EARN YOUR GRADUATE LIBRARY CERTIFICATE ONLINE FROM SOUTHERN MISS!

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ARCHIVES AND SPECIAL COLLECTIONS GRADUATE CERTIFICATE

Certificate

Discover the world of Archives and Special Collections in the School of Library and Information Science. This fully online library certificate program relates the subjects of archival history, theory, methods, organization and ethics with an archival practicum. This convenient and affordable course of study can be taken as part of a student's MLIS degree or as a post-master's certificate for those holding an MLS from an ALA-accredited program. This is your life, plus college.

Interested in other degrees in this field? Southern Miss also offers a <u>BA in Library and Information Science online degree</u>, and a <u>master's in Library and Information Science online degree</u>.

COURSES

CERTIFICATE DESCRIPTION

The 18-credit hour certificate combines online coursework related to archival history, theory, methods, organization, and ethics, with an archival practicum. This course of study can be taken as part of a student's MLIS degree or as a post-master's certificate for those holding a master's degree in a related field. Non-LIS graduate students are required to take LIS 505 – Cataloging and Classification as a prerequisite. Only 12 hours can be counted toward both the certificate and the MLIS degree.

PROGRAM GOALS / OBJECTIVES

To prepare students for careers in archives and related fields such as special collections,

museums, and digital libraries.

REQUIRED COURSES

Course	Credits
Digital Preservation	3 hrs.
Introduction to Archival Theory and Practice	3 hrs.
Introduction to Archival Organization	3 hrs.
Archival Practicum	3 hrs.
Metadata for Digital Collections	3 hrs.

ELECTIVES

(Choose One)

Course	Credits
Cataloging Multimedia Objects	3 hrs.
History of the Book	3 hrs.
British Studies: Studies in Librarianship	3 hrs.
History of Libraries and Librarianship	3 hrs.
History of Children's Literature	3 hrs.
Special Problems in Librarianship	3 hrs.

CERTIFICATE ASSESSMENT

After successfully completing the required coursework, students are required to write a 2500 to 4500-word paper on an approved topic related to archives, special collections, or digitization that is approved by faculty teaching archival-related courses.

ADDITIONAL NOTE

Please note that the above information is meant to be a guide and is not official. For further information regarding courses for this degree, see the University Bulletin. Please be aware that not all course choices listed in the University Bulletin are available online. However, sufficient online options are available to complete this degree.

FREQUENTLY ASKED QUESTIONS

+ **What courses are required for the Certificate?**
Required courses:
• LIS 646: Special Collections and Archives
• LIS 647: Introduction to Archival Organization
• LIS 648: Archival Practicum
• LIS 675: Seminar in the Organization of Material: Introduction to Digital Libraries
• LIS 675: Seminar in the Organization of Material: Metadata

Electives (choose one):
• LIS 506: Advanced Cataloging and Classification
• LIS 558: Internet Resources and Applications
• LIS 631: History of Libraries
• LIS 634: History of Children's Literature

+ **Are there any additional requirements other than coursework?**
Yes, after completing the required coursework, students are required to write a 2500-word paper on an approved topic related to archives, special collections, or digitization that is approved by faculty teaching archival-related courses.

+ **Who can earn the Certificate?**
Graduate students may earn the Certificate while working on their graduate degree or those who have already earned a graduate degree may register as a non-degree student and take classes to earn the Certificate.

+ **Can graduate students in other majors earn the Certificate?**
Yes, non-LIS graduate students are required to take LIS 505: Cataloging and Classification as a prerequisite.

+ **How can graduate students in other majors register for courses required for the Certificate?**
Non-LIS majors may contact the School of Library and Information Science and request permission to enroll in the required courses.

+ **What other online degrees are offered by Online at Southern Miss?**
Please visit our programs page here: https://online.usm.edu/programs/

+ **What are the costs?**
For pricing information, click here. As a student enrolled in a certificate program, you are not eligible for financial aid. For detailed tuition information, click here.

ADMISSION REQUIREMENTS

Note: The director of the School of Library and Information Science must grant permission for any graduate nondegree admission. Eligibility and application for non-degree admission do not grant

admission. The following regulations indicate reasons a graduate student may be eligible for non-degree admission, they do not guarantee such admission.

Please review the *Regulations Governing Nondegree Graduate Students* from the <u>Graduate Bulletin</u>. Refer to the bulletin from the year of your admission to the program or the current year.
Students that might be interested in nondegree enrollment include:

- Students seeking <u>supplemental school library media endorsements</u>
- Student seeking graduate certificates (please refer to page 24 of the graduate bulletin)
- Students from other programs wishing to take one of our <u>courses</u>
- Students maintaining professional credentials.

Even though a nondegree graduate student is allowed to take courses at the university, he or she has not been admitted to any department or to any degree program.
A nondegree graduate student must hold a baccalaureate degree from an accredited institution.
Nondegree graduate students are not eligible for financial aid.
No more than nine (9) semester hours earned while classified as a nondegree graduate student will be accepted toward a master's degree at The University of Southern Mississippi. A student must, therefore, gain conditional or regular admission before completing more than nine (9) semester hours of study for additional hours to be counted toward a master's degree.

If you are interested in seeking Non-Degree status as a graduate, you must first send the following information to the University of Southern Mississippi's Office of Graduate Studies:

- Official Transcripts
- Application form: <u>Apply Online</u> or visit the Graduate Admissions office.

After this information is sent to the Graduate Admissions Office, and you have been accepted as a graduate student, download and print the <u>Graduate Non-Degree Approval form</u> (PDF).

Please fill out this form and fax (601-266-5774) please submit a form for each course or mail a copy to the School of Library and Information Science (SLIS, University of Southern Mississippi, 118 College Drive #5146, Hattiesburg, MS, 39406-0001).

Submission of this form does not ensure admission to a class. You will be contacted by the School if seats are available.