

**For more details, please contact**

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*Information provided in this brochure is for guidance only.*

*The programme will be offered subject to an adequate number of students enrolling.*

SNG/mf/29/09/09



**MAURITIUS COLLEGE OF THE AIR  
(MCA)**

**DIPLOMA**

**IN**

**LIBRARY**

**AND**

**INFORMATION**

**SCIENCE**

**PROSPECTUS 2010**

**MAURITIUS COLLEGE OF THE AIR**  
**Division of Distance Education**

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**DIPLOMA IN LIBRARY  
AND  
INFORMATION SCIENCE**

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Developed by the Mauritius College of the Air and the University of Technology, Mauritius, this mixed mode programme aims to develop a thorough understanding of librarianship, management and the use of information technologies in the provision of library services.

**1. WHO IS THE PROGRAMME FOR?**

The Programme has been designed to meet your training needs at professional level if you are working in Libraries/Documentation Centres or if you intend to join the Library Cadre.

**2. ENTRY REQUIREMENTS**

HSC /2 'A' Levels or equivalent.

or Certificate in Librarianship and Information Science

Work experience in a library/documentation centre will be an advantage.

**Note:** *The Civil Service recruits candidates having A-Levels together with a Diploma in certain grades in the library cadre.*

**3. DURATION**

The duration for the programme is 3 years.

**4. DELIVERY OF THE PROGRAMME**

The programme will be delivered through a mix of face to face teaching and open distance learning. Learners will get the self-instructional material especially designed to facilitate supported independent study.

Support will be provided as appropriate from the following:

- induction
- a planner for study
- regular face-to-face tutorials
- a personal tutor
- additional reference/materials in our Library
- individual coaching through comments and feedback on assignments
- counselling including study skills and writing skills
- phone counselling
- pastoral care
- administrative support

*Face to face sessions will be held at Belle Rose SSS.*

## **5. OBJECTIVES OF THE PROGRAMME**

The programme will:

- ❖ give you an applied understanding of information sources, classification, cataloguing, referencing, archiving and library management;
- ❖ develop ability to use IT in accessing, storing and dissemination services
- ❖ develop customer care and public relations skills;
- ❖ enhance problem-solving and librarianship techniques to research and analyse problems and find solutions.

## **6. HOW IS THE PROGRAMME ASSESSED?**

Assessment will consist of:

- Continuous assessments through Tutor- marked assignments
- Written examinations - Weighting (30%)

## **7. AWARD**

On successful completion, a diploma will be awarded by the University of Technology, Mauritius.

## **8. HOW MUCH DOES IT COST?**

The cost for the whole programme excluding examination fees will be Rs60,000 payable as follows:

- Rs20,000 on enrolment
- Rs20,000 at the beginning of second year
- Rs20,000 at the beginning of third year

## **9. PROPOSED STARTING DATE**

January 2010

## **10. HOW DO I GET A REFUND?**

The conditions for refund are as follows:

- if no course material is issued - 90% of fee paid is refunded.
- if a request is made within 3 weeks of induction on account of major life events, 75% of fees paid is refunded provided the course material is returned in good condition.

**Requests for refund made after 3 weeks of induction are not considered.**

## 11. PROGRAMME STRUCTURE

The syllabus is as follows:

		Course Code	Course Title
Year 1	Semester I Jan-Jun 2010	1201	Computer Fundamentals
		1202	Library Organisation and Management
		1203	Classification
	Semester II July-Dec 2010	1204	Cataloguing
		1206	Communication Skills and Public Relations
		1205	Library and Society
Year 2	Semester I Jan-Jun 2011	1207	Collection Management, Preservation and Conservation
		1208	Reference Sources and Resources
		1209	Indexing and Abstracting Services
	Semester II July-Dec 2011	1210	Information Retrieval Techniques
		1211	Archives and Records Management
		1212	Practical Classification and Practical Cataloguing (Workshop)
Year 3	Semester I Jan-Jun 2012	1213	Customer Relations
		1214	Copyright Legislation
		1215	Human Resource Management in Libraries
	Semester II July-Dec 2012	1216	Knowledge Management in Libraries
		1217	IT Applications in Libraries
		1218	Total Quality Management and Productivity

*1 module = 3 or 4 credits*