historical development of school libraries in Nigeria	Textbooks , journals, magazines, internet etc			Account for the historical development of school libraries in Nigeria
5.0 GENERAL OBJECTIVE 2.0 Know the media resources for a typical school library						
	2.1 define media resources 2.2 Identify the different types of media resources peculiar to school libraries 2.4 Describe how media resources are used in school libraries	Explain the different types of media resources used in school libraries	Textbooks, journals, magazines, internet , audio-visual materials etc	2.1 Operate various media resources peculiar to school libraries	Demonstrate how to use different media resources peculiar to school libraries	Discuss the different types of media resource found in school libraries Describe how media resources are used in school libraries
6.0 GENERAL OBJECTIVE 3.0 Know the various information services provided by the school library						

	<p>3.1 Define information services</p> <p>3.2 Highlight the different types of information services provided by the school library</p> <p>3.3 Describe the procedures for information service provision in the school library</p>	<p>Highlight the different information services provided by school libraries</p> <p>Explain how information services can be provided in the school library</p>	<p>Textbooks, journals, magazines, internet , etc</p>			<p>Define the concept of information service</p> <p>As a school librarian describe how you will provide information services to children</p>
GENERAL OBJECTIVE 4.0 Understand the structure and management of school libraries.						
	<p>4.1 Explain the structure of a school library with the aid of an organizational chart.</p> <p>4.2 Describe the design and planning procedures for a school library.</p> <p>4.3 Explain how a school library is financed.</p> <p>4.4 Explain the preparation and control of the budget of a school library.</p>	<p>Explain the structure and management of school libraries</p>	<p>Textbooks, journals, magazines, internet , etc</p>			<p>With the aid of a diagram, explain the structure of a typical school library</p> <p>Identify sources of funding of a school library and prepare a budget.</p>

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: 324	Credit Unit: 3hrs.
Course: Children Literature	Pre-requisite	Theoretical:
Goal: The course is design to enable students acquire knowledge in the evaluation, selection, management and dissemination of children literature		

General Objectives: At the end of this course, the student should:-

- 1.0 Understand the stages of growth and development of children.
- 2.0 Know the different types of children's literature
- 3.0 Know how to evaluate, select and manage children's literature
- 4.0 Use children literature to provide information services for life-long learning
- 5.0 Appreciate the challenges in the production, acquisition and management of children's literature.

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: Children Literature			COURSE CODE:324	CONTACT HOURS: 2HOURS		
6.0 GENERAL OBJECTIVE: 1.0 Understand the stages of growth and development of children.						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Identify the stages of growth and development in children 1.2 Differentiate between growth and development in children 1.3 Describe the three learning objectives and conditions	Explain the various stages of growth and development in children Highlight on the differences between growth and development in children	Textbooks, journals, internet			List the stages of growth and development in children and explain the differences between the two
7.0 GENERAL OBJECTIVE 2.0 Know the different types of children's literature						
	2.1 Identify various types of children's reference books e.g encyclopedias, dictionaries and atlases. 2.2 Describe various types of Fiction books e.g picture books, animal stories, fairy tales. 2.3 Describe various types of non – fiction materials covering	Distinguish the different types of children literature Describe the sites in the internet where	Textbooks, journals, internet			Distinguish the different types of children literature Highlight on different sites in the internet where children

	<p>subjects in primary and secondary schools e.g books periodicals and art illustrations.</p> <p>2.4 Identify various sites in the internet where children literature can be found.</p> <p>2.5 Acquisition and Organization of children's Literature</p>	<p>children literature can be found</p>				<p>literature can be found</p>
GENERAL OBJECTIVE 3.0 Know the tools for selecting and organising children's literature						
	<p>3.1 List the criteria for evaluation children literature eg. relevance, style, format and use data</p> <p>3.2 Describe the criteria listed in 3.1</p> <p>3.3 List the major selection tools for children literature eg. bibliographies, catalogs and book review journals</p> <p>3.4 Identify the techniques involved in managing children literature</p>	<p>Enumerate the criteria and tools for the evaluation of children literature</p> <p>Explain the techniques involved in managing children literature</p>	<p>Textbooks, journals, internet</p> <p>DDC scheme</p>			<p>State the criteria for the evaluation of children literature</p> <p>Discuss the techniques involved in managing children literature</p>
8.0 GENERAL OBJECTIVE 4.0 Know how use children literature to provide information services for life-long learning						
	<p>4.1 Define the term Life-long learning</p> <p>4.2 Explain different information services for life-long learning</p> <p>4.3 Describe the stages in the</p>	<p>Explain the concept of Life-long learning and the type of children</p>	<p>Textbooks, journals, internet</p>			<p>Highlight the different information services for life-long learning</p>

	information service provision for life-long learning	literature for information service provision in support of Life-long learning				
GENERAL OBJECTIVE 5.0 Appreciate the challenges in the production, acquisition and management of children's literature.						
5.1	Enumerate the challenges of children's literature related to: a) Production; b) Acquisition; c) Utilization	Explain the challenges affecting the production, acquisition and utilization of children literature	Textbooks, journals, internet			Enumerate the various challenges associated with the production, acquisition and utilization of children literature
5.2	Explain how the challenges enumerated in 5.1 may be overcome.					

Programme: INTRODUCTION TO INFORMATION SCIENCE	Code:325	Credit Unit: 3hrs.
Course: Science and Technology information sources and services	Pre-requisite	Theoretical:
Goal: this course is designed to enable students to acquire knowledge and skills of structures of science and technology, their bibliographic sources of information and services		

General Objectives: At the end of this course, the student should:-

- 1.0 Know the historical background of Science and Technology
- 2.0 Know the characteristics, structure and organisation of the literature of Science and Technology
- 3.0 Know the major information sources in Science and technology
- 4.0 Know the programmes and services of national and international institutions and organisation/agencies concerned with Science and Technology
- 5.0 Understand search strategies for information to answer science and technology reference questions

HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE						
COURSE SPECIFICATION: Science and Technology information sources and services			COURSE CODE:325	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the historical background of Science and Technology						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define "Science and Technology". 1.2 Identify the subjects of Science and Technology 1.3 Differentiate Science and Technology from the social science and humanity 1.4 Trace the historical background and development of science and technology.	Define science and technology, list and explain subjects of science and technology differentiate and trace the historical development of science and technology.	Textbooks Journals Internet resources			Differentiate between Science and Technology Narrate the historical background of the development of science and technology
GENERAL OBJECTIVE 2.0 Know the characteristics, structure and organisation of the literature of Science and Technology						
	2.1 Identify the unique characteristics of Science and technology e.g. obsolescence, fusion, diffusion of knowledge. 2.2 Describe the structure of the literature of Science and Technology	Explain the unique characteristics of science and technology e.g. obsolescence, fusion,	Textbooks Journals Internet resources			What are the unique characteristics of science and technology How are information sources of science and technology organized

	<p>2.3 Describe the organization of information source of science and Technology</p> <p>2.4 Explain the bibliographical control of the literature of Science and Technology</p>	<p>diffusion of knowledge.</p> <p>Explain the organization source of science and technology.</p> <p>Explain the bibliographical control of the literature of science and technology.</p>				
GENERAL OBJECTIVE 3.0 Know the major information sources in Science and technology						
	<p>3.1 Identify the various types of information sources in Science and Technology e.g primary secondary and tertiary sources of information.</p> <p>3.2 List specific example of primary, secondary and tertiary information sources identified in 3.1</p> <p>3.3 Explain the information –bearing characteristics of the sources identified in 3.1</p>	<p>Explain the various types of information sources in science and technology.</p> <p>With examples, explain primary, secondary and tertiary sources of information and their characteristics</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>Differentiate with examples primary, secondary and tertiary information source for science and technology</p>

GENERAL OBJECTIVE 4.0 Know the programmes and services of national and international institutions and organisation/agencies concerned with Science and Technology						
	<p>4.1 Identify the major national and international organization engaged in the literature of Science and Technology</p> <p>4.2 Explain the programme and service rendered by the organization identified in 4.1</p>	<p>Itemize and discuss the major national and international organizations engaged in the literature of science and technology and their characteristics.</p>	<p>Textbooks Journals Internet resources</p>			<p>Enumerate the major national and international organizations engaged in literature of science and technology with the services they render</p>
GENERAL OBJECTIVE 5.0 Understand search strategies for information to answer science and technology reference questions						
	<p>5.1 Explain literature search strategies.</p> <p>5.2 Apply the strategies explained in 5.1 to provide answers to specific questions in Science and Technology</p> <p>5.3 Identify search terms for answering reference questions</p>	<p>Explain literature search strategies and as they are applied to answer reference questions</p>	<p>Textbooks Journals Internet resources</p>			<p>List and briefly explain search strategies for information to answer science and technology reference questions</p>

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: 326	Credit Unit: 3hrs.
Course: Indigenous Knowledge	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint students to the nature, characteristics and significance of Indigenous knowledge		

General Objectives: At the end of this course, the student should:-

- 1.0 Know the nature and significance of indigenous knowledge
- 2.0 Understand the characteristics and sources of indigenous knowledge in Nigeria
- 3.0 Understand the methods of recording, storing and dissemination of indigenous knowledge
- 4.0 Understand the ethics and legal implications of collecting and using indigenous knowledge.

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: Indigenous Knowledge			COURSE CODE:326	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the nature and significance of indigenous knowledge						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Describe the concept of indigenous knowledge 1.2 Explain the nature and significance of indigenous knowledge	Explain the concept, nature and significance of indigenous knowledge	Textbooks, journals, internet			Discuss the nature and significance of indigenous knowledge
5.0 GENERAL OBJECTIVE 2.0 Understand the characteristics and sources of indigenous knowledge in Nigeria						
	2.1 State the characteristics of indigenous knowledge in Nigeria 2.2 Identify the sources of indigenous knowledge in Nigeria 2.3 Explain the importance of Indigenous knowledge	Explain the sources and characteristics of indigenous knowledge in Nigeria	Textbooks, journals, internet, oral archives			State the importance of indigenous knowledge Identify the various sources of indigenous knowledge
6.0 GENERAL OBJECTIVE 3.0 Understand the methods of recording, storing and dissemination of indigenous knowledge						
	3.1 Describe the process of interviewing, 3.2 Explain the essential equipment for recording indigenous knowledge	Describe the processes of recording, storing and disseminating	Textbooks, journals, internet			How do you use interview method to collect indigenous knowledge

	<p>3.3 Describe the varieties of storage media for indigenous knowledge</p> <p>3.4 Explain the challenges involved in recording and disseminating indigenous knowledge.</p>	indigenous knowledge				
GENERAL OBJECTIVE 4.0 Understand the ethics and legal implications of collecting and using indigenous knowledge.						
	<p>4.1 Explain the challenges associated with authenticity and integrity in the collection and use of indigenous knowledge</p> <p>4.2 Explain the legal issues associated with collection and use of indigenous knowledge.</p>	<p>Highlight the various challenges associated with the collection and use of indigenous knowledge</p> <p>Discuss the legal issues associated with the collection and use of indigenous knowledge</p>	Textbooks, journals, internet			Discuss the legal issues associated with collection and use of indigenous knowledge.

Programme: INTRODUCTION TO INFORMATION SCIENCE	Code:327	Credit Unit: 3hrs.
Course: Public Libraries	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint students with the objectives, functions, organisation and administration of public libraries		

<p>General Objectives: At the end of this course, the student should:-</p> <ol style="list-style-type: none"> 1.0 Know the history and development of public libraries 2.0 Know the characteristics, functions and services of public libraries 3.0 Understand the structure and administration of public libraries 4.0 Understand library and information services to the underserved 5.0 Understand the information seeking behaviours of public library users
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HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE						
COURSE SPECIFICATION: Public Libraries			COURSE CODE:327	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the history and development of public libraries						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define a public library 1.2 Trace the origins of public libraries 1.3 Trace the history of public libraries in Nigeria	Give students the origins and history of public libraries with emphasis on Nigeria.	Textbooks Journals Internet resources			Define a public library Narrate in brief the historical development of public libraries in Nigeria
GENERAL OBJECTIVE 2.0 Know the characteristics, functions and services of public libraries						
	2.1 Explain the characteristics of public libraries 2.2 Explain the functions of public libraries 2.3 Describe the types of service provided by public libraries e.g local collection development, extension service, services to the disadvantaged including non-literates 2.4 Identify the various categories of users of public libraries, e.g children and young people, the	Explain the characteristics, functions, services and category of users of public libraries.	Textbooks Journals Internet resources			What are the functions of public libraries

	aged.					
GENERAL OBJECTIVE 3.0 Understand the structure and administration of public libraries						
	<p>3.1 Explain the structure of a public library with an organizational chart</p> <p>3.2 Describe the design and planning procedures for a public library</p> <p>3.3 Explain how a public library is financed</p> <p>3.4 Explain the preparation and Control of the budget of a public library</p> <p>3.5 Explain the recruitment deployment and motivation of staff of a public library.</p>	<p>With a comprehensive organizational chart, explain the structure, design and management of a public library.</p>	<p>Textbooks Journals Internet resources</p>			<p>With relevant chart and examples, explain the organizational chart of a public library.</p>
GENERAL OBJECTIVE 4.0 Understand library and information services to the underserved						
	<p>4.1 Explain the term: “Underserved” and their information needs.</p> <p>4.2 Differentiate between ‘underserved’ and “handicapped”.</p> <p>4.2 List categories of the underserved e.g prison inmates, hospital in-patients, the aged, etc.</p> <p>4.3 Identify social and other factors</p>	<p>Explain underserved, categories of underserved, information needs of underserved and challenges/solutions associated with the provision of</p>	<p>Textbooks Journals Internet resources</p>			<p>Define the term ‘Underserved’</p> <p>Why is library services important to the underserved</p> <p>What type of library services are offered to the underserved</p>

	<p>responsible for the importance of library services to the underserved.</p> <p>4.4 Explain the methods by which library and information service could be provided to the underserved</p> <p>4.5 Describe special challenges/solutions that could be encountered in the course of providing the services in 5.2</p>	<p>information services to the underserved.</p> <p>Organize a tour to a library in a prison or hospital.</p>				
GENERAL OBJECTIVE 5.0 Understand the information seeking behaviours of public library users.						
	<p>5.1 Identify information users of the public library.</p> <p>5.2 Information literacy skills of public library user.</p> <p>5.3 Explain information seeking behaviors of public library users</p> <p>5.4 Describe Customer care services in public libraries</p>	<p>List the types of users of public libraries.</p> <p>Determine and discuss literacy skills of the users, their information seeking behaviors and highlights customer care services in a public libraries e.g., friendly attitude, timeliness, etc</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>Who are the information users of a public library</p> <p>Explain with example, information seeking behaviors of public library users</p> <p>List some customer care services in a public library</p>

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: 410	Credit Unit: 2hrs.
Course: Library Advocacy and Marketing	Pre-requisite	Theoretical:
Goal: This course is designed to enable the students to acquire knowledge and skills for advocacy and marketing		

General Objectives: At the end of this course, the student should:-

- 1.0 Know the concept of advocacy in general and library advocacy in particular
- 2.0 Understand the importance and purpose of library advocacy
- 3.0 Appreciates library advocates
- 4.0 Understand how to develop relationships with government officials and local officials
- 5.0 Understand advocacy tools and strategies
- 6.0 Know the concept of marketing in general and marketing of library and information services in particular
- 7.0 Understand the importance and purpose of library and information services marketing
- 8.0 Know the strategy for library and information services marketing
- 9.0 Understand the relationship among library advocacy, marketing and public.

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE : Library Advocacy and Marketing			COURSE CODE: LSC 410	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the concept of advocacy in library Science.						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Define advocacy 1.2 Define library advocacy 1.3 Explain library advocacy	Explain the term advocacy and library advocacy Explain library advocacy	Textbooks. Journals Internet resources			What is advocacy and library advocacy? Explain the concept of library advocacy
GENERAL OBJECTIVE: 2.0. Understand the importance and purpose of library advocacy						
	2.1 Explain the importance of library advocacy 2.2 Explain the importance of library advocacy.	Explain the importance of library advocacy and What it intends to achieve.	Textbooks. Journals Internet resources			What are the importance of library advocacy and what does it intend to achieve for the library?
GENERAL OBJECTIVE: 3.0 Know who should be library advocates						
	3.1 List library advocates such as: - Friends of the library - Library staff - Community leaders - Public officials - Library users - Educators	Identify potential library advocates and their potentials to be effective library advocates	Textbooks. Journals Internet resources			Explain potential library advocates and their attributes.

	3.2 Describe the effectiveness advocates.					
GENERAL OBJECTIVE: 4.0 Understand how to develop relationships with government officials and local officials						
	4.4 Define government officials and Local officials 4.5 Form relationships with government officials and local officials 4.6 Identify reasons for strengthening relationships with them	Explain how to know the potential advocates; connect with them; what to say to them; What to do thereafter and to how to strengthen relationships with them.	Internet resources video clips and textbooks.			Explain how to know potential library advocates including how to connect with them, What to say to them, what to do thereafter and how the strengthen relationships with them.
10.0 GENERAL OBJECTIVE: 5.0 Understand advocacy tools and strategies						
	5.1 Identify seasonal greetings; 5.2 Phones calls 5.3 Invitation to a tour of the library; 5.4 Sending of library strategic plan	Explain how seasonal greetings, phones calls, invitation to a tour of the library and sending the library strategic plan can be used.	Textbooks. Journals Internet resources			How can seasonal greetings, phone calls invitation to a tour of the library and the library strategic Plan be used as tools and strategies for effective

						advocacy?
GENERAL OBJECTIVE: 6.0 Know the concept of marketing in general and marketing of library and information services in particular						
	6.1 Define marketing 6.2 Define library and information services marketing 6.3 Identify social marketing as most appropriate for library and information services.	Explain marketing library and information service marketing Explain social marketing as the most appropriate type of marketing library and information services.	Textbooks. Journals Internet resources			What is marketing and library and information services marketing? Why is social marketing most appropriate for library and information services?
GENERAL OBJECTIVE: 7.0 Understand the importance and purpose of library and information services marketing						
	7.1 Outline the importance of library and information services marketing 7.2 Identify the purpose of marketing library of information services.	Explain the importance of library and information services marketing as well as what it intends to achieve.	Textbooks. Journals Internet resources			Identify the importance of library and information services marketing as well as what it is intended to achieve.
GENERAL OBJECTIVE: 8.0 Know the strategy for library and information service marketing						
	8.1 Identify marketing plan for library and information	Identify marketing plan	Textbooks. Journals			Explain marketing plan

	services 8.2 Explain how to periodically review marketing plan.	for library and information services. Marketing and how to periodically review the plan.	Internet resources			for library and information services and how to periodically review the plan.
GENERAL OBJECTIVE: 9.0 Understand the relationship among library advocacy, marketing and public.						
	9.1 Identify the similarities and differences among library advocacy, marketing and public relations	Explain the similarities and differences among library and advocacy	Textbooks. Journals Internet resources			What are the similarities and differences among library advocacy, marketing and public relations

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: 411	Credit Unit: 3hrs.
Course: Business Information Sources and Services	Pre-requisite	Theoretical:
Goal: This course is designed to enable students to know business information sources and services		

General Objectives: At the end of this course, the student should:-

- 1.0 Understand the economic basis for providing business information services
- 2.0 Know the main characteristics of business literature
- 3.0 Organise business information sources for effective use
- 4.0 Provide business information to specific user communities
- 5.0 Apply literature search techniques in answering specific business information questions.

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: Business Information Sources and Services			COURSE CODE:411	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Understand the economic basis for providing business information services						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.1 Explain "Business information" and "business information service" 1.2 Trace the origins and development of business information services with special references to Nigeria 1.3 Explain the rationale for providing business information services e.g planning, monitoring and control development.	Expose the students to various business information services	Textbooks, journals, magazines internet			Explain the rationale for providing business information services
GENERAL OBJECTIVE 2.0 Know the characteristics of business literature						

	<p>2.1 Describe categories of information resources that contain useful business information e.g:</p> <ul style="list-style-type: none"> a) Internally generated reports b) Other technical reports c) Government documents; d) Computerized databases and databanks; e) Newspapers and Journals; f) Books <p>2.2 Describe the information bearing characteristics of the categories of the materials in 2.1 (a-f)</p> <p>2.3 Identify facets of business information, e.g</p> <ul style="list-style-type: none"> a) Company information; b) Product information c) Marketing information d) Statistical information; e) Legal information <p>2.4 Describe the relative importance and relevance of 2.3 (a.- e) in business information services</p>	<p>Expose students to various facets of business information</p>	<p>Textbooks, journals, magazines , newspapers ,internet</p>			<p>Identify categories of information resources that contains useful business information</p>
<p>GENERAL OBJECTIVE 3.0 Organise business information sources for effective use</p>						
	<p>3.1 Describe unique features and problems in the acquisition of the materials identified in 2.1 (a-f)</p> <p>3.1 Describe the methods of</p>	<p>Highlight methods of organizing business information</p>	<p>Textbooks, journals, magazines , internet</p>			<p>Explain the problems associated with acquisition of business</p>

	organizing business information sources e.g by format, classification, by type of business.	resources				information sources
GENERAL OBJECTIVE 4.0 Provide business information to specific user communities						
	<p>4.1 Identify various groups of users (actual and potential) of business information, e.g industrialists and manufacturers, professionals, trader, researchers.</p> <p>4.6 Describe the business information needs and requirement of the groups identified in 4.1</p> <p>4.7 Explain how the information needs of particular groups in 4.1 could be met</p> <p>4.8 Describe the use of external information brokers in the provision of business information</p>	Describe the business information needs of identified group of users	Textbooks, journals, magazines internet			Explain the use of external information brokers in the provision of business information
GENERAL OBJECTIVE 5.0 Apply literature search techniques in answering specific business information questions.						
	<p>5.1 Explain the various literature search techniques</p> <p>5.2 Apply the techniques in 5.1 to provide answers to specific questions in the literature of business.</p> <p>5.3</p>	Explain literature search and techniques	Textbooks, journals, magazines , videos, personal computers, internet	Search for relevant business literatures online	Demonstrate how to search business information online	Explain the steps involved in online search for business information

Programme: HND IN LIBRARY AND INFORMATION SCIENCE	Course Code: LSC 412	Credit Hours: 30
		Credit Unit: 2
		Total Contact Hours:
Course: Academic Libraries	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical:

Goal: This course is designed to acquaint students with basic knowledge and skill to organize and administrate academic libraries.

GENERAL OBJECTIVES

On completion of this course the student should be able to:

- 1.0 Trace the history and development of academic libraries
- 2.0 Know characteristics, functions and services of various types of academic libraries
- 3.0 Understand the structure and administration of academic libraries
- 4.0 Know the major sources of special collections in academic libraries in Nigeria.
- 5.0 Comprehend the challenges facing academic libraries in Nigeria.

Programme: ND IN LIBRARY AND INFORMATION SCIENCE						
Course: Academic Libraries				Course Code: LSC 412	CH/CU Hour:2	
Goal: This course is designed to acquaint students with basic knowledge and skill to organize and administrate academic libraries.						
General Objectives 1.0: Trace the history and development of academic libraries						
Course Specification: THEORETICAL CONTENT AND CALCULATIONS						
Theoretical Content			Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	Definition, history and development of academic libraries 1.1 Define an academic library. e.g (a Polytechnic, University and College library) 1.2 Trace the history of academic libraries in Nigeria	Explain the concept of an academic library Narrate the origins of academic libraries Account for the historical background of academic libraries in Nigeria.	Books Journals Gazzetes Classroom White Board Marker.			What is an academic library? Trace the historical background of academic libraries in Nigeria.
General Objectives 2.0: Know characteristics, functions and services of various types of academic libraries						
2	Characteristics, functions and services of academic libraries 2.1 Explain the characteristics of academic libraries. 2.2 Explain the functions of academic libraries 2.3 Describe the types of services provided by academic libraries e.g. user orientation programmes, user education, advisory services, translation services 2.4 Identify the various categories of users of academic libraries, including problematic users	State the features of academic libraries Explain the functions of academic libraries Describe the types of services provided in academic libraries List the various categories of a academic library users.	Books Journals Gazzetes Classroom White Board Marker			Explain the major functions of academic libraries Highlight the features of academic libraries Describe the types of users in academic libraries.
General Objectives 3.0: Understand the structure and administration of academic libraries						

	<p>The structure and administration of academic libraries</p> <p>3.1 Explain the structure of an academic library with an organizational chart</p> <p>3.2 Describe the design and planning procedures for an academic library</p> <p>3.3 Explain how an academic library is financed</p> <p>3.4 Explain the preparation and control of an academic library's budget</p> <p>3.5 Explain the recruitment, deployment and motivation of staff of an academic library</p>	<p>Explain how academic libraries are funded and staffed</p> <p>Draw the organizational chart of an academic library</p> <p>Explain the design and planning procedures for an academic library.</p>	<p>Books Journals Organogram</p>			<p>How are academic libraries funded in Nigeria</p> <p>Produce an organogram of a given academic library</p> <p>What is staffing in the context of an academic library</p>
General Objectives 4.0: Know the major sources of special collections in academic libraries in Nigeria.						
	<p>The major sources of special collections in Nigerian academic libraries</p> <p>4.1 Identify the major special collections in Nigerian academic libraries e.g Arabic manuscript collections, Africana collections, special diaries, FESTAC collections</p> <p>4.2 Identify the major professional bodies which Nigerian academic libraries affiliate with</p> <p>4.3 Describe the benefits of the affiliations identified in 4.2.</p>	<p>Highlight the major special collections in Nigerian academic libraries e.g Africans, Arabic manuscripts, FESTAC collections, etc.</p> <p>Enumerate the major professional bodies relevant to academic libraries in Nigeria</p>	<p>Textbooks Journals Internet resources</p>			<p>Explain the major special collections in Nigerian academic libraries</p> <p>Identify the various professional bodies relevant to Nigerian academic libraries.</p>
General Objectives 5.0 Comprehend the challenges facing academic libraries in Nigeria.						

	<p>5.1 Identify the challenges facing academic libraries in Nigeria.</p> <p>5.2 Explain how the challenges can be overcome</p>	<p>Explain the challenges facing Nigerian academic libraries</p> <p>Highlight the solutions to the challenges of academic libraries in Nigeria.</p>	<p>Books Journals Organogram Internet</p>			<p>Enumerate the challenges of academic libraries in Nigeria</p> <p>Explain how the challenge of Nigerian academic libraries can be addressed.</p>
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HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LSC 413	Credit Hours: 30
		Credit Unit: 2
		Total Contact Hours:
Course: Social Science Information sources and services	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical:

Goal: This course is designed to provide students with knowledge and skill on information sources and services

GENERAL OBJECTIVES

On completion of this course the student should be able to:

- 1.0 Know the historical background and development of the social sciences
- 2.0 Know the characteristics, structure and organization of the literature of the social science
- 3.0 Know the major information sources in Social Sciences
- 4.0 Know the programmes and services of national and international organizations concerned with the Social Sciences
- 5.0 Apply literature search techniques in answering specific social science reference questions

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: Social, Science Information sources and services				Course Code: LSC 413		CH/CU Hour: 2
Goal: This course aims at enabling students to acquire general knowledge on social science information sources and services						
General Objectives 1.0: Know the historical background and development of the social sciences						
Course Specification: THEORETICAL CONTENT AND CALCULATIONS						
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define history and development of social sciences 1.2 Describe social science subjects 1.3 Differentiate social sciences from the humanities, pure sciences and technology	Explain the concept-social sciences and differentiate social sciences from other fields	Textbook, journals, magazines, internet etc			Define social sciences Differentiate social sciences from other sciences
General Objectives 2.0: Know the characteristics, structure and organization of the literature of the social science						
2	1.3 Identify the unique characteristics of the literature of social sciences, 1.4 Explain the structure of the literature of social sciences 1.5 Explain the organization of information sources in social sciences 1.6 Explain the bibliographical control measures and services in social sciences	Explain the key components of social sciences in terms of characteristics, structure and organization	Textbook, journals, magazines, internet etc			Discuss the Structure, characteristics and organizational method of social science literature and services
General Objectives 3.0: Know major information sources in the Social Sciences						
	3.1 Describe the various types of information sources for the social sciences, e.g primary, secondary and tertiary sources 3.2 Explain the information bearing	Explain the various types of information sources in social sciences	Textbook, journals, magazines, internet etc			Identify the various types of social science information

	characteristics of the sources identified in 3.1					sources Explain the characteristics of primary, secondary and tertiary sources of information in social sciences
General Objectives 4.0: Know the programmes and services of national and international organizations concerned with the Social Sciences						
	4.1 List out the major national and international organizations engaged in the social sciences 4.2 Explain the programmes and services of the organizations identified in 4.1	Explain the programmes and services of national and international bodies concerned with the Social Sciences	Textbook, journals, magazines, internet etc			Give an account of national and international bodies concerned with the Social Sciences
General Objectives 5.0: Understand how to apply literature search techniques in answering specific social science reference questions						
	5.1 Explain literature search techniques 5.2 Apply the techniques in 5.1 to provide answers to specific questions in the literature search on the social sciences	Explain literature search techniques in social sciences	Textbook, journals, magazines, internet etc			Highlight the literature search techniques peculiar to social sciences

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LSC 414	Credit Hours: 30
		Credit Unit: 2
		Total Contact Hours:
Course: Humanities Information Sources and Services	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical:

Goal: This course is designed to enable students to acquire general knowledge on humanities information sources and services
GENERAL OBJECTIVES
On completion of this course the student should be able to:
<ul style="list-style-type: none"> 1.0 know the historical background and development of humanities 2.0 know the characteristics, structure and organization of literature of humanities 3.0 know the literature and information sources in humanities 4.0 appreciate the programmes and services of national and international bodies concerned with humanities 5.0 know how to apply literature search in humanities in answering specific reference questions

Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: Humanities Information Sources and Services				Course Code: LSC 414		CH/CU Hour: 2
Goal: This course is designed to enable students to acquire general knowledge on humanities information sources and services						
1. General Objectives 1.0: know the historical background and development of humanities						
Course Specification: THEORETICAL CONTENT AND CALCULATIONS						
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define the term "Humanities" and trace its historical development 1.2 List the subjects of Humanities 1.3 Differentiate Humanities from social sciences, science and technology	Explain the concept of Humanities and differentiate it from social science, science and technology	Textbooks, Journals, magazines, Internet etc			Explain the concept of Humanities and differentiate it from social science, science and technology Differentiate Humanities from social sciences
General Objectives 2.0: know the characteristics, structure and organization of literature of humanities						
2	2.1 Identify the unique characteristics of humanities 2.2 Identify major reference works in humanities with particular reference to Africana 2.3 Explain the structure of humanities literature 2.4 Explain the organization of information source in humanities 2.5 Explain the bibliographic control of the literature of Humanities	Explain the characteristics, structure and organization of humanities literature	Textbooks, Journals, magazines, Internet etc			Identify the unique characteristics of Humanities literature Explain the structure of Humanities literature with relevant

						examples
General Objectives 3.0: know the literature and information sources in humanities						
	3.1 Identify the major information sources in humanities with particular reference to Africana 3.2 Explain the information characteristics of the sources identified in 3.1 3.3 Identify specific examples of primary, secondary and tertiary information sources identified in 3.2	Highlight the major sources of information resources in Humanities	Textbooks, Journals, magazines, Internet etc			Highlight the major sources of information resources in Humanities
General Objectives 4.0: appreciate the programmes and services of national and international bodies concerned with humanities						
	4.7 Identify the major national/international organizations engaged in the production of information resources in humanities 4.8 Explain the programmes and service of the organizations identified in 4.1	Highlight the programmes and services of national and international bodies engaged in the production of information resources in humanities	Textbooks, Journals, magazines, Internet etc			Identify the programmes and services provided by national and international bodies engaged in the production of information resources in humanities
General Objectives 5.0: know how to apply literature search in humanities in answering specific reference questions						
	5.1 Explain literature search techniques 5.2 Apply the techniques in 5.1 to provide answers to specific questions in humanities	Explain literature search techniques peculiar to humanities	Textbooks, Journals, magazines, Internet etc			Discuss the literature search techniques in Humanities

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: Archives and Records Management	COURSE CODE: LSC 415	CONTACT HOURS: 2
GOAL: This course is designed to provide students with knowledge and skills of the acquisition, arrangement, description, preservation and management of the archival records.		
GENERAL OBJECTIVE : On completion of this course, the students should be able to: 1.0 Understand the nature, scope and terminology of archives administration and records management 2.0 Know the methods of acquiring and processing of archival records 3.0 Understand the need and methods of preserving archival records 3.0 Understand the methods of arranging and describing archival records 4.0 Understand basic reference services in archives		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Archives and Records Management		COURSE CODE: LSC 415		CONTACT HOUR: 2		
GOAL: This course is designed to provide students with knowledge and skills of the acquisition, arrangement, description, preservation and management of the archival records.						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
5.0 GENERAL OBJECTIVES: 1.0 Understand the nature, scope and terminology of archives administration and records management						
	1.1 Define the concepts of archives and records management 1.2 Explain types of archival records 1.3 Describe basic archival principles, provenance and original order 1.4 Define the life cycle of records 1.5 Explain the interrelationship between records management and archive administration	Expose students to archival records Expose students to various types of archival records	Textbooks, journals, magazines, videos, internet etc			List the various archival records available in the national archive
General Objectives 2.0 Know the methods of acquiring and processing of archival records						
	2.1 Define the elements of an acquisition policy for archival materials 2.2 Describe the processes of acquiring archival records 2.3 Describe the methods of	Explain the policy on archival records Explain how archival records are acquired	Textbooks, journals, magazines, videos, internet etc	Process archival records	Guide students on how to process archival records	Explain different methods of acquiring archival records

	<p>processing and appraising archival records</p> <p>2.4 Acquire archival records</p> <p>2.5 Process archival records</p> <p>2.6 Appraise the archival records acquired and processed in 2.4</p>					
General Objectives 3.0 Understand the need and methods of preserving archival records						
	<p>3.1 Explain reasons for records deterioration</p> <p>3.2 Describe needs for preservation of records</p> <p>3.3 Describe the methods of cleaning and boxing of archival records</p> <p>3.4 Give ways to prevent record deterioration</p>	<p>Explain how archival records are acquired</p> <p>Explain the processes of preserving archival records</p>	<p>Textbooks, journals, magazines, videos, internet etc</p>			<p>Explain different methods of acquiring archival records</p> <p>State the conditions that may lead to deterioration of archival records</p>
General Objectives 4.0 Understand the methods of arranging and describing archival records						
	<p>4.1 Explain the methods of describing archival records</p> <p>4.2 Describe the methods of arranging archival records</p> <p>4.3 Demonstrate with Nigeria examples 4.1 and 4.2</p>	<p>Describe how archival records are organized.</p>	<p>Textbooks, journals, magazines, videos, internet etc</p>	<p>Organize archival records</p>	<p>Guide the student on how to organize archival records</p>	<p>Explain how archival records are arranged</p>
General Objectives 5.0 Understand basic reference services in archives						
	<p>5.1 Describe the different types of finding aids for archival records</p>	<p>Explain the use of aids in locating archival records</p>	<p>Textbooks, journals, magazines,</p>			<p>Explain how aids can be found</p>

	<p>5.2 Explain the differences between the major types of finding aids, inventories, general subjects guides and lists</p> <p>5.3 Explain the various restrictions in the access and use of archival records</p> <p>5.4 Describe the technical facilities available to users to archival records, microfilm-readers projectors and copies</p>	<p>Highlight the various restrictions to access and use of archival records</p>	<p>videos, projector, computers internet etc</p>			<p>Explain different types of aids</p> <p>Explain the technical facilities available to users of archival records.</p>
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PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SIENCE		
COURSE: Advanced cataloging and classifications II	COURSE CODE: LSC 416	CONTACT HOURS: 2
GOAL: This course is designed to enable students to acquire knowledge and skill in practical cataloguing and classification in library.		
<p>GENERAL OBJECTIVE :</p> <p>On completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1.0 Understand the administration of cataloguing and classification section in library 2.0 Know the application of specific cataloguing and classification tools in library 3.0 Apply the principles governing the design of classification schemes to generate simple entries for specific classification schemes 4.0 Appreciate ICT facilities and soft wares application in modern cataloguing and classification 		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Advanced cataloguing and classifications II		COURSE CODE: LSC 416		CONTACT HOUR: 2		
GOAL: This course is designed to enable the student to improve his/her competence in practical cataloguing and classification as well as to understand the principles governing the design of classification schemes						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Understand the administration of cataloguing and classification section in the library						
	The administration of cataloguing and classification section 1.1 Enumerate the functions of the cataloguing and classification section 1.2 Describe the inter-relationships between cataloguing and classification 1.3 Explain how the cataloguing and classification section relates to other sections in a library	Highlight the functions of cataloguing and classification section Explain the relationships between cataloguing and classification Explain how cataloguing and classification section relates to other sections of the library.	Books Journals internet resources etc			Identify the functions of cataloguing and classification section of the library Explain the relationship between cataloguing and classification.
General Objectives 2.0 Know the application of specific cataloguing and classification tools in the library						
	Application of specific cataloguing and classification tools 2.1 Review the main features of : DDC and LC schemes AACR II, Sears List, L.C. subject reading list	Give an appraisal of the main features of: DDC, LC, AACR II, List of subject Headings. Explain use of tools to catalogue and	Textbooks Journals Internet resources Classification schemes AACR II	Assign appropriate class number to books and journals	Guide students to assign appropriate class number to books and journals	Identify the main characteristics of DDC and LC

	Cataloguing tools and equipment 2.2 Carry out cataloguing and classification assignments involving the use of the tools reviewed in 2.1	classify information resource				
General Objectives 3.0 Apply the principles governing the design of classification schemes to generate simple entries for specific classification schemes						
	Application of the principles governing the design of classification schemes 3.1 Conduct practical exercises in the construction of faceted classification schemes 3.2 Conduct practical exercises in the construction of chain indexing 3.3 Conduct practical exercises in the simulated construction of automatic indexes	Explain how to use of the classification scheme to construct: <ul style="list-style-type: none"> • Faceted classification • Chain indexing • Automatic indexes 	Classification schemes AACR II Textbooks Journals internet	Construct chain indexing and automatic indexes	Guide students on how to construct chain indexing and automatic indexes	Construct a chain indexing using the list of subject heading.
General Objectives 4.0: Appreciate ICT facilities and soft wares application in modern cataloguing and classification in library						
	4.1 Identify ICT facilities needed for effective cataloguing and classification 4.2 Explain role of ICT	List ICT facilities relevant to cataloguing and classification Explain the roles of	Books Journals Computer system Software systems e.g KOHA, Alexandra			State the major ICT facilities needed for effective cataloguing and classification

	<p>facilities in modern cataloguing and classification</p> <p>4.3 Highlight the major softwares relevant to cataloguing and classification</p> <p>4.4 Enumerate factors affecting ICT and softwares application in cataloguing and classification in a library</p>	<p>ICT facilities in cataloguing and classification</p> <p>Explain the major software application in cataloguing and classification</p>	<p>etc.</p>			<p>Explain the role of ICT in cataloguing and classification</p> <p>Mention the various factors affecting software application in cataloguing and classification.</p>
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HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: Book editing and indexing	COURSE CODE: LSC 417	CONTACT HOURS: 2
GOAL: This course is designed to enable students to understand basic techniques of editing manuscript for printing and preparation of book index		
GENERAL OBJECTIVE :		
On completion of this course, the students should be able to:		
1.0 Understand the elements of editing and indexing in the processes of book production		
2.0 Know the characteristics and objectives of book editing and proof reading		
3.0 Understand the principles of back of the book indexing		
4.0 Make back of the book index		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Book editing and indexing		COURSE CODE: LSC 417		CONTACT HOUR: 2		
GOAL: This course is designed to enable students to understand the basic techniques of editing manuscript for printing and how to prepare a book index						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Understand the elements of editing and indexing in the processes of book production						
	1.1 Identify the stages of book production 1.2 Define book editing 1.3 Define back of the book indexing 1.4 Explain the significance of editing and indexing in book production	Expose students to book editing and back of the book indexing	Textbooks, journals, magazines, internet etc			Discuss the various stages in book production Define book editing Define back of the book index
General Objectives 2.0 Know the characteristics and objectives of book editing and proof reading						
	2.1 Explain the basic terminology of book editing 2.2 Describe the stages of copy editing 2.3 Explain how the ultimate objectives of editing is effective communication of author's message 2.4 Prepare manuscript for printing 2.5 Describe galley and page proofs and the use of standard marking symbols	Explain the terminologies involved in editing a book Explain how effective is editing in communicating authors message Explain the concept galley proofs and use of standard marking symbols	Textbooks, journals, magazines, internet etc			List various terminologies of book editing Explain with the aid of diagrams samples of galley and page proofs

	2.6 Apply knowledge of 2.1 to 2.5 to edit and proof-read a given manuscript					
1. General Objectives 3.0 Understand the principles of back of the book indexing						
	3.1 Explain the objectives of book indexing 3.2 Explain the concepts of literary warrant, user warrant, and subject heading	Explain the need for indexing Explain the concepts in 3.3	Textbooks, journals, magazines, internet etc			Explain the basic concepts in editing and indexing
General Objectives 4.0 Make back of the book index						
	4.1 Explain the stages of book indexing: a. Identify the materials required b. Explain empathizing with the reader c. Describe how index terms are selected d. Describe methods of arranging index terms e. Explain the use of see and see also references 4.2 Explain how to handle the checking, layout and style of the completed index 4.9 Explain the alphabetization of the	Explain how to compile an index Describe how index terms are arranged Explain how index layout can be checked Explain “letter by letter”, :Word by Word: arrangement in indexing	Textbooks, journals, magazines, internet etc			Explain how to check layout in index Explain alphabetization in index

	<p>index: a. Letter by letter b. Word by word</p> <p>4.10 Apply knowledge of 4.1 to 4.3 to make a back of the book index</p>					
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Programme: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE	Code: 418	Credit Unit: 3hrs.
Course: Information Resource Development	Pre-requisite	Theoretical:
Goal: The course is designed to provide students with knowledge and skills of developing relevant book, non –book and electronic resources for library.		

<p>General Objectives: At the end of this course, the student should:-</p> <ol style="list-style-type: none"> 1.0 Formulate information resources development policy. 2.0 Know the processes of book selection 3.0 Understand the processes of book acquisition 4.0 Know the selection processes for non-book and electronic resources 5.0 Understand the acquisition processes for non-book and electronic resources 6.0 Appreciate the need for effective management of collection development resources 7.0 Comprehend the techniques of evaluating a book collection 8.0 Appreciate the need for forming a consortium and resource sharing for information resource development 9.0 Know the role of ICT application in information resources development.
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PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE Information Resource Development			COURSE CODE: LSC 418	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Formulate information resource development policy						
COURSE SPECIFICATION: THEORETICAL CONTENT - 1				COURSE SPECIFICATION: PRACTICAL CONTENT - 1		
<i>Week</i>	<i>Specific Learning Objectives</i>	<i>Teacher's Activities</i>	<i>Learning Resources</i>	<i>Specific Learning Objective</i>	<i>Teacher's Activities</i>	<i>Evaluation</i>
	1.4 Define information resources development 1.5 Define policy 1.6 Enumerate the elements of information resource development policy. 1.7 Prepare information resources development policy for a specific types of library.	Explain information resource development Provide a specimen policy Highlight elements of information resource development policy.	Books, A policy document , Bibliographical tools,			List the elements of information resources development Prepare information resources development policy.
GENERAL OBJECTIVE: 2.0 Know the processes of book selection.						
	2.3 Define book selection 2.4 Describe the criteria used for book selection 2.5 Identify the stages of book selection 2.6 Describe the states of book selection	Describe the criteria for selection Identify stages of book selection	Textbooks Journals Internet resources			What is book selection? Describe the stages of book selection
GENERAL OBJECTIVE: 3.0 Understand the processes of book acquisition						
	3.3 Define book acquisition	Explain book	Textbooks			Explain the

	3.4 Describe the criteria for book acquisition 3.5 Identify the stage of book acquisition 3.6 Describe the major book acquisition tools	acquisition Describe stage of book acquisition	Journals Internet resources			concept of book acquisition Identify the criteria for book acquisition.
GENERAL OBJECTIVE: 4.0 Know the selection processes for non-book and electronic resources.						
	4.1 Describe the criteria used for selecting special/non-book and electronic resources 4.2 Identify the stages for selecting special/non book and electronic recourse 4.3 Identify the major tools used in selecting special/non-book and electronic resources	Explain the criteria to be used for non – book and electronic resources selection Tell stages for selecting the above resources to the students. List major bibliographic tools in the selection of non-book and electronic resource	Books, Computer systems, Internet service, Electronic databases			Explain the criteria use for selecting non-book and electronic resources High light stages for selecting non-book and electronic resources List the tools needed for special/non-book and electronic resources
GENERAL OBJECTIVE: 5.0 Understand the acquisition processes for special/non-book and electronic resources						
	5.1 Describe the criteria used for the acquisition of special/non-	Explain the criteria used fort	Books Computer			Explain the stages for

	<p>book material</p> <p>5.2 Identify the stages for acquiring special/non book materials</p> <p>5.3 Identify the major channels for acquiring special/non – book materials.</p>	<p>the acquisition of non-book and electronic resource</p> <p>Enumerate the stages for acquiring special/non – book and electronic resources</p>	<p>systems</p> <p>Internet service</p> <p>Electronic databases</p>			<p>acquiring non-book and electronic resources</p> <p>List the major channels for acquiring special/non book and electronic resources.</p>
GENERAL OBJECTIVE:6.0 Appreciate the need for effective management of information resources development						
	<p>6.4 Explain the concept “collection management” in the context of information resources development</p> <p>6.5 Enumerate the components of collection development e.g staff, fund, records, etc.</p> <p>6.6 Explain the techniques for effective management of the resources in 4.2</p>	<p>Explain the components of information resources development e.g staff, fund, records, etc.</p> <p>Describe the techniques for information resource management</p>	<p>Books</p> <p>Computer systems</p> <p>Internet service</p> <p>Electronic databases</p>			<p>Identify the components of information resources development</p> <p>Explain the techniques for effective management of information resource.</p>
GENERAL OBJECTIVE: 7.0 Comprehend the techniques of evaluating a book collection						
	<p>7.3 Explain the concept of ‘Evaluation’ in the concept of book collection</p>	<p>Describe evaluation in the context of book</p>	<p>Books</p> <p>Computer systems</p>			<p>Highlight the various techniques of</p>

	7.4 Identify both the qualitative and quantitative techniques of evaluating book collections e.g normative analysis, use data analysis etc. 7.5 Apply the results of collection evaluation exercises.	collection List various techniques of evaluating book collection.	Internet service Electronic databases			evaluating book collection Explain how to apply the results of collection evaluation exercises
GENERAL OBJECTIVE: 8.0 Appreciate the need for forming a consortium and resource sharing for information resource development.						
	8.1 Explain the concept of information resource sharing and consortium 8.2 Enumerate the pre-requisites for forming a consortium /resources sharing activities development e.g staff, funds, records, internet etc. 8.3 Explain the techniques for effective consortium and resources sharing management.	Describe resource sharing and consortium Explain the pre-requisites for forming a consortium and resource sharing exercises Describe the techniques for effective management of a consortium and resources sharing activities	Books Computer systems Internet service Electronic databases			Explain the pre-requisites for forming a consortium and resource sharing
GENERAL OBJECTIVE: 9.0 Know the role of ICT application in information resources development.						
	9.1 Explain the concept of ICT	Identify the role	Books			Explain the role

	<p>in relation to information resources development</p> <p>9.2 Highlight the role of ICT application in resource development</p> <p>9.3 Describe the techniques of ICT application in information resources development.</p>	<p>of ICT application in information resource development</p> <p>Explain the techniques of ICT application in information resource development</p>	<p>Computer systems</p> <p>Internet service</p> <p>Electronic databases</p>			<p>of ICT application in information resource development</p> <p>List the techniques of ICT application in information resource development.</p>
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HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: Knowledge Management	COURSE CODE: 419	CONTACT HOURS: 2
GOAL: This course is designed to acquaint students on how to generate acquired knowledge for management and decision-making in an organization.		
GENERAL OBJECTIVE : On completion of this course, the students should be able to: 1.0 Understand the meaning and scope of Knowledge Management 2.0 Understand Knowledge Management cycle 3.0 Understand Knowledge Management capture, models and codification 4.0 Understand Knowledge sharing and communities of practice 5.0 Understand Knowledge application and the role of organizational culture on knowledge management 6.0 Understand the future challenges for knowledge management		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Knowledge Management			COURSE CODE: LSC 419		CONTACT HOUR: 2	
GOAL: This course is designed to acquaint students on how to generate acquired knowledge for management and decision making in an organization						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Understand the meaning and scope of Knowledge Management						
	1.1 Define major concepts of knowledge management 1.2 Explain the nature of Knowledge management 1.3 Explain the two major types of knowledge management 1.4 Trace the history of knowledge management 1.5 State the importance of knowledge management 1.6 Explain knowledge management of communities and organizations	Explain tacit and explicit knowledge Explain the significance of knowledge management	Textbooks, journals, internet,			Explain knowledge management and its nature Explain knowledge management for communities and organizations
General Objectives 2.0 Understand Knowledge Management cycle						
	2.1 Describe the major approaches to knowledge management cycles 2.2 Explain the implications of	Explain major knowledge management cycle	Textbooks, journals, internet,			Discuss knowledge management cycle and its implications on knowledge

	knowledge management.					management
General Objectives 3.0 Understand Knowledge Management capture, models and codification						
	3.1 Define capture, model and codification in knowledge management 3.2 Explain the concepts defined in 3.1 above. 3.3 Explain implications of knowledge capture and codification 3.4 Paraphrase the major theoretical knowledge management models	Explain major theories in knowledge management Explain the implications of knowledge capture and codification	Textbooks, journals, internet			With aid of a diagram, explain knowledge management theories
General Objectives 4.0: Understand Knowledge sharing and communities of practice						
	4.11 Explain social nature of knowledge 4.12 Describe knowledge sharing communities 4.13 Explain the obstacles to knowledge sharing. 4.14 Explain the implications of knowledge sharing	Explain the social nature of knowledge Explain obstacles to knowledge sharing	Textbooks, journals, internet			Identify knowledge sharing in communities Identify the obstacles to knowledge management
General Objectives 5.0: Understand Knowledge application and the role of organizational culture on knowledge management						
	5.1 Explain knowledge application at the individual level eg characteristics of individuals, knowledge workers, blooms taxonomy of learning	Describe the effect of culture on individuals Explain knowledge application	Textbooks, journals, internet			Describe the effect of culture on individuals

	objectives etc 5.2 List out the different types of cultures and effects of culture on individuals 5.3 Explain cultural transformation to a knowledge sharing culture					
General Objectives 6.0: Understand the future challenges for knowledge management						
	6.1 Identify future challenges on knowledge management	Explain the future challenges of knowledge management	Textbooks, journals, internet			Explain the future challenges to knowledge management

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: Special Libraries	COURSE CODE: LSC 421	CONTACT HOURS: 2
GOAL: This course is designed to provide students with knowledge and skills of services and administration of special libraries with particular references to Nigeria		
<p>GENERAL OBJECTIVE.</p> <p>On completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1.0 Know the history and development of special libraries 2.0 Know the characteristics, functions and services of various types of special libraries 3.0 Understand the structure and administration of special libraries 4.0 Know the major sources of information for special libraries 		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Special Libraries			COURSE CODE: LSC 421		CONTACT HOUR:2	
GOAL: This course is designed to enable student know the services and administration of special libraries with particular references to Nigeria						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Know the history and development of special libraries						
	1.1 Define a special library 1.2 Trace the origins of special libraries 1.3 Trace the history of special libraries in Nigeria	Explain the concept of Special library Trace the historical development of special libraries in Nigeria	Textbooks Journals internet			Define the term special library Trace the historical development of special libraries in Nigeria
General Objectives 2.0 know the characteristics, functions and services of various types of special libraries						
	2.1 Explain the characteristics of special libraries 2.2 Explain the functions of special libraries 2.3 Describe the types of services provided by special libraries e.g. current awareness services, translation services etc 2.4 Identify various categories of users of special libraries 2.5 Describe the special services provided by major Nigeria special	Highlight the functions of a special library Explain the services offered by a special library	Textbooks Journals internet			Highlight the special services offered by a special library Elaborate on the characteristics of a special library

	libraries					
General Objectives 3.0 Understand the structure and administration of special libraries						
	<p>3.1 Explain the structure of special library with an organizational chart</p> <p>3.2 Describe the design and planning procedure for a special library</p> <p>3.3 Explain how a special library is financed</p> <p>3.4 Explain the preparation and control of the special library budget</p> <p>3.5 Explain the recruitment, deployment and motivation of staff of a special library</p>	<p>Describe the structure of a special library</p> <p>Explain the various sources of funding for a special library</p>	<p>Textbooks</p> <p>Journals</p> <p>internet</p>			<p>With the aid of a diagram, explain the structure of special library</p> <p>Explain how to prepare a budget for a special library</p>
General Objectives 4.0: Know the major sources of information for special libraries						
	<p>4.1 Identify major national/international organizations/institutions providing information in specialized area e.g. Agriculture, Law, Medicine, Social Sciences, Engineering, the Arts etc</p> <p>4.2 Describe the primary and secondary source materials available in the institutions identified in 4.1</p>	<p>Explain various sources of information for a special library</p>	<p>Textbooks</p> <p>Journals</p> <p>internet</p>			<p>Explain the major sources of information for a special library</p> <p>List the differences between primary and secondary sources of information to a special library</p>

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: National Libraries	COURSE CODE: LSC 422	CONTACT HOURS: 2
GOAL: This course is designed to enable students have knowledge of administration and services of national libraries.		
GENERAL OBJECTIVE : On completion of this course, the students should be able to: <ol style="list-style-type: none"> 1.0 Know the history and development of national libraries 2.0 Know the characteristics, functions and services of national libraries 3.0 Understand the structures and administration of national libraries 4.0 Know the special collections and services of the National library of Nigeria 		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: National Libraries			COURSE CODE: LSC 422		CONTACT HOUR:2	
GOAL: This course is designed to enable the student to know the services and administration of national libraries, with particular reference to Nigeria						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
	GENERAL OBJECTIVES: 1.0 know the history and development of national libraries					
	1.1 Define a national library 1.2 Trace the origins of national libraries e.g Bibliotec – nationale, Library of congress, British library 1.3 Trace the history of National library of	Define the term National library. Explain the historical development of National library of Nigeria	Textbooks, journals, videos, internet etc			Explain the term "National library" Give an account for the development of "National library"

	Nigeria					of Nigeria”
General Objectives 2.0 Know the characteristics, functions and services of National libraries						
	<p>2.1 Explain the characteristics of national libraries</p> <p>2.2 Explain the functions of national libraries with particular reference to UNESCO specifications</p> <p>2.3 Explain the types of information resources in National libraries</p> <p>2.4 Describe the type of services provided by National libraries e.g. compilation of national bibliographies, production of union catalogues, preservation of legal deposit resources etc</p> <p>2.5 Identify the various categories of users of national libraries e.g. researchers, diplomatic corps, business men and students</p>	<p>Explain the functions and services provided by National libraries</p> <p>Describe the types of information resources and services provided by National libraries</p>	<p>Textbooks, journals, videos, national bibliographies, internet etc</p>			<p>State the functions of National libraries</p> <p>Discuss the types of resources and services provided by National libraries</p>
General Objectives 3.0 Understand the structures and administration of National libraries						
	<p>3.1 Explain the structure of a national library with an organizational chart</p> <p>3.2 Explain how a national library is financed</p>	<p>Explain the structure and administrative pattern of a National library</p>	<p>Textbooks, journals, videos, organizational charts, internet etc</p>			<p>Discuss the structure and administrative pattern of a National library</p>

	3.3 Explain the preparation and control of budget of a national library	List out sources of funds for a National library				Highlight the various procedures involved in the preparation of budget for a National library
General Objectives 4.0: Know the special collections and services of the National library of Nigeria						
	4.1 Describe the special collections of the National library of Nigeria e.g Nigerian, United National Publications, African Government Publications AU Publications etc 4.2 Describe the special services provides by the National library of Nigeria e.g. readership promotion, stimulation of public library development and co-ordination of co-operative acquisition	Explain special collections of the National library of Nigeria Explain special services provides by the National library of Nigeria	Textbooks, journals, videos, internet etc			Explain the types of special collections of the National library of Nigeria Discuss the various services provided by the National library of Nigeria

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: Indexing and Abstracting	COURSE CODE: LSC 423	CONTACT HOURS: 2
GOAL: This course is designed to enable students to acquire basic knowledge of techniques of indexing and abstracting newspaper articles		
GENERAL OBJECTIVE : On completion of this course, the students should be able to: <ul style="list-style-type: none">1.0 Know what indexing and abstracting are2.0 Understand the essential elements of indexing and abstracting3.0 Know the stages of indexing4.0 Know the stages of abstracting5.0 Understand how to apply the knowledge of indexing and abstracting to specific newspaper articles6.0 Know the major indexing and abstracting services		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Indexing and Abstracting			COURSE CODE: LSC 423		CONTACT HOUR:2	
GOAL: This course is designed to enable the student to acquire basic knowledge of the techniques of indexing and abstracting of papers and articles						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Know what indexing and abstracting.						
	1.1 Define indexing 1.2 Define abstracting 1.3 Explain the purposes of indexing and abstracting	Explain the major tools used for indexing and abstracting	Textbooks, journals, magazines personal computers, internet	Index and abstract newspaper articles	Demonstrate how to index and abstract newspaper articles	Explain how newspaper articles are indexed and abstracted
General Objectives 2.0 Understand the essential elements of indexing and abstracting						
	2.1 List the standard tools needed for indexing and abstracting e.g. subject heading lists (Sears List) thesaurus 2.2 Describe the use of the tools enumerated in 2.1 2.3 Explain the need to use in-house tools to supplement standard tools 2.4 Explain how to manipulate index and abstract entries manually and in an automated mode	Expose students to the various tools used in indexing and abstracting Explain in-house and standard tools.	Textbooks, journals, magazines internet			Explain various tools used in indexing and abstracting services Differentiate in-house from standard indexing/abstracting tool
General Objectives 3.0 Know the stages of indexing						
	3.1 Identify the	Explain different methods of indexing	Textbooks, journals,			Explain the various keyword

	<p>subject/content of newspapers articles to be indexed</p> <p>3.2 Identify the appropriate key words to summarize the content</p> <p>3.3 Match the key words identified in 3.2 with descriptors in the standard thesaurus</p> <p>3.4 Match the key words identified in 3.3 with any in-house thesaurus</p>	newspaper articles	magazines internet			found in an index
General Objectives 4.0: Know the stages of abstracting						
	<p>4.1 Explain how to prepare an indicative abstract</p> <p>4.2 Explain how to prepare an informative abstract</p>	<p>Explain the differences between indicative and informative abstract</p> <p>Explain how indicative abstract is prepared</p>	Textbooks, journals, magazines internet			<p>Explain the stages of abstracting</p> <p>Distinguish between indicative and informative abstract</p>
General Objectives 5.0 Understand how to apply the knowledge of indexing and abstracting to specific newspaper articles						
	<p>5.1 Identify the purpose of a particular set of newspapers articles</p> <p>5.2 Prepare appropriate indexing and abstracting entries</p>	<p>Explain how to index and abstract</p> <p>Explain the processes of indexing and abstracting</p>	Textbooks, journals, magazines, samples of index and abstract entries, internet	Index and abstract newspaper articles	Demonstrate the making of indexing and abstracting entries	Explain how to index newspaper articles
General Objectives 6.0: Know the major indexing and abstracting services						
	6.1 Enumerate the major indexing and abstracting	Explain the major indexing and	Textbooks, journals,			Explain the success behind

	<p>services in Science and Technology, Humanities and Social Science</p> <p>6.2 Describe the main features of the services enumerated in 6.1</p>	<p>abstracting services in 6.1</p>	<p>magazines, samples of index and abstract entries, internet</p>			<p>the indexing and abstracting services in the library</p>
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PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SIENCE		
COURSE: Legal Issues in Information Handling in Nigeria	COURSE CODE: LSC 424	CONTACT HOURS: 2
GOAL: This course is designed to enable students know the relevant laws to be complied with information handing in Nigeria		
<p>GENERAL OBJECTIVE : On completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1.0 Know the enabling laws for the various types of libraries in Nigeria 2.0 Understand the laws relevant to copyright 3.0 Understand the provisions of the Official Secrets Act and their implications for information handling 4.0 Know the provisions of Nigerian legal deposit laws 		

	2.3 Explain the relevance of the copyright law to librarianship and library services	the copyright law to librarianship and library services	library, textbook, journal			
General Objectives 3.0 Understand the provisions of the Official Secrets Act and their implications for information handling						
	3.1 Define official secrets 3.2 Explain the reasons for the protection of official secrets 3.3 Explain the implications of classified security documents 3.4 Explain why and how documents are de-classified	Explain reasons for the protection of official secrets	Relevant laws, edicts c and acts, Adequate class room with white board, marker, library, textbook, journal			What is the purpose of protecting official secrets
General Objectives 4.0: Know the provisions of Nigerian legal deposit laws						
	The provisions of Nigerian legal deposit laws 4.1 Explain the concept of legal deposit 4.2 Enumerate the legal deposit provisions in the National library Decree 1970 4.3 Identify the state legal deposit laws 4.4 Enumerate the provisions of state legal deposit laws	Define legal deposit List the legal deposit provisions in the National library Decree 1970	Relevant laws, edicts c and acts, Adequate class room with white board, marker, library, textbook, journal			What is legal deposit State the provisions of state legal deposit laws

	4.5 Describe the implications of 4.1 and 4.4 for information handling					
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PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SIENCE		
COURSE: International and Comparative Librarianship	COURSE CODE: LSC 425	CONTACT HOURS: 2
GOAL: This course is design to enable students to know the concept and practicals of librarianship across geographical, cultural and political boundaries		
GENERAL OBJECTIVE : On completion of this course, the students should be able to:		
1.0 Appreciate the factors in the development of librarianship		
2.0 Understand the concept and characteristics of professionalism internationally		
3.0 Understand the various attitudes to the practice of the profession of librarianship		
4.0 Understand the emerging trends in the provision of library services		
5.0 Know the activities of international organizations in the profession of librarianship		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: International and Comparative Librarianship			COURSE CODE: LSC 425		CONTACT HOUR: 2	
GOAL: This course is design to enable students to know the concept and practicals of librarianship across geographical, cultural and political boundaries.						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Appreciate the factors in the development of librarianship						
	1.1 identify the factors that determine the development of librarianship, e.g. historical, economic, political and cultural 1.2 Explain the factors in 1.1 comparatively	Identify and explain comparatively factors that determine the development of librarianship.	Library textbook Journals Internet resources			Compare the factors that determine the development of librarianship.
General Objectives 2.0 Understand the concept and characteristics of professionalism internationally						
	2.1 Explain the concepts of a profession and its application to librarianship 2.2 Identify the major characteristics of librarianship e.g education and training, associations, legislation, standard of practice, status 2.3 Compare the characteristics in 2.2 across political/ cultural geographical boundaries	Explain the concept of professionalism as it relates to librarianship. Explain the characteristics of librarianship	Library textbook Journals Internet resources			What is professionalism in librarianship What are the requirements of becoming a professional librarian
General Objectives 3.0 Understand the various attitudes to the practice of the profession of librarianship						

	<p>3.1 Explain the concept of services and its application to librarianship</p> <p>3.2 Identify the major components of library service in relation to the users, practitioners and government</p> <p>3.3 Compare the components in 3.2 across political/cultural/geographical boundaries</p>	<p>Explain attitudes to the practice of librarianship in the user view point with the aim of building self esteem of library professionals.</p>				<p>Compare the view of library services of the users in political, cultural and geographical terms.</p>
<p>General Objectives 4.0: Understand emerging trends in the provision of library services</p>						
	<p>4.1 Explain information technologies</p> <p>4.2 Identify some emerging trends in library and information services. E.g., MOOCs, Blogging, application of social media in libraries, Maker spaces, etc</p> <p>4.3 Describe the impact of information technologies in libraries e.g. the computer and peripherals, telecommunications</p> <p>4.4 Compare the application of information technologies in the</p>	<p>Explain some emerging trends in library services viz; MOOCs, Blogging, application of social media in libraries, Maker spaces, etc</p> <p>Discuss impact of technologies on libraries.</p> <p>Explain in comparison the application of information technologies in the developed and developing countries.</p>	<p>Internet services, computer systems and software</p>			<p>List some emerging trends in librarianship</p> <p>What are the impacts of information technologies in librarianship</p>

	developed and developing countries					
General Objectives 5.0 Know the activities of international organizations in the profession of librarianship						
	5.1 Identify the major international organizations, e.g. AFLIA, IFLA, UNESCO, IFID, ICA etc 5.2 Describe the major activities of the organizations in 5.1 5.3 Explain the contributions of the organizations to librarianship particularly in developing countries	Explain the major international organizations, their functions and contributions to development of librarianship in developing countries.				Name some major international organizations and their contributions to librarianship in developing world countries.

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SIENCE		
COURSE: Management of Serials and Special Collections	COURSE CODE: LSC 426	CONTACT HOURS: 2
GOAL: This course is designed to enable the student to acquire the techniques of managing serials for effective use.		
<p>GENERAL OBJECTIVE : On completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1.0 Know what serials are 2.0 Know how to acquire serials 3.0 Understand how serials are recorded 4.0 Know how serials are preserved 5.0 Understand the uses of serials 		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Management of Serials and Special Collections			COURSE CODE: LSC 426		CONTACT HOUR:2	
GOAL: This course is designed to enable the student to acquire the techniques of managing serials for effective use						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Know what serials are						
	1.1 Define serials 1.2 Describe various types of serials e.g. newspapers, periodicals, magazines and annuals 1.3 Trace the history and development of serials	Explain the concept of Serials Give a historical development of serial librarianship	Textbooks Journals Internet			Explain what is a serial and mention its various types
General Objectives 2.0 Know how to acquire serials						
	2.1 Enumerate the bibliographic tools for selecting serials 2.2 Describe the main features of the tools identified in 2.1 2.3 Describe the procedure for ordering serials 2.4 Outline the peculiarities of ordering serials	Describe the bibliographic tools for selecting serials Explain the procedures involved in serial acquisition	Textbooks Journals Internet			Enumerate the bibliographical tools used in serials selection State the procedural differences distinguishing the selection of serials from other library resources
General Objectives 3.0 Understand how serials are recorded						
	3.1 Describe the various media for recording serials e.g. kardex,	Explain the various media for recording serials	Textbooks Journals Internet			Highlight the merits and demerits of the

	cards, kalamazoo, and stripdex 3.2 Outline the merits and demerits of the media described in 3.1					media different types of media used for recording serials
General Objectives 4.0: Know how serials are preserved						
	4.1 Explain why serials need to be preserved 4.2 Describe the various methods of preserving serials, e.g. binding, pigeon holing, micro-reproduction etc.	Highlight the significance of serials preservation Explain the methods for preserving serial collections	Textbooks Journals Internet			Identify the various methods for serial preservation and how they are applied
General Objectives 5.0 Understand the uses of serials						
	5.1 Explain the primary objectives of serials 5.2 Identify the major categories of users of serials e.g. researchers, and professionals 5.3 Describe the kinds of information sought by the users identified in 5.2 5.4 Describe the peculiarities of serial management	Highlight the importance of serial publications Explain the peculiar nature of managing serial collections	Textbooks Journals Internet			Identify the major categories of users of serial collections Highlight the peculiarities disguising the management of serials from other publications

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: Library Automation	COURSE CODE: LSC 427	CONTACT HOURS: 2
GOAL: This course is designed to enable students to appreciate information retrieval services and the applications of the computers to library housekeeping functions.		
<p>GENERAL OBJECTIVE : On completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1.0 Know the antecedents of the computer and the aspects of library services that are amenable 2.0 Understand system design and analysis 3.0 Understand different types of integrated library software 4.0 Understand how to use integrated library software for automation 		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Library Automation			COURSE CODE: LSC 427		CONTACT HOUR:2	
GOAL: This course is designed to enable students to appreciate information retrieval services and the applications of the computers to library housekeeping functions.						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Know the antecedents of the computer and the aspects of library services that are amenable						
	1.1 Define automation in the context of library 1.2 Trace the history of library automation 1.3 Identify aspects of library and information services for automation 1.4 Describe the mechanical devices used prior to computer and how they were applied to library functions 1.5 Explain why computer dominates library operations today	Explain aspects of library and information services to be automated	Personal computers, Internet, projector, textbooks, journals etc	Use MS Word, Excel, MS Access.	Conduct practical sessions to demonstrate how to use MS Word, Excel, MS access	Identify the aspects of library that could be automated Explain the importance of automation in library and information centres
General Objectives 2.0 Understand system design and analysis						
	2.1 Define system design life circle 2.2 Explain the seven stages of system design life circle eg planning, requirement design, development, testing, deployment and	Explain system development life circle in library automation	Text book, journal computers internet, etc	Use MS word, spread, sheet, Corel draw	Demonstrate how to use M S Word , spread sheet, Corel draw and data entry	Identify the seven stages of system design life circle. Explain feasibility study and its importance in

	<p>maintenance</p> <p>2.3 Explain feasibility study and its importance in library automation</p> <p>2.4 Describe the attribute of a good library automation project</p>					library automation
General Objectives 3.0 Understand different types of integrated library software						
	<p>3.1 Explain different types of software</p> <p>3.2 Differentiate between locally installed and web based software</p> <p>3.3 Differentia between license/Propriety software and open software</p> <p>3.4 Justify software selection for use in different libraries</p> <p>3.5 Explain integrated library system software</p>	<p>Explain different types of software and installation.</p> <p>Explain web based software applications</p>	<p>Desktop Computers, internet connectivity, Projector, books, Journals, CD, Videos etc</p>	<p>Download and Install integrated library software</p>	<p>Create and demonstrate how to open a new file and install a software</p>	<p>Explain integrated library system</p> <p>Describe the process of downloading and installing a software</p>
General Objectives 4. 0 Understand how to use integrated library software for automation						
	<p>3.1 Explain database, spread sheets, MS Word, internet Internet connectivity, spread sheet etc</p> <p>3.2 Explain how to perform basic operations with integrated library software and how to develop a data base etc.</p>	<p>Explain windows operating systems</p>	<p>Desktop Computers, internet connectivity, Projector, text books, Journals, CDs, Videos etc</p>	<p>Use windows and other operating systems</p>	<p>Show how to perform data entry and</p> <p>Demonstrate how to use windows operating systems</p>	<p>Describe the process of data conversion.</p> <p>Explain how to develop database in library and information centres</p>

HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
COURSE: Management Information Systems	COURSE CODE: LSC 428	CONTACT HOURS: 2
GOAL: This course is designed to enable students to organize and manage internally generated data and information within an organization		
GENERAL OBJECTIVE : On completion of this course, the students should be able to: 1.0 Understand the meaning and scope of Management Information System 2.0 Understand organizational structure and information resources of an organization 3.0 Know how to manage an organization's data and information resources for use 4.0 Know how to integrate internal and external data/information		

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: Management Information System			COURSE CODE: LSC 428		CONTACT HOUR: 2	
GOAL: This course is designed to enable students to organize and manage internally generated data and information within an organization						
COURSE SPECIFICATION: THEORETICAL CONTENT				COURSE SPECIFICATION: PRACTICAL CONTENT		
Week	Specific Learning Objectives	Teacher's Activities	Learning Resources	Specific Learning Objectives	Teacher's Activities	Evaluation
GENERAL OBJECTIVES: 1.0 Understand the meaning and scope of Management Information System						
	1.1 Explain major concepts in Management Information System eg. data, information, systems, management, communication, knowledge etc 1.2 Explain the nature all the major concepts identified in 1.1 above 1.3 Identify the major components of MIS eg data, people, business processes, hardware and software 1.4 Explain knowledge requirement and importance of MIS 1.5 Highlight the influence of ICT and changes affecting organizations.	Explain major concepts in MIS	Textbooks, journals, internet, personal computes			Identify the major components of MIS Identify the influence of ICT in an
General Objectives 2.0 Understand organizational structure and information resources of an organization						
	2.1 Explain elements of organization 2.2 Explain management	Explain the directions of data flow in organizations	Textbooks , journals, internet, personal computes			Explain the concepts of data capture and information overload

	<p>and its levels</p> <p>2.3 Describe the types of data and information involved in MIS</p> <p>2.4 Explain the levels and directions of data/information flows in organizations</p> <p>2.5 Describe the concepts of data capture, information overload and data security</p>					<p>Discuss the level of information flow in an organization</p>
General Objectives 3.0 Know how to manage an organization's data and information resources for use						
	<p>3.1 Explain the decision making process how managers work</p> <p>3.2 Describe managers' preferred formats for data/information presentation</p> <p>3.3 Explain basic query formulation and retrieval languages</p> <p>3.4 Demonstrate the data structuring (normalization) procedure</p> <p>3.5 Describe database administration processes, particularly the role of the Data Dictionary/Directory (DD, D)</p> <p>3.6 Describe applications of</p>	<p>Explain basic query formulation and retrieval languages</p> <p>Highlight applications of MIS/DSS in an organization</p>	<p>Textbooks, journals, internet</p>			<p>Describe a database management as a tool in MIS</p> <p>Explain decision making process</p>

	MIS/DSS					
General Objectives 4.0: Know how to integrate internal and external data/information						
	<p>4.1 Explain how to identify relevant external databases</p> <p>4.2 Describe the major characteristics of external data base</p> <p>4.3 Explain typical problems and opportunities in the integration process</p> <p>4.4 Explain knowledge-based systems and expert systems as extensions of MIS/DSS</p>	<p>Explain knowledge based systems and expert systems</p> <p>Explain major characteristics of external database</p>	Textbooks, journals, internet	Develop a database and use M.S Word, Excel and Spread sheet	Guide students on how to develop a database, use MS Word, Excel and Spread sheet	<p>Explain knowledge based systems and expert systems</p> <p>Explain decision support systems in MIS</p>

**MINIMUM TOOLS AND EQUIPMENT REQUIRED FOR ND PROGRAMME IN
LIBRARY AND INFORMATION SCIENCE**

I. CATALOGUING AND CLASSIFICATION LABORATORY

An appropriately furnished room must be set aside for the practical sessions that are vital components of the cataloguing and classification courses. Such a room shall have the following minimum tools and in the minimum ratio specified.

S/NO.	DESCRIPTION	QUANTITY REQUIRED
1.	Sear's List of Subject Heading	1 copy for 10 students
2.	Library of Congress Subject Headings	1 copy for 10 students
3.	AACR II (revised edition)	1 copy for 10 students
4.	DDC Scheme – (The latest edition to be acquired)	1 set for 10 students
5.	L.C. Classification Scheme (latest edition)	1 set
6.	AACR 1967	1 copy
7.	UDC Scheme (one set)	1 set
8	MARC Records	1 set
9	RDA Records	1 set
10	Staff Tables/Chairs	2No each
11	Visitor seats	4No

II. TRAINING LIBRARY

An appropriately located and dedicated library, which serves as a demonstration as well as workroom, shall have the following Minimum facilities:-

A. Staff

The following categories of staff are recommended for the training library as minimum standard:

- | | | | |
|----|-----------------------------|---|---|
| 1. | Librarian | - | 1No. Not below the rank of Librarian II, BLIS & LRCN Registration |
| 2. | Library Officers | - | 2No HND in Library and Information Science |
| 3. | Assistants Library Officer. | - | 1No (SSCE)/ND in LIS |
| 4. | Clerical Officer. | - | 1No.(SSCE)/ND in LIS |

B. Furniture

- | | | | |
|-----|-------------------------|---|-------|
| 1. | Catalogue cabinet | - | 1No |
| 2. | Shelves | - | 4No. |
| 3. | Periodical display rack | | 2No. |
| 4. | Metal cabinet | | 2No. |
| 5. | Entry and Exit table | | 1No. |
| 6. | Reading Carrels | - | 4No. |
| 7. | Reading Chairs | - | 20No. |
| 8. | Librarian tables | - | 5No. |
| 9. | Librarian Chairs | - | 3No |
| 10. | Visitor chairs | - | 6No |

C. Books

It is expected that the number and nature of the books will relate very closely to the number and spread of courses in the ND programme. The collection should contain at least 3 titles for each course comprising of both indigenous and foreign titles

D. Periodicals and Magazines

The library should subscribe to:

1. Local

- (a) Nigerian Libraries, official journal of the Nigerian Library Association.
- (b) Five other local journals which will be determined by the institution.

2. Foreign

A minimum of three foreign journals on Library and Information Science.

E. Seating Capacity

The library should be able to seat twenty percent (20%) of the total population of the students OR twenty (20) students at a time whichever is higher.

In addition to the above list ONE SET of the following tools shall be made available in the library:

III. BASIC REFERENCE BOOKS

Training Library should have the following in its collection:

1. Encyclopedia
2. Dictionaries
3. Almanacs
4. Yearbooks
5. Handbooks
6. Directories
7. Manuals
8. Biographical works
9. Bibliographical (current/retrospective) works
10. Geographical work
11. Subject dictionaries/encyclopedias
12. Indexes and Abstracts
13. Guinness Book of Records

IV. MULTI MEDIA/AUDIO-VISUAL EQUIPMENT

The department should have the following multimedia equipment:

- i. Computer systems - 30No.
- ii. Multimedia projector - 1No.
- iii. Television - 1No
- iv. DVD Player - 1No.
- v. Digital Camera - 1No.
- vi. Scanner - 1No.
- vii. Photocopier - 1No.
- viii. Video camera - 1No
- ix. Multimedia software
- x. Internet connectivity
- xi. Application software

CURRICULUM REVIEW WORKSHOP ON ND/HND LIBRARY AND INFORMATION SCIENCE

FROM 8TH TO 14TH March, 2020

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