



NATIONAL BOARD FOR TECHNICAL EDUCATION

NATIONAL DIPLOMA (ND)

CURRICULUM AND COURSE SPECIFICATIONS

IN

LIBRARY AND INFORMATION SCIENCE

MARCH 2020

FOREWORD

In the last quarter of 1988, the National Board for Technical Education (NBTE) approved the introduction of the National Diploma and Higher National Diploma in Library Science in the polytechnic system in Nigeria. This was done in response to the dearth of library technicians and technologists in Nigerian libraries generally.

After about ten years of the implementation of the programmes in the polytechnics, a review of the curriculum was carried out in order to update it and keep it abreast with recent developments in the field. The ND was further reviewed in 2002. Participants in the review workshops were drawn from the polytechnics, universities, Nigerian Library Association, Librarians Registration Council of Nigeria and employers of diplomates of the programmes.

The reviewed curriculum was renamed Library and Information Science, and structured in unit courses in line with the provisions of the National Policy on Education. This makes it mandatory for all institutions of higher learning to operate the credit unit system in order to facilitate the transfer of credits obtained in one institution to a similar programme in another institution.

I wish to express the Board's sincere appreciation to all the participants of the review of the curriculum for the programme as well as all others too numerous to list here, who offered their unstinted assistance to produce this updated curriculum that would meet the needs of this nation.

Dr. M. A. Kazaure, mni
Executive Secretary.

GENERAL INFORMATION

1.0 NATIONAL DIPLOMA (ND) National Diploma in Library and information Science

1.1 Programme Goal

The National Diploma (ND) programme in Library and Information Science aims at producing the nation's library and information science technicians who will be capable of performing middle level functions in libraries and information Centers.

1.2 Programme Objectives

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

- (a) catalogue and classify books;
- (b) process serials and reference materials;
- (c) compile some general and specific subject bibliographies, indexes and abstracts;
- (d) perform readers' services with minimum supervision;
- (e) supervise junior (clerical and non-technical) staff in a library; and information centers
- (f) take charge of a school or community library efficiently and effectively;
- (g) utilize information and communication technologies (ICT) in information handling, processing and delivering
- (h) set up and manage a small business enterprise

1.3 Minimum Entry Requirements

Candidates for admission into the National Diploma (ND) programme should have at least five credit/merit level passes at not more than two sittings in WASC/GCE (O/L) SSCE/NTC/NBC/Teachers Grade II Certificate which must include English Language, Mathematics, and any three relevant subjects.

1.4 Programme Duration

The National Diploma programme in Library and Information Science is structured to run for two academic sessions of two semesters each.

1.5 **Project**

Project work is an integral part of the National Diploma curriculum. The student will carry out an original project in the field of Library and Information Science to qualify for the ND certificate.

1.6 **Evaluation**

For the purpose of awarding the National Diploma in Library and Information Science, evaluation of students' shall comprise course work, examinations, (tests, quizzes, practicals, etc.) Project and SIWES. The weighting of each of the components shall be as prescribed by the National Board for Technical Education/the institution running the programme.

1.7 **Certificate**

The National Diploma (ND) shall be awarded only to persons who have satisfied all conditions for the award of the certificate as laid down by the National Board for Technical Education (NBTE) and the institution in which the programme is offered.

1.8 **Assessment**

Coursework	30%
Examination	70%

2.0 **CURRICULUM COMPONENTS**

2.1 **The Curriculum of the ND Library and Information Science programme consists of four main components. These are:**

- i) General Studies Courses
- ii) Foundation course
- iii) Professional Courses
- iv) Students Industrial Work Experience Scheme (SIWES)

2.2 **The General Studies component shall include courses in:**

- a) English Language and Communication, which is compulsory.
- b) Citizenship Education I and II which are also compulsory.

- c) Entrepreneurship Development that is also compulsory.
- d) Foundation courses.

2.3 The General Studies component shall account for 10-15% of the total contact hours for the programme.

2.4 Foundation Courses

2.5 Professional Courses are those courses that give the student the theory and practical skills he needs to practice his field of calling at the technician level. These may account for at least 60% of the contact hours of the programme.

2.6 Students Industrial Work Experience Scheme (SIWES) shall be taken during the long vacation following the end of the second semester of the first year. (See details of SIWES in section 7.0).

3.0 CURRICULUM STRUCTURE

The structure of the programme consists of four semesters of classroom, laboratory and workshop activities in the institution including (3-4 months) of Students Industrial Work Experience Scheme (SIWES). Each semester shall be of 17 weeks duration made up as follows: 15 contact weeks of teaching and practical exercises, and two weeks for registration and examinations.

SIWES shall take place at the end of the second semester of the first year.

4.0 ACCREDITATION

The programme shall be accredited by NBTE before the diplomate can be awarded the certificate. Details of the process of accrediting a programme for the award of the ND are obtainable from the Executive Secretary, National Board for Technical Education, P.M.B. 2239, Kaduna., Nigeria.

5.0 CONDITIONS FOR THE AWARD OF THE NATIONAL DIPLOMA

Institutions offering the programme will award the National Diploma to a candidate who successfully completes the programme after passing prescribed course work, examinations, project and the Students Industrial Work Experience Scheme. Such a candidate should have completed a minimum of 72 and 80 maximum semester credit units.

The Diploma shall be classified as follows:

Distinction - GPA of 3.50 and above

Upper Credit	-	GPA of 3.00 - 3.49
Lower Credit	-	GPA of 2.50 - 2.99
Pass	-	GPA of 2.00 - 2.49
Fail	-	GPA of below - 2.00

6.0 GUIDE NOTES FOR TEACHERS

- 6.1 The curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution to another institution of similar standard.
- 6.2 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 completes the programme. There is a slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance is 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 institutions 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. The 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 programmes offered throughout the polytechnic system.
- 6.3 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 60:40 or the reverse.

7.0 GUIDELINES ON SIWES

For the smooth operation of the SIWES the following guidelines shall apply:

7.1 Responsibility for Placement of Students

- (a) Institutions offering the ND programme shall arrange to place the students in industry. By April 30 of each year, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE who shall, in turn, authenticate the list and forward it to the Industrial Training Fund, Jos.
- (b) The Placement Officer should discuss and agree with industry on the following:

- i) a task inventory of what the students should be expected to experience during the period of attachment. It may be better to adopt the one already approved for each field.
- ii) the industry-based supervisor of the students during the period and the institution-based supervisor,
- iii) the evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

7.2 **Evaluation of Students During the SIWES**

In the evaluation of the student, cognizance should be taken of the following items:

- (a) Punctuality
- (b) Attendance
- (c) General attitude to work
- (d) Respect for authority
- (e) Interest in the field/technical area
- (f) Technical competence as a potential technician in the field.

7.3 **Grading of SIWES**

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students work which has been agreed to by all polytechnics is adopted.

7.4 **The Institution-Based Supervisor**

The institution-based supervisor should initial the log book during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist a student having any problem regarding specific assignments given to him by the industry-based supervisor.

7.5 **Frequency of Visit**

Institutions should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that:

- (i) there is another visit six weeks after the first visit; and
- (ii) a final visit in the last month of the attachment.

7.6 Stipend for Students on SIWES

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training Fund and NBTE.

7.7 SIWES as a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but failed SIWES he may only be allowed to repeat another four months SIWES at his own expense.

**National Board for Technical Education
Plot B, Bida Road,
P.M.B. 2239,
Kaduna.**

16th March, 2020.

ND PROGRAMME IN LIBRARY AND INFORMATION SCIENCE

CURRICULUM TABLE

1st SEMESTER: ND 1

Course Code	Course Title	L	T	P	CU	CH
LIS 111	Foundation of Library and Information Science	2	-	-	2	2
LIS 112	Cataloguing I	2	-	1	3	3
LIS 113	Basic Reference Tools and Services I	3	-	-	3	3
LIS 114	History of Libraries I	2	-	-	2	2
LIS 115	Book Production Processes	2	-	1	3	3
LIS 116	Classification I	2	-	1	3	3
LIS 117	Sociology of Library and Information Science	2	-	-	2	2
LIS 118	Basic Computer and Operating Systems	1	-	1	2	2
*LIS 119	Introduction to Information and Communication Technologies (ICT)	1	-	1	2	2
**GNS 101	Use of English I	2	-	-	2	2
**GNS 111	Citizenship Education I	2	-	-	2	2
		21	-	5	26	26

2nd SEMESTER: ND 1

Course Code	Course Title	L	T	P	CU	CH
LIS 121	Cataloguing II	2	-	1	3	3
LIS 122	Basic Reference Tools and Services II	1	-	2	3	3
LIS 123	History of Libraries II	2	-	-	2	2
LIS 124	Classification II	2	-	1	3	3
LIS 125	Compilation of Bibliography, Indexes and Abstracts.	2	-	1	3	3
**GNS 102	Communication in English I	2	-	-	2	2
**GNS 121	Citizenship Education II	2	-	-	2	2
**EED 213	Entrepreneurship Development	2	-	-	2	2
		15	-	5	20	20

1st SEMESTER: ND 1I

Course Code	Course Title	L	T	P	CU	CH
LIS 211	Introduction to Library Management	2	-	-	2	2
LIS 212	Cataloguing and Classification I	1	-	1	2	2
LIS 213	Research Methods	2	-	-	2	2
*LIS 214	Multimedia Resources	1	-	1	2	2
LIS 215	Types of Libraries and Information Centres I	2	-	-	2	2
LIS 216	Preservation and security of Library and Information Resources	1	-	1	2	2
*LIS 217	Fundamentals of Information Resources Development	2	-	-	2	2
LIS 218	Introduction to Library Automation	2	-	1	3	3
*LIS 219	Library Application Software	1		1	2	2
**GNS 201	Use of English II	2	-	-	2	2
		16	-	5	21	21

2nd SEMESTER: ND 1I

Course Code	Course Title	L	T	P	CU	CH
LIS 221	Cataloguing and Classification II	1	-	1	2	2
LIS 222	Project	-	-	4	4	4
*LIS 223	Introduction to Archives & Records management	2	-	-	2	2
*LIS 224	Library and information services to persons with special needs	1	-	1	2	2
LIS 225	Introduction to Internet and Virtual Library	2	-	1	3	3
*LIS 226	Introduction to web Design.	1		1	2	2
**GNS 202	Communication in English II	2	-	-	2	2
		9	-	8	17	17

KEY:

Existing Course

● New Course

** GNS Course

FIRST SEMESTER ND I

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 111	Credit Unit: 2hrs.
Course: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	Pre-requisite	Theoretical:
Goal: This course is designed to provide students with knowledge of the basic concepts of Library and Information Science		
General Objectives: At the end of this course, the student should:-		
<ol style="list-style-type: none"> 1 Know the origins and scope of Library and Information Science. 2 Know the ethics of Library and Information Science. 3 Appreciate the factors affecting library and information services in society. 4 Understand the role of Information and Communication Technologies (ICT) in Libraries and information centers. 		

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE FOUNDATION OF LIBRARY AND INFORMATION SCIENCE			COURSE CODE: LIS 111	CONTACT HOURS: 2HOURS		
GOAL: This course is designed to provide students with knowledge of the basic concepts of Library and Information.						
GENERAL OBJECTIVE: 1.0 Know the origin and scope of Library and Information 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 Library and Information Science. 1.2 Trace the origin of library and information science in Nigeria. 1.3 Explain the similarities	Explain basic components e.g library, information center ,	Books, Journals, magazines, CD-ROM and CD-ROM player,			Trace the historical development of the Library and Information

	<p>and differences between libraries and information centres in respect of personnel, training, stock, space, clientele, etc.</p> <p>1.4 Describe types of libraries, e.g., academic, public, national, special, school and mobile libraries.</p> <p>1.5 Explain the role of libraries and information centres in the community.</p> <p>1.6 Explain the act that established Librarians Registration Council of Nigeria.</p>	<p>Trace the historical development Library and information Science</p> <p>Explain types of libraries, e.g., academic, public, national, special, school and mobile libraries. and the act that established Librarians Registration Council of Nigeria.</p>	Internet resources			<p>n Science professions</p> <p>Discribe the roles of libraries and information centers in the community</p>
GENERAL OBJECTIVE: 2.0 Know the ethics of library and information science						
	<p>2.1 Define Library profession</p> <p>2.2 Identify the characteristics of a Library profession</p> <p>2.3 Define professional ethics of Library</p> <p>2.4 Explain library and information science as a profession including its ethics</p>	<p>Explain what is a profession</p> <p>Give highlight the characteristics and ethics of the library and information Science profession</p>	Books, Journals, magazines, CD-ROM and CD-ROM player, Internet resources			<p>Identify the characteristics of a profession</p> <p>Discuss the ethics of library and information science as a profession</p>
GENERAL OBJECTIVE: 3.0 Appreciate the factors affecting Library and Information services in society.						
	3.1 List the factors affecting library and information services development in Nigeria, e.g. social,	Explain the factors affecting library and information	Books, Journals, magazines, Internet			What are the socio-economic and

	<p>political, economic, religious, demographic, etc.</p> <p>3.2 Explain the factors listed in 3.1 above.</p>	<p>services development in Nigeria,</p>	<p>resources</p>			<p>political factors affecting the development of library and information services in Nigeria</p>
<p>GENERAL OBJECTIVE 4.0 Understand the role of Information and Communication Technologies (ICT) in Libraries and information centres.</p>						
	<p>4.1 Define Information and Communication Technologies (ICT).</p> <p>4.2 Trace the historical development of ICT in libraries and information centres in Nigeria.</p> <p>4.3 List available ICTs in Nigerian libraries and information centres, e.g., computers, databases, compact disc (CD-ROM), Internet, tele-communications, fax machines, electronic copying, etc.</p> <p>4.4 Describe the ICTs mentioned in 3.3 above.</p> <p>4.5 Explain the role of ICTs in library and information centres</p> <p>4.6 State the advantages and disadvantages of the ICTs in 3.3 above.</p> <p>4.7 State the problems of and</p>	<p>Define the concept of ICT</p> <p>Identify various ICT devices used in information service delivery</p> <p>Explain the roles of ICT in information service delivery</p>	<p>Books, Journals, magazines, CD-ROM and CD-ROM player, Personal computers, Internet resources</p>			<p>Highlight the roles of ICT in information service provision</p> <p>State the problems of and the possible solutions to the application of the ICTs in Nigerian</p>

	the possible solutions to the application of the ICTs listed in 3.3 above.					
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Assessment

Course Work	30%
Examination	70%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 112	Credit Unit: 3hrs.
Course: CATALOGUING I	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint the student with the concepts of cataloguing.		
General Objectives: At the end of this course, the student should:-		
1.0 Appreciate Library catalogue.		
2.0 Know the characteristics of various types of catalogues. (CAN NOT BE A GENERAL OBJ)		
3.0 Know the use of the various cataloguing tools and equipment.		
4.0 Appreciate the basic process of cataloguing		

PROGRAMME:NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE: CATALOGUING I			COURSE CODE:LIS 112	CONTACT HOURS: 2HOURS		
1.0 GENERAL OBJECTIVE: Appreciate Library catalogue.						
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 - 2	1.1 Define a catalogue. 1.2 Identify the functions of a library catalogue. 1.3 Identify various sources of information in the catalogue, e.g. title, pages, table of contents, etc.	Define catalogue Mention the various sources of information in the catalogue	Books, Journals, samples of catalogue entries, internet resources			Define a catalogue. Mention the various sources of information in the catalogue,
3 - 11	1.4 Explain the major differences/characteristics of various kinds of catalogues, their merits and demerits, viz, (a) subject catalogue (b) author catalogue (c) title catalogue (d) dictionary catalogue (e) classified catalogue 1.5 Explain the meaning of added entries, cross references, analytical entries and display. 1.6 Show the relationship between the classified catalogue and the dictionary catalogue. 1.7 Explain what shelf lists	.Highlight the major differences/characteristics of various kinds of catalogues identified in 2.1 and state the merits and the demerits of each type	Books, Journals, samples of catalogue entries, internet resources			Discuss the major differences/c characteristics of various kinds of catalogues, State the merits and demerits of each type of catalogue Explain the similarities and differences of

	<p>and tracings are.</p> <p>1.8 Explain the usefulness of shelf lists and tracings in the operation of the library catalogue.</p> <p>1.9 Explain the uses of cross references, viz, <u>see</u> and <u>see also</u> references.</p> <p>1.10 Describe the physical forms of the catalogue, e.g., card, sheaf, printed book, computerized catalogues, OPAC etc.</p>					, <u>See</u> and <u>See also</u> References.
GENERAL OBJECTIVE 3.0 Know the use of the various cataloguing tools and equipment.						
12 - 15	<p>2.1 Identify the tools and equipment in the cataloguing department, e.g., catalogue cards, LC Subject Headings, card sorter, 3"x5" cards, ACCR₂ etc.</p> <p>2.2 Explain the need for these tools and equipment and how they are used.</p> <p>2.3 Apply the three levels of catalogue entries, viz, author, title, subject.</p>	<p>List the various tools and equipment used for cataloguing</p> <p>Explain how to use the various cataloguing tools identified in 3.1</p>	<p>Sears List of Subject Headings. Catalogue Cards. Catalogue Cabinets. Shelves. Card Sorter. Typewriter (manual). Computer OPAC AACR₂ LC subject heading SA-Z</p>	<p>Carry out simple cataloguing tasks with little assistance</p>	<p>Conduct practical exercises on the usage of cataloguing tools and equipment.</p>	<p>State the importance of cataloguing tools.</p> <p>Prepare Single author, two and three author catalogue entries on a given subject</p>

what about the third gen ob, 3 I have merged 1 and 2. , 3 becomes 2, where is 3 (Appreciate the basic process of cataloguing)

Assessment

Coursework	40%
Examination	60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 113	Credit Unit: 3hrs.
Course: BASIC REFERENCE TOOLS AND SERVICES I	Pre-requisite	Theoretical:
Goal: This course is designed to introduce the students to basic reference tools and services.		
General Objectives: At the end of this course, the student should:-		
1.0 Know the various types of basic reference tools. 2.0 Understand the nature of Reference services 3.0 Know the major characteristics of reference resources 4.0 Understand virtual reference		

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: BASIC REFERENCE TOOLS AND SERVICES I			COURSE CODE: LIS 113	CONTACT HOURS: 3HOURS		
GENERAL OBJECTIVE: 1.0 Know the various types of basic reference tools						
Goal: This course is designed to introduce the students to basic reference tools and 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 - 6	1.1 Define a reference tool. 1.2 Describe the various types of reference tools..	1. Distinguish between types of reference resources, viz, (a) specific (b) general	1. Encyclopedias 2. Dictionaries 3. Almanacs 4. Yearbooks 5. Handbooks 6. Directories 7. Manual 8. Biographical works 9. Bibliographical works			Define reference tool Distinguish between specific and general

			10. Geographical works 11. Indexes and Abstracts.			reference resources,
GENERAL OBJECTIVE: 2.0 Understand the nature of reference services						
	2.1 Define reference services 2.2 Explain the types of reference services	Explain the meaning and types of Reference Service	Books, Journals, internet resources samples of different types of reference tools			Identify different reference tools and state their importance in reference service
GENERAL OBJECTIVE: 3.0 Know the major characteristics of the basic reference sources						
7-15	3.1 identify sources of information in specific types of reference sources, e.g., encyclopedias, almanacs, dictionaries, yearbooks, etc. 3.2 Describe geographical sources of information, e.g., atlases, maps, etc. 3.3 Outline the techniques for compiling a bibliography and a booklist.	Identify various reference sources. and their characteristics Give examples of specialized bibliography, e.g., Books in Print, Cumulative Book Index.	Books, Journals, internet resources samples of different types of bibliographies,			reference State the characteristics of reference tools Outline the techniques for compiling a bibliography and a booklist.
4.0 Understand virtual reference						

4.1	Define virtual reference	Explain the term virtual reference	Books, Journals, internet resources	Provide Virtual reference service	Guide students to see how virtual reference service are provide.	Explain the term “Virtual Reference”
4.2	State the importance of virtual reference provision	and its significance in Library and information service provision	personal computers, internet connectivity,			
4.3	Highlight the procedures for virtual reference service provision	Explain the procedures involved in virtual reference service				Outline the procedures for virtual reference service provision
4.4	Apply the procedure identified in 4.4					

Assessment

Coursework

40%

Examination

60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 114	Credit Unit: 3hrs.
Course: HISTORY OF LIBRARIES I	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint students with the origins and development of libraries from pre-literate time to the modern time		

<p>General Objectives: At the end of this course, the student should:-</p> <p>1.0 Know the origins and development of libraries in preliterate time.</p> <p>2.0 Know the development of libraries in medieval times.</p> <p>3.0 Know the development of libraries in modern times.</p>

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION:: HISTORY OF LIBRARIES I			COURSE CODE: 114	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: Know the origins and development of libraries in ancient times.						
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	1.1 Trace the origins of libraries in ancient Egypt. 1.2 Explain the role of libraries in ancient Egypt 1.3 Trace the development of libraries in Mesopotamia.	Explain the historical development of early libraries	Relevant photographs, books, journals, internet etc			Give an account of the historical development of libraries in ancient Egypt
GENERAL OBJECTIVE 2.0 Know the development of libraries in medieval times.						

1 - 4	<p>2.1 Trace the development of monastic libraries in medieval time</p> <p>2.2 Explain the role of monastic libraries in the medieval time</p> <p>2.3 Explain the advantages of medieval libraries over ancient libraries</p>	Explain the historical development of monastic libraries in medieval time	Relevant photographs, books, journals, internet etc			Explain the advantages of medieval libraries over ancient libraries
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GENERAL OBJECTIVE 3.0 Know the development of libraries in modern times.

8 - 15	<p>3.1 Trace the development of libraries in the Europe and America</p> <p>3.2 Trace the development of libraries in Africa</p> <p>3.3 Differentiate between modern and ancient libraries.</p> <p>3.4 Differentiate between modern and medieval libraries.</p>	Show historical pictures and videos of the libraries in Europe, America and Africa	Photographs Video slides			<p>Trace the development of libraries in the Europe and America</p> <p>Give an outline of the development of libraries in Africa</p>
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Assessment

Coursework
Examination

30%
70%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 115	Credit Unit: 3hrs.
Course: BOOK PRODUCTION PROCESSES	Pre-requisite	Theoretical:
Goal: This course is designed to introduce students to the book production processes.		

<p>General Objectives: At the end of this course, the student should:-</p> <p>1.0 Understand books and its parts.</p> <p>2.0 Know the origins and development of the book.</p> <p>3.0 Know the processes involved in book production.</p> <p>4.0 Know the material inputs in book production.</p> <p>5.0 Know the elements of book trade.</p> <p>6.0 Understand basic electronic publishing</p>
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PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: BOOK PRODUCTION PROCESSES			COURSE CODE LIS 115	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE 1.0: Understand what the book is and its parts.						
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 - 3	1.1 Define the book. 1.2 Identify parts of the book	Demonstrate a book and its various parts	Books, Pamphlets, journals,internet resources			List and explain types and parts of a book

GENERAL OBJECTIVE 2.0 Know the origins and development of the book.						
4 - 6	2.1 Enumerate the early forms of the book. 2.2 Describe the antecedents to the book.	Show pictures and videos of early forms of books.	Pictures and videos of early forms of books, journals, Internet, archives, museums			Describe the early forms of the book
GENERAL OBJECTIVE 3.0 Know the processes involved in book production.						
7 - 12	3.1 Describe the foundation of book production processes starting from the author (manuscript) to: (a) type-setting (b) pasting/art work (c) filming (d) plate-making (e) impression (f) print-finishing (g) Illustrations.	Explain each stage of the processes identified in 3.1	Typefaces, films, plates, camera, printing machines, relevant information resources	Undertake the following tasks a) type-setting b) pasting/art work c) filming d) plate-making e) impression f) print-finishing g) Illustrations.	Demonstrate each stage of the Process listed in 3.1 Organize a study tour to a book publishing establishment.	Describe book production processes in the early modern types
GENERAL OBJECTIVE 4.0 Know the material inputs in book production.						
13 - 15	4.1 Identify the material inputs in book production processes, e.g., paper, ink, typefaces and presses. 4.2 Describe the materials identified in 4.1. above.	Explain the material inputs in book production processes.	1. Paper 2. Ink 3. Type faces 4. Press 5. Library resources 6. Internet 7. projector/Screen 8. Laptop	Identify material inputs in book production processes	Guide students in the identification of the material inputs in book production processes	Explain material inputs in book production processes
GENERAL OBJECTIVE 5.0 Know the elements of book trade.						

	5.1 Define Book trade 5.2 Describe the book chain 5.3 Identify the challenges of book trade in Nigeria	Explain book trade and book chain using illustrative case studies.	Publishing house, vendors, library books and journals, internet	Identify publishing houses and bookshops	Take students to visit publishing houses and bookshops	Identify the players and their roles in the book industry
GENERAL OBJECTIVE 6.0 Understand basic electronic publishing						
	6.1 Define electronic publishing 6.2 Describe electronic publishing processes 6.3 Describe the role of ICT in electronic publishing 6.4 Differentiate the traditional publishing from electronic publishing	Explain Electronic publishing Explain the role of ICT in electronic publishing	Computers, printers, cameras,, camcorders, scanners, library books, internet projector/screen etc	Perform basic electronic publishing tasks using the relevant ICT tools	Demonstrate electronic publishing, Organize tour to electronic publishing establishment	Explain the processes of electronic publishing Describe the role of ICT in electronic publishing

Assessment

Coursework
Examination

40%
60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 116	Credit Unit: 3hrs.
Course: CLASSIFICATION I	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint the student with the basic concepts of classification		

<p>General Objectives: At the end of this course, the student should:-</p> <p>1.0 Understand what classification is.</p> <p>2.0 Know the characteristics of various types of classification tools.</p> <p>Too scanty can we merge this course to another?</p>
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PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: CLASSIFICATION I		COURSE CODE:LIS 116		CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: Understand classification.						
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 - 9	1.1 Define classification in its ordinary and technical contexts. 1.2 State clearly the relationship between the word "classification" and the concept of classification. 1.3 State why library materials are classified. 1.4 Describe briefly the historical background of the major classification schemes. 1.5 Describe notation, form class, form division, generalia, index. 1.6 Enumerate the characteristics of a good notation and mnemonic device.	Provide a variety of objects for arrangement by their distinguishing attributes, e.g., fruits, furniture, etc.	1. Classroom items. 2. Natural items. 3. Classification schemes, e.g., DDC, UDC, LC. Colon, Bliss, etc. Computer Library software application Internet resources	-Differentiate types of class science and notation - Arrange various object according to their similarities and by their distinguishing attributes e.g. fruits, furniture	Show students the arrangement of various object according to their similarities and by their distinguishing attributes e.g. fruits, furnitures	Explain the concept of classification Identify the features of major class schemes
GENERAL OBJECTIVE 2.0 Know the characteristics of various types of classification tools.						

10 -15	2.1 List the tools used in classification, e.g., LC, DDC, UDC etc. 2.2 Identify the main features of the major classification schemes, e.g., LC, DDC, UDC.	Explain the cataloguing tools peculiar to each of the scheme listed in 2.1	1. DDC scheme 2. LC scheme 3. UDC scheme list of subject headings classification scheme	Identify the major features of class scheme e.g. DDC, LC UDC Classify a book using each of the classification schemes listed in 2.1	Conduct group practical work on use of each scheme.	Identify the tools used in classification Classify a book using LC/DDC/UDC
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Assessment

Coursework
Examination

40%
60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 117	Credit Unit: 2hrs.
Course: SOCIOLOGY OF LIBRARY AND INFORMATION SCIENCE	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.		

General Objectives: At the end of this course, the student should:-
1.0 Understand sociology of library and information science.
2.0 Understand the nature and purpose of library and information science.
3.0 Understand the role of library and information centres in society.
4.0 Understand the information needs of the community.
5.0 Appreciate factors that influence library and information services to the community.

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: SOCIOLOGY OF LIBRARY AND INFORMATION SCIENCE		COURSE CODE: LIS 117		CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Understand sociology of library and information 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 - 3	1.1 Define sociology of library and information science. 1.2 Explain basic concepts such as library, culture, communication, information, society, sociology.	Explain all the terms in 2.1 inter-relatedly.	Text books Journals Internet Magazines and newspapers			Explain basic concepts such as library, culture and sociology
GENERAL OBJECTIVE 2.0. Understand the nature and purpose of library and information science.						
4 - 6	2.1 State the attributes of a library. 2.2 Explain the philosophy of library and information sciences. 2.3 Describe the various types of libraries. 2.4 Examine the purpose of libraries and information centres.	List the attributes in 2.1 with the full involvement of the students.	Text books Journals Internet Magazines and newspapers			Explain the attributes of a library
GENERAL OBJECTIVE 3.0. Understand the role of library and information sources in society.						
7 - 8	3.1 Explain the functions of the library in the provision of information. 3.2 Explain the functions of the library in formal education. 3.3 Explain the functions of the library in mass literacy. 3.4 Explain the functions of the library in the promotion of culture. 3.5 Explain the functions of the library in facilitating recreation.	Highlight how various types of libraries perform these functions.	Text books Journals Internet Magazines and newspapers			Explain the various roles played by library and information centers in the society

	3.6 Explain the functions of the library in extension services.					
GENERAL OBJECTIVE 4.0. Understand the information needs of the community.						
9 - 13	<p>4.1 Identify the components of the community/society to be served.</p> <p>4.2 Describe the characteristics of the user groups.</p> <p>4.3 Identify the information needs of user groups.</p> <p>4.4 Identify the reading habits of user groups.</p> <p>4.5 Explain the factors affecting reading habits of user groups.</p>	<p>Explain the characteristics of User Groups</p> <p>Organize community analysis on user needs.</p>	<p>Text books</p> <p>Journals</p> <p>Internet</p> <p>Magazines and newspapers</p>			Describe the characteristics of a user group
GENERAL OBJECTIVE 5.0. Appreciate factors that affects library and information services to the community.						
14 - 15	<p>5.1 Examine the social factors affecting library and information services.</p> <p>5.2 Examine the economic factors affecting library and information services.</p> <p>5.3 Examine the political factors affecting library and information services.</p> <p>5.4 Explain how library and information services affect social, economic and political aspects of</p>	<p>Explain social factors affect library and information services</p>	<p>Text books</p> <p>Journals</p> <p>Internet</p> <p>Magazines and newspapers</p>			Identify and explain the various factors affecting library and information service in the society

	the community.					
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Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 125	Credit Unit: 2hrs.
Course: BASICS COMPUTER AND OPERATING SYSTEMS	Pre-requisite	Theoretical:
Goal: This course is designed to provide students with basic knowledge of computer components and necessary skills for its operation.		

<p>General Objectives: At the end of this course, the student should:-</p> <p>1.0 Know the origin, development and classification of computers.</p> <p>2.0 Know the major parts of the computer and its peripherals.</p> <p>3.0 Understand basic computer operating systems.</p> <p>4.0 Know how to operate the computer.</p> <p>5.0 Understand the running of computer application software.</p>
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PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: BASICS OF COMPUTER AND OPERATING SYSTEMS			COURSE CODE: LIS 125	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the origin, development and classification of computers.						
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 - 2	1.1 Define a computer. 1.2 Trace the history and development of computers. 1.3 Identify computers by generations , 1.4 Identify the major classification of computers, e.g., by type, purpose, and capacity/size etc.	1. Highlight the development of computer and its various generations. 2. Explain the major classifications of computers.	Personal computers, textbooks, journals, internet etc	Boot and shutdown a computer system	Demonstrate how to boot and shutdown a computer Show pictures and videos of different types of computers.	Account for the historical development of the computer List and explain the classifications of computer
GENERAL OBJECTIVE: 2.0 Know the major parts of the computer and its peripherals.						
3 - 4	2.1 Describe major parts of a computer and its peripherals, e.g., monitor, central processing unit (CPU), keyboard, mouse, etc.	Expose students to the various parts of the computer and the functions performed by each of them.	Personal computers., Diskettes, flash drives, external hard disc CD-ROMs,	Carry out specific tasks involving the use of different parts of the computer	Demonstrate the usage of each part of the computer.	List and explain the major components off a computer and its peripherals

	2.2 Explain the uses of each parts listed in 2.1 above.	Show pictures and videos of computer peripherals	videos, pictures, journals, textbooks and internet etc			
GENERAL OBJECTIVE 3.0 Understand basic computer operating systems.						
5 - 8	3.1 Define computer operating systems. 3.2 Explain computer operating systems concepts, e.g., apple, unix, disk operating systems (DOS), windows etc. 3.3 Describe each operating system identified in 3.2 above. 3.4 Differentiate between the operating systems. 3.5 State the advantages of Windows operating systems.	Explain the different types of operating system	Personal computers, textbooks, journals, internet etc	Boot and shutdown a computer to carry out specific tasks involving the use of different parts of the computer	Show videos of computer operating systems Illustrate how to boot and shutdown a computer to carry out specific tasks involving the use of different parts of the computer	Identify and explain various types of computer operating systems
GENERAL OBJECTIVE 4.0 Know how to operate the computer.						
9 - 12	4.1 Identify input, output and storage devices. 4.2 Use the devices listed in 4.2 above. 4.3 Explain how to: (a) format a diskette (b) create a directory (c) change a directory (d) delete a directory (e) create a file (f) edit a file (g) copy a file	Explain the various functions of computer and its applications	Personal computer, Diskettes, textbooks, journals, .internet etc	Carry out the following tasks: (a) format a diskette (b) create a directory (c) change a directory (d) delete a directory (e) create a file (f) edit a file (g) copy a file	Demonstrate how to perform the tasks listed in 4.4	Identify and explain various ways of operating a computer

GENERAL OBJECTIVE 5.0: Understand the running of application software.						
13 15	5.1 Run an application from START. 5.2 Explain how to run an application software using MS-DOS. 5.3 Explain how to run an application software from Windows. 5.4 Explain how to run two or more application software concurrently. 5.5 Explain switching between application software.	Explain how to use different computer application software	Personal computer, storage devices, application software., textbooks journals internet	Concurrently run two or more application software and also switch between software	Demonstrate each step in 5.1 to 5.5.	Explain the approaches taken to run a computer application software

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 125	Credit Unit: 2hrs.
Course: INTRODUCTION OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) IN LIBRARY AND INFORMATION SERVICES	Pre-requisite	Theoretical:
Goal: This course is designed to provide students with knowledge and skills to handle the application of ICT in library and information services		

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

- 1.0 Understand the concept of Information and Communication Technologies
- 2.0 Understand the application of ICT in Library management and Services
- 3.0 Understand ICT and its impact on library and information services

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: INTRODUCTION OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) IN LIBRARY AND INFORMATION SERVICES			COURSE CODE: LIS 125	CONTACT HOURS: 2HOURS		
1.1 GENERAL OBJECTIVE: Understand the concept of Information and Communication Technologies						
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 - 2	1.1 Define the concept of ICT 1.2 Identify the various types of ICTs 1.3 Trace the history of ICT in library and information centers 1.4 Explain the uses of ICT 1.5 identify the functions of ICT	Explain the various types of ICT	Personal computers, internet, textbooks, journals			Explain the various types of ICT
GENERAL OBJECTIVE 2.0 Understand the application of ICT in Library and information services						
3 - 10	2.1 Identify the emerging trends and technologies in the management of libraries and its services 2.2 Explain each of the items identified in 2.1 above 2.3 Explain the application of the Information and communication technology within Nigerian context 2.4 Explain ICT application to technical services in library and information centers 2.5 Explain ICT application to reader services in library and information centers	Explain the various emerging trends and technologies in library management and services	Pictures and videos of various types of ICT, text books, journals, internet			Explain the application of ICT in library management and services

GENERAL OBJECTIVE 3.0 Understand ICT and its impact on library and information services						
11 - 12	<p>3.1 Trace the historical application of ICT in library and information centers in Nigeria</p> <p>3.2 List the available ICTs in Nigerian libraries and information centers e.g. computers, cameras, databases, internet, fax machine, telecommunication etc</p> <p>3.3 Describe the use of the ICTs mentioned in 3.2 above.</p> <p>3.4 State the advantages and disadvantages of the ICTs in 3.2</p> <p>3.5 State the problems and possible solutions to the application of the ICT mentioned in 3.2 above</p> <p>3.6 List the implications of ICT on librarians and information professionals</p> <p>3.7 Explain the information seeking behavior in an electronic environment</p>	<p>Explain the historical application and use of ICT in library and information centers in Nigeria</p>	<p>Textbooks, journals, internets, databases, fax machines, cameras</p>	<p>Identify the application of ICT in library and information centers.</p> <p>Show various ICT applications in the library and information centers</p>	<p>Guide students to see the application of ICT in library and information centers.</p>	<p>Explain the impact of ICT on library and information services</p>

SECOND SEMESTER ND 1

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 121	Credit Unit: 3hrs.
Course: CATALOGUING II	Pre-requisite	Theoretical:
GOAL: This course is designed to strengthen the students' knowledge skills of cataloguing acquired in LIS 112.		

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

- 1.0 Know the various cataloguing rules.
- 2.0 Know the various bibliographic tools.
- 3.0 Know the use of tools and the application rules of cataloguing.

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY SCIENCE						
COURSE SPECIFICATION: CATALOGUING II			COURSE CODE: LIS 121	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1. 0: Know the various cataloguing rules.						
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 - 3	1.1 Trace the history of cataloguing rules, e.g., the AA codes, AACR 1967, AACR II. 1.2 Explain the use of AACR II.	narrate the history of cataloguing rules Explain how to use various cataloguing tools	AACR II LC Subject Headings A-Z Cutter Table Sears List of Subject Headings. Catalogue Cards Catalogue Cabinets Shelves. Textbooks , journals, internet			Account for the historical development of cataloguing rules
GENERAL OBJECTIVE: 2.0 Know the various bibliographic tools.						
4 - 9	2.1 Describe the application of AACR II. 2.2 Explain ISBD as a cataloguing tool. 2.3 Explain the place of punctuation marks. 2.4 Identify the bibliographic tools in cataloguing, e.g., CIP, BNB, ISBN, LC Subject Headings, Sears List, etc. 2.5 Design cataloguing	Give examples of worksheets.	Card Sorter Typewriter (manual) Minigraph machine Minigraph stencils Pencils Erasers Worksheet Computers ISBD	Design cataloguing worksheet	Take students through the process of designing cataloguing work sheet	Design cataloguing worksheet

	worksheets for: (a) card catalogue (b) computerized catalogue					
GENERAL OBJECTIVE: 3.0 Know the use of tools and the application rules of cataloguing.						
10 -15	3.1 Explain the procedures of cataloguing new titles 3.2 Apply the procedures for cataloguing new titles	Describe the procedures of cataloging a new title	New book titles, catalogue cards, pencils, AACR II, erasers, etc	Catalogue new book titles	Conduct practical classes on cataloguing.	Produce relevant entries

Assessment

Coursework

40%

Examination

60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 122	Credit Unit: 3hrs.
Course: BASIC REFERENCE TOOLS AND SERVICES II	Pre-requisite	Theoretical:
Goal: This course is designed to introduce the student to the major bibliographic works and their characteristics.		

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

- 1.0 Know library accession list.
- 2.0 Know the various forms of catalogues.
- 3.0 Know the various types of Abstracts and Indexes.
- 4.0 Understand current and retrospective bibliographies.
- 5.0 Know how to use basic reference books.

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: BASIC REFERENCE TOOLS AND SERVICES II			COURSE CODE: LIS 122	CONTACT HOURS: 2 HOURS		
GENERAL OBJECTIVE: Know library accession list.						
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 - 2	1.1 Define an accession list. 1.2 Describe an accession list.	Show students accession lists	1. Catalogue cabinet. 2. 3"x5" cards 3. Card sorter 4. Computer 5. Union Catalogue 6. National Union Catalogue 7. Publishers Catalogue 8. Book Catalogue 9. CD-Room Catalogue 10. COM Catalogue.			Outline the features of an accession list
GENERAL OBJECTIVE 2.0 Know the various forms of catalogues.						
3 - 10	2.1 Define a catalogue. 2.2 Describe the various forms of catalogues, e.g., (a) Library catalogue (b) Union catalogue (c) National Union Catalogue (NUC) (d) Publishers catalogue. 2.3 Explain the various	Explain catalogue Provide samples of card, book, CD-ROM and COM catalogues. Perform	Samples of Library catalogue, Union catalogue and National Union Catalogue etc, Textbooks, Journals, internet resources	Use various forms of catalogues	Conduct practical sessions on how to use the various types of catalogues	Differentiate between: Library catalogue, Union catalogue and National Union Catalogue Explain the meaning of OPAC and its characteristics

	types of library catalogues, e.g., (a) Card catalogue (b) Book catalogue (c) Computerised catalogue (d) OPAC (On-line Public Access Catalogue) (e) CD-ROM catalogue (f) COM catalogue. 2.4 File catalogue cards word by word and letter	practical exercises in filing.				
GENERAL OBJECTIVE 3.0 Know the various types of Abstracts and Indexes.						
11 - 12	3.1 Define indexes and abstracts. 3.8 Describe various types of indexes, e.g., back of the book, index, secondary publications, etc.	Highlight similarities and differences between indexes and abstracts.	Sample of abstracts, indexes, Textbooks, Journals, interned resources			Differentiate an index from an abstract
GENERAL OBJECTIVE 4.0 Understand current and retrospective bibliographies.						
13 - 14	4.1 Define bibliography. 4.2 Describe current and retrospective bibliography.	Identify bibliographies, e.g., BMB, BIP, etc.	Sample of bibliographies, Textbooks, Journals, interned resources			Define bibliography and it explain its importance
GENERAL OBJECTIVE 5.0 Know how to use basic reference books.						
15	5.1 List all the categories of basic reference books. 5.2 Explain how to use the materials and tools listed in 5.1 above.	Explain the categories of basic reference books Show examples of reference books	Samples of reference tools, Textbooks, Journals, interned resources	Use all reference tools to provide reference service	Demonstrate the use of materials and tools listed in 5.1	Enumerate the various reference tools available to the library and the type of information each provides

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 123	Credit Unit: 2hrs.
Course: HISTORY OF LIBRARIES II	Pre-requisite	Theoretical:
Goal: This course is intended to acquaint students with the origins and development of libraries in West Africa with particular reference to Nigeria.		

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

- 1.0 Understand Western influence on the development of libraries in West Africa.
- 2.0 Understand the Eastern influence on the development of libraries in West Africa.
- 3.0 Know the growth and development of libraries in Nigeria.

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: HISTORY OF LIBRARIES II			CODE LIS 123	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Understand Western influence on the development of libraries in West Africa.						
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 - 5	1.1Describe the early libraries of West Africa. 1.2Trace the history and development of Library Associations with particular reference to West Africa. 1.3Analyses the history and development of Library Associations in Nigeria. 1.4Examine the influence of Western Library Associations on West African Library Associations.	Explain the western influence on the development of libraries in west Africa	Textbooks, journals, Pictures videos, internet			Explain the development of early libraries in west Africa Account for western influence on the development of libraries in west Africa
GENERAL OBJECTIVE 2.0 Understand the Middle Eastern influence on the development of libraries in West Africa.						
6 - 9	2.1 Explain the influence of early universities in North Africa on the	Explain the influence of North African universities on	Textbooks, journals, internet, videos,			Discuss the influence of North African universities on

	<p>development of book collections in West Africa.</p> <p>2.2 Describe the Arabic collections in Nigeria, e.g., Ibadan University, Kano, Sokoto, etc.</p> <p>2.3 Explain how the Arabic collections influenced library development in West Africa.</p>	<p>development of book collections in west Africa</p> <p>Organize study tours to one or more Arabic collections.</p>				<p>the development of book collections in west Africa.</p>
GENERAL OBJECTIVE 3.0 Know the growth and development of libraries in Nigeria.						
10 - 15	<p>3.1 Describe the development of libraries in the Protectorate of Lagos.</p> <p>3.2 Trace the history of library development in Nigeria.</p> <p>3.3 Trace the origins and development of private libraries in Nigeria.</p> <p>3.4 Trace the history of academic libraries in Nigeria.</p> <p>3.5 Trace the origins and development of public libraries in Nigeria.</p> <p>3.6 Trace the origins and development of school libraries in Nigeria.</p>	<p>Explain the development of different types of libraries in Nigeria</p>	<p>Textbooks, journals, internet,</p> <p>Organize a study tour to different types of libraries around</p>			<p>List and explain the development of different types of? libraries in Nigeria</p>

Assessment
Coursework

30%

Examination

70%

Programme NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 124	Credit Unit: 2hrs.
Course: CLASSIFICATION II	Pre-requisite	Theoretical:
Goal: This course is designed to provide students with knowledge and skills of cataloguing and classification.		

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

- 1.0 Know the various rules of classification.
- 2.0 Appreciate the relationship between cataloguing and classification.
- 3.0 Know how to use the DDC scheme in a practical library situation.
- 4.0 Know how to use LCC scheme in a practical library situation.

PROGRAMME: HIGHER NATIONAL DIPLOMA IN LIBRARY SCIENCE						
COURSE: CLASSIFICATION II			COURSE CODE: LIS 124	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Know the various rules of classification.						
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 - 5	1.1 State the various rules of classification. 1.2 Apply classification rules to library and information resources	Explain the various rules of classification in details	List of subject headings, DDC, LCC, Text books, journals, Internet			State the various rules of classification and how they are applied to library and information resources
GENERAL OBJECTIVE 2.0 Appreciate the relationship between cataloguing and classification.						
6 - 10	2.1 Know cataloguing rules and how they are applied 2.2 Differentiate between class mark and call number 2.3 Demonstrate the link between catalogues entries and identified books on the shelves, e.g. using call numbers.	Show specimen of catalogue entries. Explain major divisions of DDC and LCC classes	Card catalogue, List of subject headings, DDC, LCC, Text books, journals, Internet	Demonstrate the inter-relationship between cataloguing and classification.	Conduct practical sessions on the use of DDC schemes to Demonstrate the inter-relationship between cataloguing and classification.	Highlight the interrelationships between cataloguing and classification Classify a sample book
GENERAL OBJECTIVE 3.0 Know how to use the DDC scheme in a practical library situation.						

11 - 15	3.2	Explain the features of DDC eg notation, major division etc	Explain how to classify library and information resources using DDC	Sear list of subject headings , cutter table DDC, LC subject headings LCC scheme, Text books, journals, Internet	Classify Information resources using DDC and LCC schemes	Conduct group practical exercise using LCC to Demonstrate the inter-relationship between cataloguing and classification.	Highlight and explain the features of DDC scheme
	3.3	Use the DDC scheme to classify library and information resources	Explain how to classify library and information resources using LCC scheme				
	3.2	List the advantages and disadvantages of DDC scheme.					
	3.3	Explain the features of LCC eg notation, major division etc					
	3.4	Use the LCC scheme to classify library and information resources					
	3.5	List the advantages and disadvantages of LCC scheme.					
							Highlight and explain the features of LCC scheme

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 126	Credit Unit: 3hrs.
Course: COMPILATION OF BIBLIOGRAPHIES, INDEXES AND ABSTRACTS	Pre-requisite	Theoretical:
Goal: This course is designed to enable students acquire the knowledge and skills required for compiling bibliographies, indexes and abstracts.		

<p>General Objectives: At the end of this course, the student should:-</p> <p>1.0 Understand basic concepts of bibliographies, indexing and abstracting.</p> <p>2.0 Know the basic steps in compiling a bibliography.</p> <p>3.0 Know the basic steps in compiling indexes and abstracts.</p>
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PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE SPECIFICATION: COMPILATION OF BIBLIOGRAPHIES, INDEXES AND ABSTRACTS			COURSE CODE: LIS 126	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Understand basic concepts of bibliographies, indexing and abstracting.						
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 - 3	1.1 Define basic concepts bibliography, indexing and abstracting. 1.2 Describe the various forms of bibliographies (e.g., trade, subject, national bibliographies, guides and printed library catalogues).	Explain the meaning of basic concepts listed in 1.1 Give students samples of the resources listed in 1.2 and 1.4.	Samples of bibliographies, indexes and abstracts. text books, journals, internet			State the similarities between the various types of bibliographies, indexes and abstracts Explain the

	1.3 Describe the various types of indexes (e.g., subject, author, citation, newspaper indexes). 1.4 Describe the two main forms of abstracts, viz, indicative and informative abstracts.	Explain the different between the various types of bibliographies, indexes and abstracts				various types of bibliographies, indexes and abstracts
GENERAL OBJECTIVE 2.0 Know the basic steps in compiling a bibliography.						
4 - 9	2.1 Identify the components of a bibliography. 2.2 State the guidelines for selection of a topic. 2.3 Explain the stages in the compilation of a bibliography on a given topic . 2.4 Compile a bibliography on a given topic.	Enumerate the components of bibliography. Describe the processes of bibliographic compilation	Samples of bibliographies, library resources, internet	Compile a bibliography on a given topic	Conduct practical sessions on compilation of bibliographies.	Explain the processes involved in compilation of a bibliography Describe how to select a topic for bibliographic compilation
GENERAL OBJECTIVE 3.0 Know the basic steps in compiling indexes and abstracts.						
10 -15	3.1 Identify the components of an index and an abstract. 3.2 State the guidelines for selection of a topic. 3.3 Explain the stages in the compilation of an index and an abstract in a given topic. 3.4 Compile an index and an abstract on a given topic.	Enumerate the components of an index and an abstract	Samples of indexes and abstracts. library resources, internet	Compile an Index and an Abstract on a given topic	Conduct practical sessions on compilation of indexes and abstracts	Explain the processes involved in compilation of an index and abstracts Describe how to select a topic for indexing and abstracting.

Assessment

Coursework
Examination

40%
60%

FIRST SEMESTER ND II

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 211	Credit Unit: 2hrs.
Course: INTRODUCTION TO LIBRARY MANAGEMENT	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint students with the basic knowledge necessary for the day-to-day Administration of libraries.		

<p>General Objectives: At the end of this course, the student should:-</p> <p>1.0 Know the different types of libraries and the administrative requirements of each.</p> <p>2.0 Understand the general structure and organization of libraries.</p> <p>3.0 Know the categories of staff in library and information centers..</p>

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
COURSE : INTRODUCTION TO LIBRARY MANAGEMENT			COURSE CODE: LIS 211		CONTACT HOURS: 2HOURS	
GENERAL OBJECTIVE: 1.0 Know the different types of libraries and the administrative requirements of each.						
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 - 3	1.1 Define a public library. 1.2 Describe the peculiar characteristics of a public library in Nigeria. 1.3 Compare a typical public library in	Explain different types of libraries and their various attributes	Textbooks, journals, internet etc			Explain what a public library is. Differentiate between a public library and a special library.

	<p>Nigeria with public libraries in America and Britain.</p> <p>1.4 Define Academic/College/School libraries.</p> <p>1.5 Describe the peculiar characteristics of Academic/College/School libraries.</p> <p>1.6 Describe the attributes of a special library.</p>	Organize a visit to various types of libraries				
GENERAL OBJECTIVE 2.0 Understand the general structure and organization of libraries.						
4 - 10	<p>2.1 Explain the organization and functions of the following departments of a library system:</p> <p>(a) circulation</p> <p>(b) serials</p> <p>(c) technical section</p> <p>(d) administrative division</p> <p>2.2 Paraphrase the theory of management.</p> <p>2.3 Explain similarities between general administration and library administration.</p> <p>2.4 Explain the composition of a Library Committee or Board.</p> <p>2.5 State the roles of a Library Committee or Board.</p>	Explain the human relations aspects of the public service units of the library.	Textbooks, journals, internet etc			<p>Using the theory of management explain the type of leadership in a library</p> <p>Explain with the aid of a diagram the relationship that exists in the various sections of a library.</p>

GENERAL OBJECTIVE 3.0 Know the categories of staff in library and information centers.						
11 - 15	3.1 Explain the functions and responsibilities of the head of a library. 3.2 Differentiate the categories of workers in the library, e.g. professionals, para-professionals, clerical, and others. 3.3 Explain library policy on human resource	Explain the structure and organogram of a library Draw an organogram of a library.	Textbooks, journals, internet etc			Draw an organogram of various types of libraries explaining the functions/responsibilities of the head of a library.

Assessment

Coursework	30%
Examination	70%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 212	Credit Hours: 4
Course: CATALOGUING AND CLASSIFICATION I	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to enable the student appreciate the inter-relatedness of cataloguing and classification and their applications in libraries.
GENERAL OBJECTIVES
On completion of this course, the student should be able to:
1.0 Give the overview of the major features of DDC, AACR and LC.
2.0 Appraise the major cataloguing rules.
3.0 Use the LC classification scheme in a practical library situation.
4.0 Understand the role of modern technology in cataloguing and classification

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: CATALOGUING AND CLASSIFICATION I			Course Code: LIS 212		CH/CU Hour:	
Goal: This course is designed to enable students appreciate the applications of inter-relatedness of cataloguing and classification in libraries.						
General Objectives 1.0: Give the overview of the major features of DDC, AACR and LC						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-4	1.1 Explain the main features of DDC	Lead students to handle the tools and	DDC scheme, LCC List of			What are the features of

	<p>scheme.</p> <p>1.2 Describe Anglo-American Cataloguing Rules (AACR II), Sears List of Subject Headings, LC List of Subject Headings.</p> <p>1.3 List cataloguing tools and equipment.</p> <p>1.4 State the differences between the classification schemes reviewed in 1.1 and 1.2 above.</p>	equipment	<p>subject headings, Sears list</p> <p>LCC scheme</p> <p>AACR II</p>			<p>DDC</p> <p>Highlight the components of descriptive cataloguing</p>
General Objective 2.0: appraise the major cataloguing rules.						
5-6	<p>2.1 Describe details of the LC scheme.</p> <p>2.2 Explain the main features of AACR 2, LC and Sears Lists of Subject Headings, etc.</p>	Guide the students on the review of the tools	<p>AACR II</p> <p>LC Scheme</p> <p>Sears list of subject headings, Textbooks, journals, Internet</p>			List the features of LCC scheme
General Objective 3.0: Know how to use the LC Classification Scheme in a practical library situation						
7-15	<p>3.1 Undertake practical exercises in cataloguing and classification.</p> <p>3.2 Practice exercises using DDC and LCC schemes.</p> <p>3.3 Explain the practical exercises involving the cataloguing of library materials.</p>	Explain the process of cataloguing using DDC and LCC schemes	<p>DDC Scheme</p> <p>LC Scheme</p> <p>Sears List of Subject Headings.</p> <p>LC List of Subject Headings.</p> <p>AACR 2</p>	Classify new books using DDC and LCC schemes	Demonstrate how to classify book titles using DDC and LCC schemes	<p>Produce the major entries for a material</p> <p>Classify an information resource using DDC/LC scheme</p>
General Objective 4.0: Understand the role of modern technology in cataloguing and classification						
	<p>4.1 Describe the modern technology</p> <p>4.2 Explain the role of</p>	<p>Explain the term modern technology</p> <p>Highlight the role of</p>	<p>Books, Computer systems</p>			What is modern technology

	modern technology in cataloguing and classification	modern technology like computer, internet, modem, service on copy cataloguing	Internet service modem			Explain the role of modern technology in cataloguing and classification
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Assessment

Coursework

40%

Examination

60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 213	Credit Hours: 2
Course: RESEARCH METHODS	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to enable the student carry out independent research projects.
GENERAL OBJECTIVES
On completion of this course, the student should be able to:
<ul style="list-style-type: none"> 1.0 Understand the scientific method of enquiry. 2.0 Formulate a viable research topic. 3.0 Know the salient elements of a research proposal. 4.0 Understand the significance of literature reviews in research. 5.0 Know the presentation of research projects.

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
Course: RESEARCH METHODS	Course Code: LIS 213	CH/CU Hour:
Goal: This course is designed to enable students carry out independent research projects.		
General Objectives 1.0: Understand the scientific method of enquiry		

Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define basic concepts such as Research, Scientific Method, etc. 1.2 Describe various types of research, (e.g. descriptive, exploratory, experimental and comparative). 2.4 Explain the purpose of research.	Explain the meaning of research and why it is preferred over other modes of knowledge acquisition Describes the different types of research methods and why research is the means of extending the frontier of knowledge	White board, Textbooks and journals, internet resources			Explain the meaning of research and types. State the values of research
General Objective 2.0: Understand how to formulate a viable research topic.						
3-4	2.1 Identify one or more research topics from a mass of literature. 2.2 Explain how to choose the best of two or more topics.	Explain possible sources of research title /topic and the attributes of viable research topic	White board, Textbooks and journals, internet			What are the attributes of a viable research topic?
General Objective 3.0: Know the salient, elements of a research proposal						
5-9	3.1 Explain how to formulate/state a research problem. 3.2 Explain how to state a research question. 3.3 Explain how to state the purpose/objective of a study. 3.4 Explain how to state the significance of the	Explain how to identify and formulate research problem Explain how to derive research questions as well as research objectives from the research problem	Textbooks Journals Pamphlets Internet resources Past research reports			How is a research problem formulated How are research questions and research

	<p>study.</p> <p>3.5 Explain how to describe research methodology.</p> <p>3.6 Explain how to state report of findings.</p> <p>3.7 Explain how to state the summary of findings, conclusion and recommendations.</p>	<p>Explain how to derive the significance of the study</p> <p>Describe the procedure in research on methodology</p> <p>Explain how to report, research findings</p> <p>Explain how to derive summary of findings, conclusion and recommendations</p>				<p>objectives stated?</p> <p>How is the significance of the study derived</p>
General Objective 4.0: Understand the significance of literature review in research.						
10-12	<p>4.1 Explain literature review.</p> <p>4.2 State the importance of literature review in research.</p> <p>4.3 Identify the major sources of research information in Library and Information Science (e.g., research reports, library journals, etc).</p>	<p>Organize literature search using major sources of information.</p>	<p>Reports</p> <p>Indexes</p> <p>Abstracts</p> <p>Bibliographies</p> <p>Theses/ Dissertations.</p> <p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>State the importance of literature review in research.</p>
General Objectives 5.0: Know the presentation of research projects						
13-15	<p>5.1 Explain the following formats of a research report viz:</p> <p>(a) Preliminaries</p> <p>(b) Introduction</p> <p>(c) Literature Review</p> <p>(d) Research Methodology</p>	<p>Highlight formats of a research report listed in 5.1</p> <p>Present past research reports</p>	<p>List of research reports</p> <p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>Describe the format of a research report</p>

	(e) Data Analysis and Discussion (f) Summary of Findings, Conclusion and Recommendation.					
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Programme: NATIONAL ; DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 214	Credit Hours: 2
Course: Multimedia Resources	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to acquaint the student with the basic knowledge in multimedia applications in libraries and information centres

GENERAL OBJECTIVES

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

- 1.0 Understand Multimedia concepts
- 2.0 Apply Multimedia to learning and in libraries and Information Centres
- 3.0 Use software for production of Multimedia materials
- 4.0 Operate commonly used Multimedia equipment
- 5.0 Use basics of reprography to rectify simple faults in Multimedia equipment.
- 6.0 Know the basics of Social Media application in libraries and Media Literacy

Programme NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: Multimedia Resources				Course Code: LIS 214		CH/CU Hour:
Goal: This course is designed to acquaint the student with the basic knowledge in multimedia and its applications						
General Objectives 1.0: Understand Multimedia concepts						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-3	1.1 Define Multimedia. 1.2 Identify the Principle of graphic communications 1.3 Explain Multimedia production process: -planning process, - stages in planning process, -planning goals and objectives, - digital video, -audio production, -techniques and digitalization learning process	Explain multimedia devices, tools, equipment and use using pictures and videos	Computers, internet connectivity, multimedia devices, pictures videos, multimedia software etc	Use several multimedia resources available in a library.	Guide students on the use of different multimedia resources	Identify multimedia devices, tools, equipment and use using pictures and videos, multimedia software etc
General Objective 2.0: Apply Multimedia in learning, libraries and Information Centres						
4-9	2.1 Identify the concept and scope of multimedia application in libraries and information centres 2.2 Outline the roles of Multimedia in teaching and learning activities: -web design, -digital video editing,	Highlight the uses of multimedia resources applicable in libraries. Explain to students the roles of multimedia in teaching and learning	Computers, internet connectivity, multimedia devices pictures videos, multimedia software etc	Use multimedia resources and software in library and information service provision.	Guide students on the use of multimedia resources	Discuss the use of multimedia resources in learning, libraries and Information Centres

	-audio production evaluation and application of electronic resources in libraries	activities				
General Objective 3.0: Know and use software for production of Multimedia materials						
10-12	3.1 Define multimedia production software 3.2 Identity multimedia production software 3.3 Give specific examples of multimedia software usable in learning environment, libraries and information centres.eg.CS5 Flash, Photoshop, Camatasia studio, Adobe flash player etc	Explain multimedia production software	Computers, internet connectivity, multimedia devices, pictures videos, multimedia software etc	Produce Multimedia materials using available software	Guide students on how to use multimedia software in the production of multimedia materials	Explain multimedia production process
General Objective 4.0: Know how to operate commonly used Multimedia equipment						
13-15	4.1 List various types of multimedia equipment, e.g. - computer - projector - video machine - video camera - video compact disc (VCD) - radio cassette recorder, etc 4.2 Explain the uses of the audio-visual equipment listed in 1.1 above. 4.3 Describe how to operate the AV equipment listed	Demonstrate how to use the Multimedia equipment and materials.	Photocopying machines, computers, scanners, printers Textbooks Journals Internet resources etc	Operate several multimedia equipment to produce Multimedia materials	Practically guide and supervise students on how to use multimedia materials	Explain how multimedia equipment can be use to create multimedia materials

	in 1.1 above.					
General Objective 5.0: Use basics reprography to rectify simple faults in Multimedia equipment						
13-15	5.1 Define reprography. 5.2 Explain the relevance of reprography to library functions 5.3 Explain why Multimedia equipment need to be Maintained regularly. 5.4 Explain how to detect simple faults in reprographic equipment.	Highlight how to operate and use various reprography materials, detect faults and maintain reprographic materials	Computers Overhead projector Slide projector Video machine Video camera Video compact disc (VCD) Textbooks Journals	Operate reprographic equipment to produce materials	Practically guide and supervise students operate reprographic equipment to produce materials	Explain reprographic process
General Objective 6.0: Know the basics of Social Media application in libraries and Media Literacy						
13-15	6.1 Define social media. 6.2 Identify types of social media adopted in libraries and the library routines they are deployed to challenges librarians encounter in the use of social media 6.3 Define media literacy and the premise it is based on	Explain various types of social media tools and how to apply them to libraries	Computers, internet connectivity, multimedia devices pictures videos, multimedia software etc	Apply social media tools to library routines	Guide and supervise students on application of social media to library process	Explain how to apply social media to library process

Assessment

Coursework
Examination

40%
60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 215	Credit Hours: 2
Course: TYPES OF LIBRARIES AND INFORMATION CENTRES	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to introduce students to the organization and functions of various libraries and information centres.
GENERAL OBJECTIVES
On completion of this course, the student should be able to:
1.0 Know the various types of libraries and information centres.
2.0 Know the role, organization and functions of a public library.
3.0 Comprehend the objectives, organization and functions of a school library.
4.0 Understand the objectives, organization and functions of a national library.
5.0 Know the objectives, organization and functions of academic libraries
6.0 Understand the objectives, organization and functions of special libraries
7.0 Know the organization and functions of information/documentation centers/Units

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		
Course: TYPES OF LIBRARIES AND INFORMATION CENTRES	Course Code: LIS 215	CH/CU Hour:
Goal: This course is designed to introduce students to the organization and functions of various libraries and information centers.		
General Objectives 1.0: Know the various types of libraries and information centres.		
Course Specification: THEORETICAL CONTENT		
Theoretical Content	Practical Content	

Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 List various types of libraries and information centres. 1.2 Describe each of the types listed in 1.1 above.	Explain in detail: (a) public, (b) academic, (c) school, (d) special/research , and (e) national libraries.				Mention different types of libraries and their peculiar characteristics
General Objective 2.0: Know the role, organization and functions of a public library						
3-7	2.1 Define public library. 2.2 State the objectives of a public library. 2.3 Explain the functions of a public library. 2.4 Describe the organization of a public library. 2.5 Explain the categories of staff in a public library. 2.6 Explain how a public library is funded.	Use the UNESCO Manifesto for Libraries to explain the meaning of a public library Highlight levels of staffing, e.g., professionals, para-professionals, non-professionals. Organise a group study visit to a standard public library.	UNESCO Manifesto for Libraries. sample organograms of the structure of public libraries Textbooks Journals Internet etc			What are the objectives, functions and organization of public libraries Mention the peculiarity of public libraries their objectives, functions and structure

General Objective 3.0: Comprehend the objectives, organization and functions of a school library.						
8-11	<p>3.1 Define a school library.</p> <p>3.2 State the objectives of a school library.</p> <p>3.3 Explain the functions of a school library.</p> <p>3.4 Describe the organization of a school library.</p> <p>3.5 Explain its place within the parent institution.</p> <p>3.6 Explain the categories of staff in a school library.</p> <p>3.7 Explain how a school library is funded.</p>	<p>2. Highlight the role, qualifications and deployment of teacher-librarians.</p> <p>3. Organize group study tours of three school libraries:</p> <p>(a) one federal</p> <p>(b) one state</p> <p>(c) one private</p>	<p>Specimen organogram</p> <p>LRCN school library standards</p> <p>Textbooks</p> <p>Journal</p> <p>internet</p>			<p>Outline the the objectives, functions and organization of school libraries.</p>
General Objective 4.0: Understand the objectives, organization and functions of a national library						
12-15	<p>4.1 Define national library.</p> <p>4.2 State the objectives of a national library.</p> <p>4.3 Explain the functions of a national library.</p> <p>4.4 Describe the organization of a national library.</p> <p>4.5 Explain the organization of the National Library of Nigeria.</p> <p>4.6 Explain the categories of staff in a national library.</p>	<p>Highlight the role of the national library as the national repository and a reference library</p>	<p>National library of Nigeria Act as amended</p> <p>Specimen organogram.</p> <p>Textbooks</p> <p>Journals</p> <p>Internet resources</p>			<p>What are the objectives, functions and organization of the National library of Nigeria?</p> <p>Enumerate the role, qualifications and deployment of staff of the National library</p>
General Objective 5.0: Know the objectives, organization and functions of academic libraries						

	<p>5.1 Define academic library</p> <p>5.2 Describe types of academic libraries with university, polytechnics and colleges</p> <p>5.3 State the objectives and functions of academic libraries</p> <p>5.4 Describe the organization of an academic library</p>	<p>Highlight similarities and differences between academic, special and school libraries</p> <p>Highlight functions of a library committee</p> <p>Organize group study tour to one university and one polytechnic library</p>	<p>specimen organogram</p> <p>Textbooks</p> <p>Journals</p> <p>Internet</p>	<p>Identify different types of library: university and one polytechnic library</p>	<p>Organize group study tour to one university and one polytechnic library</p>	<p>Distinguish between academic, special and school libraries</p> <p>Discuss the main functions and characteristics of an academic library</p>
General Objective 6.0: Understand the objectives, organization and functions of special libraries						
	<p>6.1 Define special library</p> <p>6.2 State the objectives and functions of special library</p> <p>6.3 Describe the organization of a special library</p>	<p>Highlight types of special libraries</p> <p>Organize group visit to a special library</p>	<p>Specimen organogram</p> <p>Textbooks</p> <p>Journals</p> <p>Internet</p>			<p>Elaborate the main characteristics of a special library</p>
General Objective 7.0: Know the organization and functions of information/documentation centers/Units						
	<p>7.1 Define an information/documentation centre</p> <p>7.2 State the objectives and functions of information centers</p> <p>7.3 Describe the organization of information/documentation centers</p>	<p>Explain the concepts of information/documentation centre/unit</p> <p>Explain objectives and functions of information centers</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet</p>			<p>Describe the organization of information/documentation centers</p>

Assessment

Coursework	30%
Examination	70%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 216	Credit Hours: 2
Course: PRESERVATION AND SECURITY OF LIBRARY AND INFORMATION RESOURCES	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to provide students with knowledge and skills for preservation and securing of library and information resources.

GENERAL OBJECTIVES

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

- 1.0 Preserve library and information materials against natural disasters.
- 2.0 Preserve library and information materials against adverse weather conditions.
- 3.0 Preserve library and information materials against biological agents.
- 4.0 Secure special and non-book library and information materials.
- 5.0 Use technology for preservation and security of library and information resources

Programme : NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: PRESERVATION AND SECURITY OF LIBRARY AND LIBRARY RESOURCES			Course Code: LIS 216		CH/CU Hour:	
Goal: This course is designed to provide students with knowledge and skills for preservation and securing library and information resources.						
General Objectives 1.0: Preserve library and information materials against natural disasters						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-4	1.1 Define preservation 1.2 Define security 1.3 List possible natural disasters that may affect a library, e.g., (a) fire (b) earthquakes, (c) floods, etc. 1.4 Explain how to protect library materials against natural disasters listed in 1.2 above.	Explain the concepts of preservation and security Identify natural and man-made disasters and challenges to the security of library and information resources	Pictures and videos of disaster affected libraries, library holdings Textbooks Journals Internet	-	-	Differentiate between preservation and security of library and information resources. List the types of disasters than can occur in a library
General Objective 2.0: Preserve library and information resources against adverse weather conditions.						
5-8	2.1 Define weather 2.2 List adverse weather conditions that may affect library and information resources, e.g. (a) harmattan (b) excessive relative humidity (c) excessive heat (d) sandstorm (e) atmospheric pollution, etc.	Identify adverse weather conditions that affects library and information resources. Explain the following methods of preservation: (a) fumigation (b) fire	Pictures or videos of different kind of adverse weather conditions, Textbook Journals Internet			List the types of adverse weather conditions that can destroy libraries materials Describe how to protect library materials against adverse weather conditions

	2.3 Explain how to protect library and information resources against the conditions listed in 2.1 above.	<p>resistant compartments.</p> <p>(c) air conditioning</p> <p>(d) binding</p> <p>(e) microfilming</p> <p>(f) insurance</p> <p>(g) electronic copying, etc.</p>				
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General Objective 3.0: Preserve library and information materials against biological agents.

9-12	<p>3.1 Define Biological agents</p> <p>3.2 List possible biological agents that may affect library and information resources, e.g.</p> <p>(a) Microbiological elements (fungi, bacteria, etc.)</p> <p>(b) insects (termites, silverfish, booklice, bookworms, etc)</p> <p>(c) rodents (rats, lizards, snakes, etc)</p> <p>(d) human beings, etc</p> <p>3.3 Explain how to protect library materials against biological agents listed in 3.1 above.</p>	<p>Explain how biological agents destroy library and information resources.</p> <p>Explain how to use insecticides, pesticides, CCTV, alarms etc to control biological agents of destruction to library materials</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet</p> <p>Videos etc</p>			<p>List the biological agents that destroys library materials</p> <p>How do you control biological agents against damage to library materials</p>
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General Objective 4.0: Secure special and non-book library and information materials

13-15	4.1 Categorize special and non-book library materials,	Explain the non-book	Slide/film/opaque/overhead	Preserve and conserve special and non-book library	Carry out practical sessions	Name non-book materials in a
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	<p>e.g.,</p> <p>(a) rare book and manuscript</p> <p>(b) audio-visual materials</p> <p>(c) periodicals, etc.</p> <p>4.2 Describe the special and non-book library materials identified in 4.1 above.</p> <p>4.3 Conserve special and non-book library materials identified in 4.1 above.</p>	<p>library materials and how to preserve each of them</p>	<p>projectors, Video machine, Television set, Computer, scanner</p>	<p>resources</p>	<p>to demonstrate how to preserve and conserve library materials</p>	<p>library</p> <p>What measures to be taken to preserve non-book materials in libraries and information centers</p>
<p>1.0 General Objective 5.0: Use technology for preservation and security of library and information resources.</p>						
<p>16-18</p>	<p>5.1 Define technology</p> <p>5.1 Identify technology driven methods for preservation and securing of library and information resources for future use</p> <p>5.3 Itemize technologies used for preservation and security of library and information resources</p> <p>e.g.,</p> <p>[a] Hard disk</p> <p>[b] Flash drive</p> <p>[c] Back up computer systems</p> <p>[d] Cloud computing</p> <p>[e] CD-ROMs etc.</p>	<p>Explain differences between traditional and modern methods of preservation and conservation of library materials.</p> <p>Describe the various media for preservation and conservation of library materials for future use</p>	<p>Assorted modern media for preservation and conservation of library materials. E.g., Hard disk, Flash drive, Back up computer systems, Cloud computing, CD-ROMs etc.</p>	<p>Use technology to preserve and conserve library and information resources for future use</p>	<p>Illustrate the use of technology device for the preservation and conservation of library and information resources for future use .</p>	<p>Different between traditional and modern methods of conservation and preservation of library materials</p> <p>List modern methods of preservation and conservation of library materials and how they are applied.</p>

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 217	Credit Hours: 2
Course: Fundamentals of Information Resources Development	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to enable students understand the process of developing adequate library and information resources
GENERAL OBJECTIVES
On completion of this course, student should be able to:
1.0 Formulate a collection development policy.
2.0 Know the selection process.
3.0 Understand the processes of acquisition.
4.0 Comprehend the techniques of evaluating a library collection.

Programme NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: FUNDAMENTALS OF INFORMATION RESOURCES DEVELOPMENT			Course Code: LIS 217	CH/CU Hour:		
Goal: This course is designed to enable students understand the process of developing library and information resources						
General Objectives 1.0: Formulate a collection development policy.						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-3	1.1 Define collection development (Information resources) 1.2 Explain the importance of a collection development policy.	Give highlight of the superiority of written over non-written policies. Provide a specimen	Textbooks, Journals Internet samples of: Publishers catalogues.			What is collection development Highlight the elements of

	1.3 Enumerate the elements of a collection development policy. 1.4 Prepare a collection development policy for a specific type of library.	policy.	Publisher's leaflets. Publishers blurps, etc.			collection development policy Prepare a collection development policy for a given library
General Objective 2.0: Know the selection process						
4-7	2.1 Define selection. 2.2 Identify selection tools. 2.3 Describe the tools identified in 2.2 above. 2.4 Identify those involved in selection. 2.5 Describe the criteria used for selection. 2.6 Identify the stages of selection. 2.7 Describe the stages in 2.6 above.	Explain the roles of various stakeholders in book selection, e.g., students, libraries, academic staff in an academic library. Explain the use of relevant tools for collection development.	Books, journals, bibliographies, publishers Catalogues Internet services Computers Online bibliographic database			Describe the term selection List the major selection tools Explain the criteria for selection of information resources
General Objective 3.0: Understand the process of acquisition						
8-11	3.1 Define acquisition. 3.2 Identify those involved in acquisition. 3.3 Describe the criteria for acquisition. 3.4 Describe the stages in acquisition. 3.5 Identify the various channels and sources of acquisition in modern word	Explain the following channels: Gifts, exchanges, networking, resource sharing legal deposits, donations, etc, and the following sources: bookshops, publishers, booksellers, etc.	Books, Computer system Internet services Online databases			List the major stakeholders in acquisition
List						
	4.1 Define stock	Explain how to evaluate	Textbooks			What is stock

12-15	<p>evaluation.</p> <p>4.2 Explain the purpose of stock evaluation.</p> <p>4.3 Describe the techniques of stock evaluation.</p> <p>4.4 Explain how to apply the results of collection evaluation exercises.</p>	a library collection in detail.	Journals Internet resources			<p>evaluation</p> <p>Explain the objectives of stock evaluation</p> <p>Describe the techniques of stock evaluation</p>
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Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 218	Credit Hours: 3
Course: INTRODUCTION TO LIBRARY AUTOMATION	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to enable students acquire the basic knowledge of the procedures involved in automating and managing a library.

GENERAL OBJECTIVES

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

- 1.0 Understand library automation.
- 2.0 Know computer fundamental concepts.
- 3.0 Know how an automated library is designed and installed.
- 4.0 Understand techniques of running and managing an automated library.

Programme NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: INTROSUCTION TO LIBRARY AUTOMATION			Course Code: LIS 218		CH/CU Hour:	
Goal: This course is designed to enable students acquire the basic knowledge of the procedures involved in automating and managing a library.						
General Objectives 1.0: Understand library automation						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define library automation. 1.2 State rationale for library automation. 1.3 List the advantages of	Explain library automation in detail.	Textbooks Journals Internet			Define library automation and state its advantages

	an automated library. 1.4 Trace the history of library automation with emphasis on Nigeria.					
General Objective 2.0: Know computer fundamental concepts						
3-5	2.1 Describe computer fundamental concepts, e.g., (a) systems configuration (b) networking (c) operating systems (d) systems software (e) application software (f) database (g) turnkey (h) integration, etc	Explain computer fundamental concepts as listed in objective.	Personal computer Printers. Textbooks Journals Internet resources			List and explain the types of basic computer fundamentals concepts
General Objective 3.0: Know how an automated library is designed and installed						
6-12	3.1 Explain feasibility study and system design. 3.2 Describe approaches to automation, e.g., turn key systems, integrated systems, in-house developed systems, cooperative systems. 3.3 Explain the advantages and disadvantages of each approach in 3.2 above. 3.4 Describe procedure for: (a) choice hardware (b) choice parameters for operating systems.	Explain the basic requirements and steps to library automation	Personal computers Library application software, e.g., CDS/ISIS, X-LIB. Textbooks Journals Internet resources	-	-	State the requirements for library automation. Explain the procedures of managing an automated library.

	(c) choice parameters for application software. 3.5 Describe procedure of software installation. 3.6 Describe procedure for: (a) creating a database (b) editing a database					
General Objective 4.0: Understand techniques of running and managing an automated library						
13-15	4.1 Define system Administration 4.2 Define system maintenance 4.3 Explain the work of a system administrator. 4.4 State the importance of system administration in an automated library. 4.4 Describe systems maintenance procedure in an automated library. 4.5 Describe database management procedure, e.g., back-up procedure, restore procedure, etc.	Explain the techniques of running and managing an automated library	Automated library Textbooks Journals Internet etc	Manage automated library system	Expose students to practical on database management in automated library system.	What are the activities of system administrator? How is an automated library managed?

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 219	Credit Unit: 2hrs.
Course: LIBRARY APPLICATION SOFTWARE	Pre-requisite	Theoretical:
Goal: This course is designed to provide students with the knowledge and skills needed to automate library operations and services		

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

- 1.0 Understand the basic definition and concepts of library application software.
- 2.0 Understand integrated library system software
- 3.0 Understand the role of standards in library automation
- 3.0 Understand the planning and implementation of library application software
- 4.0 Understand the running of library application software.

COURSE SPECIFICATION: LIBRARY APPLICATION SOFTWARE			COURSE CODE: LIS 219	CONTACT HOURS: 2HOURS		
GENERAL OBJECTIVE: 1.0 Understand the basic definition and concepts of library application software.						
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 - 2	1.1 Explain library application software. 1.1 Explain the importance of library application software listed. 1.2 Trace the history of library software in Nigeria.	Explain library application software	Personal computers, textbooks, journals, internet , application software, videos, pictures etc			Account for the historical development of library application software in Nigeria
GENERAL OBJECTIVE: 2.0 Understand integrated library system software						
3 - 4	2.1 Define integrated library system software 2.2 Describe the general features and basic functional modules of an integrated library system 2.3 Identify some of the licensed /proprietary and open sourced library software 2.4 Identify the various automation projects in the library and site the appropriate software for the project e.g digitalization,-doc works 2.5 Identify the tools used in managing public access	Explain the various housekeeping tasks in the library	Personal computers, textbooks, journals, internet, application software, videos, pictures etc	Install an integrated library system software	Demonstrate the installation of integrated library system software	Explain the various integrated library software

	computers e.g computer setup, security programmes, integrity maintenance software, anti-virus etc					
GENERAL OBJECTIVE 3.0 Understand the role of standards in library automation						
5 - 8	3.1 Identify the basic standards in library automation. 3.2 Explain the needs for standards in library automation. eg Z39.71, MARK, ILS, HTML RDA etc .	Explain the importance of standards in library automation	Personal computers, textbooks, journals, internet etc	Program a computer	Conduct practical session on computer programming	Discuss the importance of standards in library automation
GENERAL OBJECTIVE 4.0 Understand the planning and implementation of library application software						
9 - 12	4.1 Define planning. 4.2 State the importance of planning 4.3 Identify factors that must be considered in planning and implementation of library software 4.4 Discuss system profiling and data conversion 4.5 Identify the challenges in implementation and deployment of library automation software in Nigeria	Explain the importance of planning Identify the factors to be considered in planning and implementation of library application software	Personal computer .textbooks, journals, .internet etc	Perform data conversion operations in the library	Illustrate how to carry out data conversion.	Discuss the factors to be considered in planning and implementation of library software What are the challenges in the implementation and deployment of library automation software in Nigeria

GENERAL OBJECTIVE 5.0: Understand the running of library application software.							
14 15	5.1	Explain process of running library application software using Windows	Explain each step in 5.1 and 5.2.	Personal computer, application software. textbooks journals internet	Run library application software using Windows Run two or more application software concurrently.	Demonstrate each step in 5.1 and 5.2.	Explain the processes of software installation.
	5.2	Explain process of running two or more application software concurrently.					

Assessment

Coursework	40%
Examination	60%

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 221	Credit Hours:
Course: CATALOGUING AND CLASSIFICATION II	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical: 0

Goal: This course is designed to enable student improve on his competence in practical cataloguing and classification.
GENERAL OBJECTIVES
On completion of this course, the student should be able to:
1.0 Use the various tools to catalogue and classify information resources
2.0 Understand the organization of cataloguing and classification section
3.0 Understand how to file catalogue entries logically
4.0 Appreciate the use of ICT in cataloguing and classification

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: CATALOGUING AND CLASSIFICATION II			Course Code: LIS 221		CH/CU Hour:	
Goal: This course is designed to enable the student improve on his competence in practical cataloguing and classification.						
General Objectives 1.0: Use the various tools to catalogue and classify information resources						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-6	1.1 Use AACR ₂ to cataloguing of specific library materials. 1.2 Assign appropriate subject headings using LC and Sears List. 1.3 Use DDC and LC schemes to classify	Conduct practical exercises on AACR ₂ , Sears and LC Lists of Subject Headings, DDC, LC and UDC schemes. Compare the features	AACR ₂ LC List of Subject Headings. Sears List of Subject	Apply the tools to catalogue and classify information resources. Demonstrate the use of DDC and LC schemes to classify	Guide students to catalogue and classify information resources using the tools	Explain how to assign appropriate subject headings to materials using LC and sears lists of

	materials. 1.4 Compare and contrast the DDD and LC classification schemes.	of the DDC and LC schemes	Headings. DDC scheme LC scheme 6. UDC scheme	materials		subject heading Differentiate between DDC and LC features Classify a given material using the schemes
General Objective 2.0: Understand the organization of the cataloguing and classification section						
7-9	2.1 Explain the functions of the cataloguing and classification section. 2.2 Describe the inter-relationships between cataloguing and classification. 2.3 Explain how the cataloguing and classification unit relates to other units in the library.	Highlight the functions of cataloguing and classification section.	Books Library Tools			Explain the functions of cataloguing and classification Describe the relationships between cataloguing and classification
General Objective 3.0: Understand how to file correctly						
10-15	3.1 Explain clearly the concept of filing. 3.2 Describe the various methods of filing entries in the library. 3.3 File catalogue entries using word-by-word arrangement. 3.4 File catalogue entries using letter-by-letter arrangement.	Explain the concept and techniques of filing entries using word by word and letter by letter arrangement	1. ALA Filing Rules. 2. Card sorter or filing trays. Computer systems	Process filing catalogue entries using word by word and letter by letter techniques	Guide students on the filing techniques .e. work by word and letter by letter	Explain process of filing systematically the following catalogue entries according to word by word and letter by letter Explain the

						term filing
General Objective 4.0 Appreciate the use of ICT in Cataloguing and Classification						
	4.1 Explain the various ICT facilities in cataloging and classification	Identify ICT facilities in cataloging and classification	Books Journals Computer systems	Operate ICT facilities to catalogue and classify information resources	Lead how to operate/use ICT facilities in cataloguing and classification	List the various ICT facilities relevant to cataloguing and classification
	4.2 Explain the role of ICT in cataloguing and classification	Highlight the role of ICT in cataloguing and classification	Internet service Software application			Explain the role of ICT in cataloguing and classification
	4.3 Identify the factors affecting application of ICT in cataloguing and classification					Identify the factors affecting ICT application in cataloguing and classification
	4.4 Use ICT tools to catalogue and classify information resources					

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Code: LIS 223	Credit Unit: 2hrs.
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Course: library and information services to persons with special needs	Pre-requisite	Theoretical:
Goal: This course is designed to acquaint students with Library and Information services to persons with special needs		
General Objectives: At the end of this course, the student should:-		
<ul style="list-style-type: none"> 1.0 Identify groups of persons with special needs 2.0 Know the factors that are responsible for persons with special needs create persons with special needs 3.0 Provide library and information services to persons with special needs 4.0 Identify the constraints that hinder provision of library and information services to persons with special needs 5.0 Identify the information needs of different groups of persons with special needs 6.0 Understand how to meet the information needs of persons with special needs. 		

PROGRAMME: NATIONAL DIPLOMA IN LIBRARY SCIENCE AND INFORMATION						
COURSE			COURSE CODE:LIS 223	CONTACT HOURS: 2HOURS		
GOAL: This course is designed to acquaint students with Library and Information services to persons with special needs						
GENERAL OBJECTIVE: 1.0 Identify groups of persons with special needs.						
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 persons with special needs 1.2 identify groups of persons with special needs namely: i. physically challenged persons:- the blind, the deaf & mute, the lame ii. prisoners iii. the aged iv. non-literate v. mentally challenged vi. hospital in-patient vii. immigrants 1.3	Explain who persons with special needs are with examples of groups Take students around to see people with special needs	White board, Reference books Textbooks Video clips etc			Who are persons with special needs and categorize them into groups
GENERAL OBJECTIVE: 2.0 understand the factors that are responsible for persons with special needs						
	2.1 Identify social factors such as: broken home, drugs, downward slide in cultural and societal values. 2.2 List economic factors such as poverty and unemployment 2.3 List political factors such as political instability and war 2.4 Explain rural-urban immigration in relation to persons with special needs 2.5 Explain how physical disabilities	Explain the factors and their consequences in objectives 2.1 Identify natural factors that Create persons with special needs Visit persons	White board, Textbooks Video clips pictures			What are the factors that bring about persons with special needs and the causes of these factors?

	<p>arising from</p> <p>i. Accident</p> <p>ii. Illness such as stroke, polio, arthritis, epilepsy, drugs and alcohol create persons with special needs</p> <p>2.6 List natural causes such as flood, gully erosion, earthquakes</p>	<p>with special needs in places like hospitals, correctional homes, special schools, old people's home</p>				
GENERAL OBJECTIVE: 3.0 Provide library and information services to persons with special needs						
	<p>3.1 Explain the special needs required on persons identified in 1.2 above</p> <p>3.2 Explain the need to extend special services to persons with special needs</p>	<p>Explain the special needs of persons with special needs</p> <p>Guide the students to appreciate the needs for information services to persons with special needs</p>	<p>White board,</p> <p>Textbooks</p> <p>research reports</p> <p>internet resources</p>			<p>What are the special needs of disadvantaged persons?</p> <p>Why is it necessary to provide library and information services to persons with special needs</p>
GENERAL OBJECTIVE 4.0 Identify constraints that hinder provision of library and information services to persons with special needs						
	<p>4.1 Explain the following constraints that hinder library and information services to persons with special needs:</p> <p>i. Economic reasons</p> <p>ii. Government abating</p> <p>iii. Political and social conditions</p> <p>iv. Poor communication network</p> <p>v. Inadequate funding of</p>	<p>Explain the constraints and the likely consequences that hinders library services</p> <p>Explain possible means of ameliorating the constraints</p>	<p>White board,</p> <p>Textbooks and journal publications</p> <p>internet resources</p>			<p>Discuss the constraints that hinder the provision of library and information services to persons with special needs in a library</p>

	libraries 4.2 Identify means of reducing the problems identified in 4.1					What are the means by which you could overcome the constraints that hinder provision of library and information services to persons with special needs?
GENERAL OBJECTIVES 5.0 Identify the information needs of different groups of persons with special needs						
	5.1 Explain types of information needs of different groups of persons with special needs 5.2 Identify strategies of meeting information needs of persons with special needs 5.3 Identify now the strategies of meeting the information needs of persons with special needs	Identify information needs of the groups Explain approaches to meeting the information needs of persons with special needs	White board, Textbooks and research findings internet			What are the information needs of the different groups of persons with special needs What are the strategies of meeting the information needs of persons with special needs

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 223	Credit Hours: 2
Course: Introduction to Achieves and Records Management	Pre-Requisite:	Theoretical: Hours/week
Semester: 4th		Practical:

Goal: This course is designed to introduce students to the nature and characteristics of archival records and their management
GENERAL OBJECTIVES
<p>On completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> 1.0 . Know the origin and development of achieves and records management. 2.0 Understand the varieties and uses of achieves records. 3.0 Know the techniques for achieve storage and preservation 4.0 Understand the ethical and legal implications of collecting and using archival records 5.0 Know the techniques for achieves and records management

Programme NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: Introduction To Achieves and Records Management				Course Code: LIS 223	CH/CU Hour:3	
Goal: This course is designed to introduce students to the nature and characteristics of archival records and their management						
General Objectives 1.0: Know the origin and development of achieves and records management						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
	1.1 Define achieves 1.2 Explain the peculiarities of archival records 1.3 Trace the historical development of archives and records management	Explain the meaning of the concept of archive Enumerate the types and characteristics of archival records Give an account for the historical development of archives and records management	Textbooks Journals Samples of manuscript Internet recourses			Highlight the various characteristics and nature of archival records Give an account for the historical development of archives and records management
General Objective 2.0: Understand the varieties and uses of achieves records						
	2.1 Identify various records of archival significance 2.2 Explain the importance of archival records identified in 2.1 above 2.3 Enumerate the sources	In full involvement of the students, enumerate various records archival value List the sources where archival	Textbooks Journal Internet			Of what significance are archival records Explain how archival records can be

	of archival records	records can be generated Visit an archive				generated
General Objective 3.0: Know the techniques for achieve storage and preservation						
	3.1 Explain how to collect archival records 3.2 Explain the procedures for preserving archival records 3.3 Highlight how to store archival records 3.4 Explain types of information provides by archivists	Explain the procedure for acquiring archival records Explain how to store and preserve archival records	Textbooks Journal internet			Explain the ethical considerations in handling archival records What are the legal issues involved in the collection and usage of archival records
General Objective 4.0: Understand the ethical and legal implications of collecting and using archival records						
	4.1 Explain the concept of ethics as related to archival information handling. 4.2 Explain the legal implications involved in the collection and usage of archival records 4.3 Explain their challenges to archival resources	Explain professional ethics in archival handling Explain the legal issues surrounding the collection and use of archival records	Textbooks Journal internet			Explain the ethical considerations in handling archival records What are the legal issues involved in the collection and usage of archival records

General Objective 5.0: Know the techniques for achieves and records management					
	5.1 Define archivist 5.2 Explain the structure and peculiarities for the management of archives 5.3 Highlight the various techniques for archive and records management 5.4 Identify the challenges to achieve management	Discuss the peculiarities of skills necessary for the management of archival centers Explain the techniques and challenges to archival records management	Textbooks Journal internet		Explain the techniques required for efficient archive management Discuss the challenges to archive record management

Programme: NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	Course Code: LIS 224	Credit Hours: 3
Course: INTRODUCTION TO INTERNET AND VIRTUAL LIBRARY	Pre-Requisite:	Theoretical: Hours/week
Semester:		Practical:

Goal: This course is designed to acquaint students with knowledge and skills on Internet and Virtual Library.
GENERAL OBJECTIVES
On completion of this course, the student should be able to:
1.0 . Understand the origin and scope of the Internet and Virtual Library.
2.0 Understand basic requirement for Internet connectivity and Virtual Library.
3.0 Understand the procedure for accessing the Internet and Virtual Library.
4.0 Know the services offered on the Internet and Virtual Library.
5.0 Know the challenges and prospects of Internet and virtual library.

Programme NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: INTRODUCTION TO INTERNET AND VIRTUAL LIBRARY			Course Code: LIS 224		CH/CU Hour:3	
Goal: This course is designed to acquaint students with knowledge and skills on Internet and Virtual Library.						
General Objectives 1.0: Understand the origin and scope of the Internet and Virtual Library.						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-3	1.1 Define the concepts of	Explain the concepts	Personal			State the

	<p>Internet and Virtual library</p> <p>1.2 State the importance of Internet and Virtual library</p> <p>1.3 Distinguish between Internet and Intranet.</p> <p>1.4 Describe internet fundamental concepts, e.g., search engines, domains, domain name, Uniform Resource Locator (URL), Web, Website, World Wide Web (WWW), Internet browser, home page, etc..</p> <p>1.5 Differentiate between Internet and Virtual Library.</p>	of Internet and Virtual library	computers, Internet connectivity. textbooks, journals	Use the internet and Virtual library to provide library and information services	Conduct practical sessions to show how to use the internet and virtual library	<p>similarities and differences between internet and intranet</p> <p>Explain fundamental concepts of the internet</p>
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General Objective 2.0: Understand basic requirement for Internet connectivity and Virtual Library.

4-6	<p>2.1 Identify basic requirements for Internet Connectivity and Virtual Library, e.g., personal computer, modem, dedicated telephone line, Internet Service Provider (ISP), Internet communication software, etc.</p> <p>2.2 Describe the procedure for registration of domain name, website design and hosting of a website.</p>	Explain the workings of each basic requirement in 2.1-2.2.	Personal computers, Internet connectivity. Textbooks, journals	Connect the computer and other ICT tools for internet and Virtual library service provision	Carry out practical sessions on 2.1-2.2	Explain the basic requirements for internet connectivity and virtual library
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General Objective 3.0: Understand the procedure for accessing the Internet and Virtual Library.						
7-9	3.1 Identify access points to the Internet and Virtual Library, e.g., dial-up, wireless, VSAT (Very Small Aperture Terminal). 3.2 State the merits and demerits of the access points in 3.1 above.	Explain the key concepts of internet and virtual library e.g., dial-up, wireless, VSAT (Very Small Aperture Terminal).	Personal computers, Internet connectivity. textbooks, journals	Search the internet to locate information resources from reliable and authentic sources	Guide students on how to search information on the internet	Explain the following key concepts: access point, VSAT, dial-up, wireless
General Objective 4.0: Know the services offered on the Internet and Virtual Library.						
10-13	4.1 Identify major services offered by the Internet and Virtual Library, e.g., E-Mail, World Wide Web (WWW), remote log in, file transfer, newsgroups/USENET, Internet conferencing, Internet fax, Internet telephony, down loading, Gateway-Z39.5, electronic archive, etc. 4.2 Describe the impact of Internet and Virtual Library on: (a) education (b) research (c) libraries	Explain how each service in 4.1 is used.	Personal computers, Internet connectivity. textbooks, journals.	Provide virtual library service beyond the walls of the library and information center	Guide students on the uses of internet services.	Discuss the services offered by the internet
1.0 General Objectives 5.0: Know the challenges and prospects of internet and virtual library.						
14-15	5.1 Identify the challenges of internet and virtual library 5.2 State possible solutions to the problems in 5.1 above.	Explain the challenges of internet and virtual library service provision in Nigeria	Personal computers, Internet connectivity. Textbooks, journals.			Explain the various challenges of internet and virtual library service

						provision in Nigeria Proffer solutions to the identified challenges
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Course: Introduction to Web Design.	Course Code: LIS 226	Theoretical: Hours/week
Semester:	Pre-Requisite:	Practical: 0
Goal: This course is design to introduces students to web design and development		
GENERAL OBJECTIVES		
<p>On completion of this course, the student should be able to:</p> <p>1.0 Know Basic concept and scope of web technologies</p> <p>2.0 Understand emerging web technologies in library and information science and other domain</p> <p>3.0 Appreciate ways that people access the web and open source software</p> <p>4.0 Create standards-based websites that can be accessed by the full spectrum of web access technologies.</p> <p>5.0 Know the challenges related to different evolving technologies.</p>		

Programme NATIONAL DIPLOMA IN LIBRARY AND INFORMATION SCIENCE						
Course: Introduction to Web Design.			Course Code: LIS 226		CH/CU Hour:	
Goal: This course is design to introduce students to design and development practices for web sites.						
General Objectives 1.0: Know Basic concept and scope of web technologies						
Course Specification: THEORETICAL CONTENT						
	Theoretical Content		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-3	<p>1.1 Define the website and web design</p> <p>1.2 Appreciate Web design terminologies</p> <p>1.3 Identify basic concepts and scope of web technologies</p> <p>1.4 Explain the importance of file structure and content management system (CMS)</p>	<p>Explain the basic concept of websites and web design pointing out their terminologies</p>	<p>Computers, internet connectivity, multimedia devices, tools, equipment pictures videos, multimedia software etc</p>			<p>Explain basic concepts and scope of web design</p> <p>What is the importance of file structure and content management system (CMS)</p>

7.0 General Objective 2.0: Understand emerging web technologies in library and information science and other domain						
4-9	<p>2.1 Define emerging web technologies with emphasis on web technologies in library and information science</p> <p>2.2 Identify web technologies emerging in library and information science eg, blogs, podcast, RSS, Webinar, OPAC,</p> <p>2.3 Identify innovative technologies for the library of the future, e.g. Big data, artificial intelligence, Block chain technology, Internet of things, library bookmark apps, user focus interfaces and application, Augmented reality, Digital interfaces for books, Driverless car, Drones</p>	<p>Explain emerging web technologies with emphasis on web technologies in library and information science</p>	<p>Computers, internet connectivity, multimedia devices, tools, equipment pictures videos, multimedia software etc</p>			<p>Explain web technologies in library and information science</p> <p>What are the technologies for library of the future</p>
1.0 General Objective 3.0: Appreciate ways that people access the web and open source software						

10-12	<p>3.1 Describe how people Connects to the Internet and World Wide Web.</p> <p>3.2 Define open source software with specific example e.g Microsoft office and Adobe photoshop</p>	<p>Explain how people Connecting to the Internet and World Wide Web.</p>	<p>Computers, internet connectivity, multimedia devices, tools, equipment and use using pictures and videos, multimedia software etc</p>	<p>Connect to the internet and world wide web</p>	<p>Guide and supervise students on how to connect to the web and internet</p>	<p>Explain how people connect to the web</p>
General Objective 4.0: Know how to create standards-based websites that can be accessed by the full spectrum of web access technologies						
13-15	<p>Explain basic concepts such as Web authoring, Elements of a website and HTML: terms and concepts</p>	<p>Explain how these processes are implemented\executed when creating a website</p>	<p>Textbooks Journals Internet etc</p>			<p>Explain basic concepts such as Web authoring,</p> <p>Discuss elements of a website and HTML: terms and concepts</p>
	<p>1.1 Explain to students how these processes are implemented\executed when creating a website: - Text formatting: -paragraphs, headings, line breaks, font effects, backgrounds and colors. Lists. Tables. Images. Sound. Frames. Hyperlinks. Web authoring software. Web layout. Web structure and navigation. Website Evaluation. Web</p>	<p>Highlight how the processes mentioned in 1.1 are implemented\executed when creating a website:</p>	<p>Computers, internet connectivity, multimedia devices, tools, equipment pictures videos, multimedia software etc</p>	<p>Design a web</p>	<p>Guide people in designing a web</p>	<p>Describe the steps of designing a website</p>

	publishing. Web hosting					
General Objective 4.0: Know the challenges related to technologies concerning website creation and maintenance.						
13-15	4.1 Identify various challenges related to different technologies. 4.2 .Identify challenges related to website creation and maintenance 4.3 Identify solutions to these problems	Explain various challenges related to different technologies and website creation	Computers, internet connectivity, multimedia devices, tools, equipment pictures and videos, multimedia software etc			Explain various challenges related to website creation

**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

LIST OF PARTICIPANTS FOR CURRICULUM REVIEW WORKSHOP ON ND/HND LIBRARY AND INFORMATION SCIENCE FROM 8TH TO 14TH March, 2020

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