

EAST AFRICAN SCHOOL OF LIBRARY & INFORMATION SCIENCE (EASLIS)

Introduction

The East African School of Library and Information Science (EASLIS) was started in 1963 as a regional training centre for East Africa to train Library and Information professionals. EASLIS has trained an information workforce from all English-speaking countries of Eastern, Central and Southern Africa.

The School is a fully-fledged Institution that offers a number of training programmes to equip students with skills to work in Institutional Libraries, Archival Institutions, Registries, Records Offices and Publishing Books, Book Distribution Centers, Document Centres, Information Centres, Resource Centres, etc.

The School has the following departments:

- Department of Information Science
- Department of Library Science
- Department of Records and Archives Management

Mission:

The mission of EASLIS is to create consciousness about the role of information in development; to train manpower for the information field and to uplift the professional

status of the information workforce in industry, library and information institutions, agricultural and rural information systems and linking rural communities to all sectors of economic, social and political life.

The goal of EASLIS is to produce high quality Library and Information Professionals capable of responding to present and future needs.

EASLIS offers seven (7) academic programmes including:

- Certificate in Library and Information Studies (CLIS) - Evening Programme
- Diploma in Library and Information Studies (DLIS) - Evening Programme
- Diploma in Records and Archives Management (DRAM)
- Bachelor of Library and Information Science (BLIS)
- Postgraduate Diploma in Librarianship (DLIB)
- Master of Science in Information Science (MISC)
- Degree of Doctor of Philosophy in Information Science (PLIS)

UNDERGRADUATE PROGRAMMES

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT (DRAM)

Introduction

There is need in government departments, schools, NGOs and private institutions for qualified graduates who can manage Institution Records and provide research support services.

The school already has included a one year study of Records and Archives Management as part of the Bachelor of Library and Information Science programme. However, the provision is not sufficient to make a candidate a dependable professional Records and Archives Manager.

It is with this background that the School mounted a 2 year, evening Diploma Programme in Records and Archives Management.

General Objectives

To provide foundation education and training for candidates who are seeking to enter the Records Management, Information/Documentation and Archives Management profession and to equip them with knowledge and skills with which to meet their challenges in the dynamics of the working environment.

Specific Objectives

The Records and Archives Management Programme will have the following objectives:

- To educate and train students in Archives & Records management.
- To equip students with knowledge and skills in managing different types of information institutions in particular, Records Center, Archives, Documentation and Information Centres.
- To equip students with sufficient skills to cater for staffing needs of the registries at Government ministries, institutions, NGOs and private organisations in and outside Uganda.
- To provide foundation education and training for candidates who are seeking to enter the profession of Records Officers, Archivists, Documentalists and Information Officers.

Programme Structure/Curriculum

The DRAM programme shall have the following structure:

Year I: Semester I		CU
DRA 1101	Foundation of Records Management	3
DRA 1102	Office Management & Practice	3
DRA 1103	Information Technology	3
DRA 1104	Paleography & Oral History	3
DRA 1105	Records Organization & Processing	3

Semester II		
DRA 1201	Paper making & Printing	3
DRA 1202	Management of Financial Records	3
DRA 1203	Legal & Policy aspects of Records Work	3
DRA 1204	Archival Management	3
DRA 1205	Document work and Information Services	3
Year II: Semester I		
DRA 2101	Storekeeping & Materials Management	3
DRA 2102	Preservation & Conservation	3
DRA 2103	Analysis of Records Management Systems	3
DRA 2104	Management of Electronic records	3
DRA 2105	Database Management Systems	3
Semester II		
DRA 2201	Computerized records management systems	3
DRA 2202	Museology	3
DRA 2203	Reprographic Services	3
DRA 2204	Organisation Theory & Management	3
DRA 2205	Research Project (Internship)	3
Graduation Load		60

CERTIFICATE IN LIBRARY AND INFORMATION STUDIES (EVENING PROGRAMME) (CLIS)

Programme Structure

Duration

This is an evening programme lasting two Semesters of 17 weeks each.

Semester I		CU
CLS 1101	Library and Information in Africa: Library Movement	4
CLS 1102	Library Classification (Theory)	4
CLS 1103	Library Cataloguing (Theory)	4
CLS 1104	Information Service	4
CLS 1105	Library Administration and Routines 'A'.	4

Semester II		
CLS 1201	Library and Information in Africa:	
	Information & Technology	4
CLS 1202	Library Classification (Practice)	4
CLS 1203	Library Cataloguing (Practice)	4
CLS 1204	Bibliographic Control	4
CLS 1205	Library Administration and Routines "B".	4
Graduation Load		40