



Department of Library and Information Studies New Student Checklist

****IMPORTANT INFORMATION! Please take the time to read each step****

This handout provides vital information relating to your studies and student life in the Department of Library and Information Studies. For further details please visit our website at: <http://gse.buffalo.edu/lis>

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Connect with your Faculty Advisor and Develop a Plan of Study

As a student new to the program, you have been assigned a faculty advisor. Get in touch with you advisor as soon as possible. Whether you are ready to select courses or still deciding if UB LIS is right for you, our faculty advisors are a valuable resource for assisting you on your academic path.

Faculty members maintain office hours or are available by appointment. Office hours are posted by the first week of classes each semester. Don't hesitate to contact your advisor for academic program advisement. The telephone number for the department is (716) 645-2412

Advisors	Office Number	Phone Number	E-mail
Dr. Brenda Battleson	545 Baldy	645-1486	blb@buffalo.edu
Dr. Heidi Julien	526 Baldy	645-1474	heidijul@buffalo.edu
Ms. Mary Jo Sicurella	513 Baldy	645-1483	mjsicure@buffalo.edu
Dr. Guillaume Boutard	517 Baldy	645-1488	gboutard@buffalo.edu
Dr. Valerie Nessel	544 Baldy	645-1485	vmneset@buffalo.edu
Dr. Anne Marie Perrault	540 Baldy	645-1482	amp33@buffalo.edu
Dr. Dagobert Soergel	522 Baldy	645-1472	dsoergel@buffalo.edu
Dr. Ying Sun	548 Baldy	645-1489	sun3@buffalo.edu
Dr. Amy VanScoy	546 Baldy	645-1487	vanscoy@buffalo.edu
Dr. Jianqiang Wang	536 Baldy	645-1478	jw254@buffalo.edu
Dr. Larry Nash White	539 Baldy	645-1473	lnwhite@buffalo.edu

See the LIS Faculty Page for teaching and research interests of each advisor: <http://gse.buffalo.edu/lis/faculty>

MS Plan of Study http://gse.buffalo.edu/current/forms_7799#ms – see “Plan of Study”

MS School Librarianship http://gse.buffalo.edu/current/forms_7799#ms – see “Plan of Study Library Media Specialist”

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Department Policies and Procedures

Take a look at the Academic Regulations, Advising Policy, and other important LIS documentation.

- ✓ *Academic Regulations*
 Current LIS academic policies and regulations are available at:
<http://gse.buffalo.edu/lis/academic-regulations>
- ✓ *Advising Policy*
 Elements of the advising process and student and faculty roles in this process can be found at:
<http://gse.buffalo.edu/lis/advising-policy>
- ✓ *Online students:* If you have been accepted to an online program you are eligible to receive a waiver for the health immunizations paperwork. To be eligible for this waiver, please email lisinfo@buffalo.edu with a message that clearly states your intent to study 100% online. The Library and Information Studies Department will then be able to request the waiver on your behalf.
- ✓ *Required Computer Competencies*
 In order to take full advantage of what our programs have to offer, all students must have basic computer proficiency before entering the program or acquire it immediately after entering. Please see <http://gse.buffalo.edu/lis/competancies> for more information.
- ✓ *Forms*
 This includes electronic versions of all the paperwork that may be requested throughout the year. Forms such as Plan of Study, Leave of Absence, Transfer credit, Practicum, and Portfolio are available at:
http://gse.buffalo.edu/current/forms_7799

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Courses and Requirements

Required Courses for General MLS students

LIS 505* – Introduction to Library and Information Studies

LIS 506* – Introduction to Information Technology (computer basics)

LIS 518 – Reference Sources and Services

LIS 571 – Organization and Control of Recorded Information

LIS 581 – Management of Libraries & Information Agencies

***Please note** that LIS 505 and 506 are often prerequisites for other courses. It is **highly recommended** that students take these classes at the beginning of their studies.

Portfolio Requirement

The submission of an academic portfolio is a requirement for graduation. Guides and documentation on creating a Professional Portfolio can be found at: <http://gse.buffalo.edu/lis/portfolio>

Special Requirements for School Library Media students

LIS 524 – School Library Media Center Field Experience - must be taken within first 12 credit hours.

LIS 585 – Management of School Library Media Centers - taken in lieu of LIS 581.

Course Descriptions

Descriptions of every course offered by LIS, as well as all of GSE are available at:

<http://gse.buffalo.edu/admissions/course-descriptions>

Concentrations

Students can choose from a variety of areas of study as listed at:

<http://gse.buffalo.edu/lis/specializations>

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Get Involved!

Check out the student groups and opportunities available to LIS students.

- ✓ Student Organizations

Descriptions of all student organizations for LIS students with links to each website can be found at:

<http://gse.buffalo.edu/lis/sorgs>

- ✓ Check out our student-created Terminal at: <http://gse.buffalo.edu/org/slasg/terminal.html>

UBMLS Listserv, you are added to the list automatically by the DLIS staff.

It allows you to stay in touch with all that is going on within the program. The Department uses the list to convey important announcements and information to students. Additionally, you will find postings about student group activities, student concerns, books for sale, job and assistantship opportunities and more.

Join Professional Organizations

Professional organizations are great resources for networking, workshops, professional development, and job opportunities. Check for local organizations in your area as well as chapters of larger professional groups.

American Library Association (ALA) - <http://www.ala.org/>

JobList (ALA) - <http://joblist.ala.org/>

New York Library Association (NYLA) - <http://www.nyla.org/>

Public Libraries Association (PLA) - <http://www.ala.org/pla/>

Rochester Area School Libraries (RASL) - <http://www.raslrochester.org/>

School Library Association of Western New York (SLAWNY) - <http://www.slawny.org/>

Special Libraries Association (SLA) - <http://www.sla.org/>

Additional Links

UB Libraries

Catalog search of all UB libraries, database access, interlibrary loan, frequently asked questions, maps, hours, and staff information - <http://library.buffalo.edu/>

UB Maps and Building Information

Includes full North and South campus maps - <http://www.buffalo.edu/buildings/>