



CITY UNIVERSITY  
LONDON

Academic excellence for business  
and the professions

Postgraduate Courses

# Library and Information Science



# Welcome

**Nothing of our familiar world would function without the conscious management of the processes which make up the chain of information communication; the transfer of information from a creator to a user. Without organisation, we are lost.**

The information profession sits at the heart of all cultural, commercial, educational and industrial activities today. It is not only a growth area in itself, but one that is essential for economic growth and development worldwide. The information profession demands a constant supply of highly skilled specialists, able to think creatively and intellectually, and who are flexible enough to continually adapt to our shifting technological and economic horizons.

Here at City University London, we are extremely proud of our longstanding contribution to library and information science as a discipline and as a profession. Our graduates have an enviable reputation worldwide and we welcome those of you who wish to join us on one of our Masters courses which will equip you with the knowledge, skills and understanding to embark on a career in a sector which spans human development from the earliest records to the latest scientific discovery.

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# Library and Information Science

Documents provide the record that underpins our entire human civilisation. Without documents, our external memory, civilisation as we understand it, would not exist. Every day would begin anew, with no more detailed reference to the past than that afforded by the recollections of those present at any given time. History would repeat itself irrespective of the possibility to avoid past mistakes, and the wheel would always have to be reinvented. Who we are, what each of us achieves, discovers or owns, would all be lost to time, and no one would be able to build on what was discovered before, or to paraphrase Newton, to “see further by standing on the shoulders of giants”.



The story of documents is inextricably linked with that of writing; perhaps more surprising, is that for as long as people have scratched out documentary records, they have attempted to organise them. From basic categorisations, to contents listings, shelf listings, title summaries and reference lists, the inhabitants of the ancient world understood the need not just to record, but also to organise. The value of organising and storing documents, so that those of relevance could be readily retrieved, was realised over 5,000 years ago when humanity first began to write. In ancient times, the art of reading and writing was limited to those with power and intellect. In today's more egalitarian information society, information organisation and retrieval is fundamental to most of our world. In developed society, it is impossible to imagine even a single day without the need for search and retrieve.

Documents are our containers for the persistent word. Often, we refer to the contents of documents as information, sometimes we use the term knowledge. Whilst these terms can be used interchangeably, the debate about what is information and what is knowledge is long standing, and although many definitions exist, none are regarded as definitive.

**“ Library and Information Science is concerned with the organisation of documents; the storage, indexing and retrieval of information. ”**

Library and Information Science is concerned with the organisation of documents; the storage, indexing and retrieval of information. In fact, library and information science embraces all aspects of information communication. It considers the management and handling of the entire document spectrum from the earliest clay tablets to the latest e-book, video, data file or record. Whilst it is usual to consider electronic and multimedia texts in contemporary collections, library and information science pushes further at the boundaries of document definition to encompass the multi-format digital world, and the convergence of libraries with galleries, archives and museums. E-science, open-data and the digital humanities offer new frontiers for information specialists, bringing the opportunity to work with the most contemporary forms of information resources.

Information management, from its creation, through dissemination, governance, indexing and retrieval to final use, is central to our global society today. It is as personal as it is professional. All of us own diaries, financial records, letters, essays, reports, music, photographs and videos as digital files - forms of documents which we instinctively store and organise.

In the private and public sectors, information management is central to businesses worldwide: from organisation and indexing of internal collections through metadata, specialist vocabularies, and information architecture, to information policy, risk management, marketing and design.

In the media, information issues such as privacy, data protection, freedom of information, surveillance, electronic health records, hacking, identity theft, copyright, piracy and social media all incite interest and emotions.

The ancient discipline and practice of Library and Information Science sits at the heart of the 21st century, when information touches us all, in just about everything we do.



Left Literature saving the past from destruction by Time. Louis de Guernier @ 1700. © Wellcome Images, London

Above Clay tablet 3300BC–3100BC — Cuneiform script. © Trustees of the British Museum

Below Amazon Kindle



# Library and Information Science at City University London



Above College Building, City University London, St John Street, London

## Provenance

Library and Information Science has a long history at City University London. The first courses in information science were instigated in 1961 by Jason Farradane, who is credited with first using the phrase 'information science'. Today the Centre for Information Science (part of the School of Informatics) comprises a vibrant research community, and offers both Masters and PhD courses within the discipline. Our internationally renowned staff are committed to excellence in research and student-centred teaching, and work closely with practitioners to ensure our graduates are prepared for the world of work by those leading information practice today.

## Employment

The close link between the rigorous academic background provided by our faculty, combined with the input of best practice from leading professionals based in and around London, ensures that our graduates are highly sought after by employers both within the UK and abroad. Figures from 2010 show that over 80% of our graduates were in employment within six months of completing their study.\*

\* HESA statistics, 2010, for School of Informatics postgraduate students.

## International

City University London graduates in Library and Information Science are employed all over the world. Our outstanding reputation for academic excellence, coupled with our central London location attracts many international course participants. During 2011–12, 50% of students on our Library and Information Science courses were from outside the UK.

## Uniqueness

We continually strive to understand and define Library and Information Science in a contemporary context. We have a unique focus on the history and philosophy of information, and we are also well known for our emphasis on the understanding and application of technology and the digital environment to information handling. Research is at the heart of our course content and research skills are a prominent feature on our curriculum.

We promote synergy amongst the management of diverse information collections, including: printed materials, electronic documents and records, museum collections, gallery artefacts and archival items.

Our content embraces the liberal arts, and takes a deliberately broad approach in order to meet the demands of employers for professionals with flexible skills and an ability to think critically in a range of careers. We believe life-long learning is essential.



## Research

Research in Library and Information Science at City University London has been rated excellent in all the Higher Education Funding Council's research assessment exercises. All of our staff members are research active with extensive publication records. Our Centre attracts an international cohort of those undertaking research for their PhD.

## Student-focused education

We understand that undertaking a postgraduate course demands a high level of commitment in both time and money. We strive to ensure that each of our students receives the education that they deserve, and that the investment they make is rewarded not just in academic excellence and employment, but also in the personal and professional links formed during the time spent on campus.

We engage in a continuous professional dialogue with our students, using weekly feedback to rapidly identify and resolve any issues. We value the thoughts and opinions of our students, and encourage constructive suggestions for improving our content and delivery.



## Resources

Our subject librarian is an integral member of our course team, and we are able to constantly update our collections and library services to meet the demands of our student cohort. Our excellent relationship with the University library enhances the experience of our students in access to resources and state of the art services.

Our central London location provides ready access to some of the world's most highly prized collections and leading information practices. Our courses attract speakers of the highest calibre and our students enjoy unrivalled support as they progress towards becoming the information leaders of tomorrow.

**“ Our internationally renowned staff are committed to excellence in research and student-centred teaching, and work closely with practitioners to ensure our graduates are prepared for the world of work by those leading information practice today. ”**

## Professional accreditation

All of our courses are accredited by the Chartered Institute of Library and Information Professionals (CILIP). CILIP accredited courses are recognised by the American Library Association (ALA), and The Australian Library and Information Association, which means that our graduates are qualified to apply for posts requiring professional level qualifications in these countries.

For further information, please visit [www.cilip.org.uk/jobs-careers/qualifications/pages/overseas.aspx](http://www.cilip.org.uk/jobs-careers/qualifications/pages/overseas.aspx)



# Studying in the heart of London

London is unsurpassed as a financial, legal, scientific, technical, medical and media nexus, where access to the right information at the right time underlies its very existence. This invigorating environment attracts many top information professionals, keen to develop and enhance practice to encompass new forms of document and to address the challenges thrown up by the unrelenting march of technology, as well as fluctuations in social, political and economic trends.

The seat of the UK parliament, Britain's rich historical, multicultural heritage is reflected in London, with its outstanding collections of documents and artefacts assembled across time. Institutions such as the National Archives, the British Library, British Museum, the Victoria and Albert Museum and the National Gallery are merely a sample of the world's foremost institutions sited in the capital, all leading the way in the field of information management.



The proximity to a wealth of collections and practitioners is certainly of benefit to those wishing to study Library and Information Science in London, through visits, expert speakers, external lectures and opportunities to gain experience from short-term volunteer posts if desired.

With its tradition of higher education and facilities for students, for both study and leisure, London has an enviable international reputation. The city attracts the brightest and the best from both the UK nationally and from the international student population.

1. Clock at the Royal Observatory, Greenwich
2. Decorative columns and pillars, Victoria and Albert Museum
3. Big Ben and the Houses of Parliament
4. London streets
5. National Gallery, Trafalgar Square.

# Research in Library and Information Science

Research undertaken by the Centre for Information Science supports and informs our Masters courses, and our PhD programme. All our staff are research-active, with extensive publications listings; their interests include history and philosophy of information, information resources, information behaviour, organisation and retrieval.

Research and development often informs practice, but the process is usually cyclical, with ideas for research stemming from practice too. Many practitioner colleagues are also research-active, and collaboration with them forms a valuable link between intellectual progress within the discipline, and excellence in practice.

Many of our Masters students are interested in aspects of service evaluation, development, and promotion of information literacy for their dissertations, and this provides a direct link between the academic focus of our Masters courses and professional practice.

We have a lively PhD community, comprising both full-time and part-time students whom we value for their enthusiasm, originality and commitment to our discipline. Our research students have the opportunity to develop their teaching and communication skills by participating in the delivery of our taught modules, and their input to our courses adds currency, depth and relevance.

Current areas of doctoral research include: slow information, information governance and risk, information behaviour of distance learners, knowledge organisation and musicology, communication of pharmaceutical information and the classification of theoretical entities in the gene ontology.

Please get in touch if you would like to work with us.

[www.city.ac.uk/informatics/school-organisation/department-of-information-science/research/phd-research-studies](http://www.city.ac.uk/informatics/school-organisation/department-of-information-science/research/phd-research-studies)



**David Haynes**

Date Protection and Social Networking Services

Research Student

David Haynes is an experienced information manager currently enrolled as a part-time research student at City University London. He is researching ways in which access to personal data on social networks is regulated. His research is investigating different models of regulation to assess whether the current European legislation is effective for regulating this aspect of social network services. It is compared to other modes of regulation (such as Lessig's Code, Norms and Markets) using risk as a basis for comparison. One strand of his research analyses employers' policies on use of social networking services in the workplace.



**Andrew Robson**

Modelling information behaviour in the context of evidence-based clinical practice

Visiting Lecturer and Research Student

This research examines the practical value of conceptual models of information behaviour. From analysis of existing models a new more comprehensive model of information seeking and communication has been developed. The validity of the new model is now being tested through empirical research in the health care environment. It is hoped that the findings will not only endorse the value of conceptual models but also provide insights into ways of improving information management in evidence-based clinical practice.

# Library and Information Science courses

We offer three inter-related Masters courses, which aim to develop the broad information management skills that are highly sought after by the profession today. Our well-known, academic courses share a focus on information: its origins, organisation, flows and use; its changing nature and its impact on society. Each of our three courses consists of eight taught modules of 15 credits each, plus a dissertation worth 60 credits.

## MSc Information Science

Information Science is concerned with all aspects of information management within a specific subject area, such as law, business, music or healthcare, perhaps involving an information technology solution for data handling.

Students each take seven core modules, plus one elective module:

### Core modules

- Library and information science foundation
- Information management and policy
- Information resources and organisation
- Information retrieval
- Information domains
- Digital information technology and architecture
- Research evaluation and communication skills.

### Elective modules

(Elective modules run according to circumstances, and timetable clashes may sometimes occur)

- Libraries and publishing in the information society
- Web applications development
- Data visualisation
- Open source systems
- Information law and policy
- Independent study.

**Note:** Each course may be taken over one year full-time, or between 24–28 months part-time.

## MSc/MA Library Science

Library Science focuses on the management of a specific collection of information, for an intended audience. The collection may be print-based and/or virtual.

Students each take seven core modules, plus one elective module:

### Core modules

- Library and information science foundation
- Information management and policy
- Information resources and organisation
- Digital libraries
- Libraries and publishing in the information society
- Digital information technology and architecture
- Research evaluation and communication skills.

### Elective modules

(Elective modules run according to circumstances, and timetable clashes may sometimes occur)

- Information domains
- Web applications development
- Information law and policy
- Independent study
- Digital cultures \*
- Audiences and marketing \*
- Education and training in the cultural sector \*
- Programming and its management \*
- Evaluation, politics and advocacy.\*

\* These options are run by the Centre for Cultural Policy and Management and subject to their timetabling and administration; these modules may occasionally be full.

## MSc/MA Information Management in the Cultural Sector

Our Information Management in the Cultural Sector course combines information management with cultural policy modules, relating information skills to library and information work in this specific sector. (This course is run jointly with the Centre for Cultural Policy and Management within the School of Arts).

In Information Management in the Cultural Sector, students study four modules from the School of Informatics and four from the Centre for Cultural Policy and Management. Seven of these are compulsory and one is elective.

### Core modules

- Library and information science foundation
- Information resources and organisation
- Digital libraries
- Digital information technologies and architecture
- Culture, policy and management – frames of reference \*
- Cultural portfolio: critical immersion and professional development \*
- Digital cultures.\*

\* These modules are run by the Centre for Cultural Policy and Management.

**Please note** that any one of the core modules from the School of Informatics may be swapped for Independent Study if an appropriate case is made.

### Elective modules

(Elective modules run according to circumstances, and timetabling may be subject to change)

- Audiences and marketing
- Communication, fundraising and advocacy
- Comparative international models of cultural policy
- Cultural planning
- Currents of criticism
- Education and learning in the cultural sector
- Financial planning and entrepreneurialism
- Evaluation, politics and advocacy
- Managing organisations
- Managing people
- Post-colonial agendas: the culture of politics
- Programming
- Contemporary uk cultural policy.



## Duration & assessment

- **Full-time: 12 months**
- **Part-time: up to 28 months (daytime)**

All courses are assessed by a mixture of coursework and examination, plus a project dissertation. Students successfully completing eight modules and the dissertation will be awarded a Master of Science (MSc) or a Master of Arts (MA) degree.\* All modules are supported by the University's online learning environment. E-learning support allows some flexibility in study.

The courses are built around a shared structure and have several modules in common. Students are usually able to transfer between these courses during their first term.

\* Award dependent on specific course taken.

## Entry requirements

The minimum entry requirement is a good second class Honours degree from a UK university, a recognised equivalent from an accredited international institution or an equivalent professional qualification. Previous relevant professional experience will also be considered. Applicants should also have good professional English. For those students whose first language is not English, one of the following qualifications is also required:

- **IELTS: 6.5 (with a minimum of 7.0 in writing for MSc Information Science only)**
- **TOEFL (internet-based): 100.**

**Please note:** Students applying for MSc/MA Information Management in the Cultural Sector should also be able to demonstrate commitment to a career in the cultural sector through previous work or volunteer positions.

## Choosing a course

Many students wonder which course they should choose. Whilst it is impossible to offer a fool-proof formula, the choice between Library Science and Information Science is really one of whether you are more inclined towards general library/information services, or towards subject specific information skills. The two are not mutually exclusive, and a glance at current job descriptions will show that the body of knowledge for library professionals and information specialists has a common basis.

For those with a background in, and ideally work experience within the cultural sector, (e.g. art libraries, galleries, museums and archives) our Information Management in the Cultural Sector course may be suitable. This course suits those wishing to undertake Library and Information Science roles within a variety of cultural institutions, such as art and music libraries, as well as galleries, archives and museums.

For further information about our Masters courses, please visit [www.city.ac.uk/lis](http://www.city.ac.uk/lis)

To apply for one of our Masters courses click on "How to Apply" from any of our course webpages.

## NEXT STEPS



**Find out more now:**  
[www.city.ac.uk/lis](http://www.city.ac.uk/lis)

**Email enquiries:**  
[pgenquire@soi.city.ac.uk](mailto:pgenquire@soi.city.ac.uk)

**Phone enquiries:**  
+44 (0) 20 7040 0248

**Open Evenings:**  
Visit [www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate)

**How to apply:**  
Refer to information on page 14

# Course modules

Brief details of our modules are given below. We have not described all the Centre for Cultural Policy modules due to lack of space, but further details of these can be found at [www.city.ac.uk/lis](http://www.city.ac.uk/lis)

Please note that module content is indicative only, and subject to change.

## Library and information science foundation

Gives a thorough introduction to the principles and concepts of the information sciences, and shows that these foundations underpin the practice of information science, librarianship, and other information disciplines. Emphasis is placed on a historical perspective, and on current and future developments, showing how basic principles can be used to make sense of complicated and changing issues.

## Information resources and organisation

Gives an understanding of the principles and practice of the organisation of information and knowledge. Topics covered include metadata, cataloguing and resource description, classification and taxonomy, subject headings and thesauri, indexing and abstracting, and construction of controlled vocabularies.

## Information management and policy

Introduces the principles of the management of information resources of diverse kinds in a variety of environments, and the strategies and policies which make this possible. Emphasis is on the specific issues of the disciplines which manage information and documents: information resource management, knowledge management, records management and archiving, collection management etc.

## Information retrieval

Provides a broad introduction to documentary information retrieval, and to the evaluation of information retrieval systems. Topics covered include information retrieval models, search strategy and tactics, bibliographic retrieval, OPACs, web search, mobile information retrieval, image and sound retrieval, implementation and evaluation of retrieval systems.



## Digital libraries

Introduces and exemplifies the principles of digital libraries, in terms of functions, services and characteristics, creation and management, digitisation and preservation, access and interfaces, search, and evaluation.

## Digital information technologies and architecture

Provides the technical background required to store, structure, manage and share information effectively. Topics include: introduction to computing, internet and web, database systems and searching, Web 2.0 technologies (blogs, wikis, etc.), semantic web and information architecture.

## Research evaluation and communication skills

Provides knowledge and skills which are relevant in the academic environment, in the workplace and for lifelong learning. Topics covered include: nature of research and evaluation; research methods, including surveys, system and service evaluation, system design, and desk research; data analysis; literature analysis; written and oral communication; ethical issues; project management.

## Libraries and publishing in the information society

This module examines our contemporary information society, and considers the impact of factors for change on the need for, and delivery of, library and information services. It will consider how we define the 'information society', how and why it is changing, and how factors for change affect publication and dissemination of recorded information and human information behaviour. Armed with this insight, we are then able to evaluate current library and information services and understand what changes could be beneficial, or essential to enable information needs to be met now and in the future.

## Information domains

Provides an understanding of information provision in a variety of domains, including academic subjects, professional disciplines and everyday and leisure topics; gives an insight into subject-specific information work. Topics include information in law, business, healthcare, and the arts, in academic subject areas such as history, mathematics, chemistry and languages, for everyday and general reference.

## Information law and policy

Gives an overview of the law as it applies to information provision: UK and international legal principles, data protection, freedom of information, breach of confidence, computer misuse, duties of care, government information policies.



## Independent study

Allows students to undertake individual in-depth study of a topic which is not fully covered by other modules, and which is appropriate for independent literature-based research. Topics are chosen by agreement between student and supervisor.

## Web applications development

Introduces the principles and practice of building dynamic web applications. Topics covered include web applications architecture, markup languages, web servers and protocols, connectivity with database systems, client side processing, integration of components in a functional application.

## Open source systems

Provides an overview of open source systems, including information systems and library management systems, and their deployment, focusing on human aspects and on collaborative aspects of development.

## Data visualisation

A practical 'hands-on' module, which equips students with the technical and design skills to create and use data visualisation applications for use in workplace and research environments. Includes principles of good information design, and guidelines for the data visualisation workflow.

## Cultural portfolio: critical immersion and professional development

This module encapsulates the ethos of the MA and sets it in a professional context. It comprises of two components:

- one component enables you to devise your own pathway plan through the MA (in consultation with your tutor) to prepare you for your subsequent career
- the other component encourages you to immerse yourself within your chosen area of cultural activity through writing a series of critical reviews.

As cultural sector professionals, you not only need to know about arts and cultural institutions, but must be a competent writer and presenter. Learning to write and communicate is important. It teaches thinking — the organisation and structuring of ideas into a coherent argument.



## Culture, policy and management – frames of reference

This module specifically addresses the questions: what is meant by culture; what is policy; what is management; and what is the relationship between them? It provides you with frames of reference for the study and understanding of culture, policy and management within the context of the UK cultural sector in particular. It focuses on issues that inform ideas about culture, governance, policy and management; identifies key texts that are central to current debates; and introduces you to analytical and critical skills that are fundamental to working in the cultural sector. The contemporary context is set within a historical overview of the development of cultural theory and policy practice.

## Digital cultures


In this module you will explore the claims being made for so-called 'new' media in culture. Do they represent a shift towards more democratic and participatory engagement? What happens to the when and where of this engagement? How is policy changing in order to reflect this paradigm shift? What are the implications for cultural managers? You will explore these questions using practical examples.

### NEXT STEPS



  
Find out more now:  
[www.city.ac.uk/lis](http://www.city.ac.uk/lis)

  
Email enquiries:  
[pgenquire@soi.city.ac.uk](mailto:pgenquire@soi.city.ac.uk)

  
Phone enquiries:  
+44 (0) 20 7040 0248

Open Evenings:  
Visit [www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate)  
How to apply:  
Refer to information on page 14

## What next?



**Chris Crawford**  
MSc Library Science

“As an international postgraduate student I could not have been more pleased with the Library Science course offered at City University London. As many potential students may be aware, information science is an already expansive field which is continuing to grow at a phenomenal rate. Due to this it was imperative to me that the course offer the widest possible scope in terms of the material covered. Indeed this is exactly what City provides.

“In addition to accreditation from both CILIP and ALA, the Library Science course at City offers a firm grounding in the overriding principles which are so much at the forefront of this field. While traditional aspects of the library profession, such as cataloguing schema, are in a state of constant revision and change, the intellectual and philosophical grounding which City offers in the overriding principles remain relevant and indeed paramount despite significant changes to the field itself.

“Truthfully, the Library Science course teaches one to think like an information scientist rather than merely teaching one the profession. In doing so students are truly given the tools to succeed in their professional careers. While deserving of much more than a mere mention, the Library and Information Science teaching and support staff are of the highest quality and consistently display a desire to go above and beyond in helping their students succeed. In fact they are the most important factor in the creation and maintenance of the high-level of academic quality associated with this program and will quickly become the students’ most important and indispensable resource. I could not recommend this course more highly.”



**Cheryl Mulholland**  
MSc Library Science

“The decision to add to and broaden my skills by returning to academic study, within a new professional area was a considered one. City University London’s module content and course structure provided a good balance covering foundational, technological, research, and professional aspects of library science. I appreciated the efficient, prompt, and helpful replies from the School of Informatics secretary and course supervisor, initially and, throughout the course. Undertaking an MSc course was a personal challenge where I gained invaluable new skills i.e. relevance searching of databases.”

**Julia Flood**  
MSc Library Science

“I chose to study Library Science at City because of the course’s excellent reputation for developing students’ knowledge and skills in the field of information organisation and retrieval. Academic staff were very encouraging and I benefitted from great feedback throughout projects and even after the conclusion of my studies.

“Lectures by industry experts are a real asset to this course, as they explore career development opportunities unique to the Library and Information Science job market. Also, modules that focused on developing work-related skills, such as project management, gave me the confidence to apply for more challenging jobs upon graduating.”

## Key faculty



**Prof. David Bawden**  
Professor of Information Science

David is Professor of Information Science, and has been with the University for 20 years. Before this he worked in information services for pharmaceutical research, and has a concern for the relations between research and practice. His particular interests are in the history and philosophy of the information sciences, knowledge organisation, digital literacy, individual information behaviour, and scientific information. He is a member of the Council of ASLIB, the Association for Information Management, and the editor of Journal of Documentation, the leading European journal of library/information science. David’s blog can be found at [www.theoccasionalinformationist.com](http://www.theoccasionalinformationist.com)



**Dr. Lyn Robinson**  
Programme Director

Lyn is Programme Director for Library and Information Science at City University London. She joined the permanent staff in 2004, and is a well known writer and presenter within the discipline. She has a wealth of international experience, with a focus on understanding and defining Library and Information Science, and on curriculum design, development and delivery. She is passionate about professional liaison and the involvement of leading practitioners in Masters education. Lyn’s academic interests include information resources and communication, and she is the author of Understanding Healthcare Information. Lyn also writes at [www.thelynxiblog.com](http://www.thelynxiblog.com)

**“ Truthfully, the Library Science course teaches one to think like an information scientist rather than merely teaching one the profession ”**

**Chris Crawford MA, MSc**  
Supervisor, Cataloguing-In-Publishing  
Library of Congress

# How to apply

## Stage 1

### Completing your form

- A list of our courses is available at [www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate)
- State clearly on your form which course you are applying for and which mode: full time, part time
- You may wish to state your second and third preference courses should you be unsuccessful in applying for your first choice.

### Date of commencement

- State the year you intend to commence your studies.

### Personal information

- State your full name on your form and all enclosed documents
- If you have changed your name, please provide copies of documentary evidence of the namechange process (e.g. marriage certificate, or deed poll documents)
- It is very important to include an email address, especially if you are an overseas applicant
- If you are based in the UK, also include a daytime contact/mobile telephone number.

### Statement in support of your application

This is an important part of the application, and will be given careful consideration by the Admissions Tutor. State clearly and in detail:

- why you have chosen this particular course
- what you can contribute to the course
- what you hope to do after completing the course.

You should expect to write between 500 and 800 words. Applicants who write only a few lines in this space are likely to find their applications are rejected.

### Please ensure that you complete all sections of the application form.

## Stage 2

### Supporting documentation References

- We accept references in two formats: on the reference forms and envelopes enclosed with your application (or printable from the online application system), or on institution headed paper (no photocopies)
- It is your responsibility to arrange references from two referees before submitting your application
- If you have studied at higher education level in the last three years, at least one reference should be from an academic referee
- Ask each referee to forward you their reference in a signed and sealed envelope to ensure confidentiality.



### Transcripts

- All home/EU and overseas applicants must include a transcript of their first degree with the application.

### Overseas applicants and English

- If English is not your first language, you must supply evidence with your application that your command of the English language is suitable for study at postgraduate level
- You are usually expected to have achieved satisfactory results in either a TOEFL or IELTS test. For further details visit [www.city.ac.uk/study/postgraduate/applying-to-city](http://www.city.ac.uk/study/postgraduate/applying-to-city)

## Stage 3

### Submitting your application

Please ensure that the following documents are included with your completed application:

(If applying online you will have the opportunity to upload copies of supporting documents; however you will still be required to send your references by post)

- Two sealed and signed references
- Transcript
- English language test results (where appropriate)
- Equal Opportunities Monitoring Form.\*

\* A copy of this form should be completed and returned with your application. The information you submit on the form is confidential and will only be used for our monitoring purposes. It will not be made available to the Admissions Tutor.

### Postal applications:

Please send your application to: Postgraduate Team, Programmes Office, School of Informatics, City University London, Northampton Square, London EC1V 0HB, UK.

If you are enclosing important documents, it is wise to send your application by registered post, or to be signed for on delivery. We are not responsible for applications which are sent but not received.

### Online applications

Go to [www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate) and follow the links to apply online.

The closing date for receipt of applications is 1st September. We however recommend applying as early as possible, as competition for places is very high.

### What happens next?

- If further information is required we will contact you (usually by email) with details
- Complete applications are passed onto the Admissions Tutor for consideration
- We normally aim to make a decision on completed applications within four weeks of the date of receipt of the form
- Please note that we cannot make a final decision on applications until all supporting documentation is received.

#### APPLICATION QUERIES

If you have any queries about the application process, please contact the Programmes Office at [pquire@soi.city.ac.uk](mailto:pquire@soi.city.ac.uk) on +44 (0)20 7040 0248 or visit [www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate)

# Funding your postgraduate study

## Scholarships and bursaries

The School of Informatics has a selection of Postgraduate Scholarships at school and course level, find out more at [www.city.ac.uk/informatics/postgraduate/scholarships-and-funding](http://www.city.ac.uk/informatics/postgraduate/scholarships-and-funding)

## AHRC Professional Preparation

Master's Scheme Awards - Well-qualified applicants may be eligible for an award. Residency requirements apply.

## The Alex McVitty Memorial Award

The Memorial Award provides financial assistance of £1,500 towards living expenses. One award each year is offered to a full time home or overseas applicant on the following programmes of study who wishes to develop a career in law librarianship and can demonstrate financial need. Applications for the award should be mentioned in a covering letter to the Admissions Tutor.

- MSc Information Science
- MA/MSc Library Science



## Loans

### Career Development Loans

Under a scheme operated by the Royal Bank of Scotland, Barclays and the Co-operative banks, applicants wishing to undertake certain courses, lasting no longer than two years, may borrow between £300 and £10,000. Repayments are delayed and the government pays the interest during your study and for one month afterwards. For further information please go to [www.direct.gov.uk/cdl](http://www.direct.gov.uk/cdl)

### Other loans

Your own bank may offer loans. Banks sometimes prefer to finance vocational courses and you may be required to demonstrate that the course of study will improve your long-term career prospects.

## Bursaries for City graduates

City University London graduates enrolling onto a Masters course, starting Autumn 2012 in the School of Informatics are automatically entitled to a bursary. The 'Loyalty Bursary' scheme provides eligible applicants with the opportunity to continue their postgraduate studies at City on selected courses at a reduced fee. For more information visit [www.city.ac.uk/informatics/postgraduate/scholarships-and-funding](http://www.city.ac.uk/informatics/postgraduate/scholarships-and-funding)

## Working whilst studying

### Part-time students

Some employers may offer financial support for part-time study, usually where employees have proved their value and for study that relates to their work.

### Full-time students

City University London Student Employment Service can help with information on part-time and temporary work.

## Benefits

### Claiming benefits

You may be eligible for benefits. As the rules are complex, we advise checking with your local benefit agency. Further information on any available financial benefits and support can be found at [www.direct.gov.uk/en/educationandlearning](http://www.direct.gov.uk/en/educationandlearning)

## EU/International students

### Extra information

While you might be eligible for some of the funding sources listed above, you are advised to explore sources of funding in your own country and the scholarships and bursaries available from the British government (via other governments). These sources of funding are usually applied for through your own government, not from within the UK, and will have closing dates for application. For information, please contact one of the following:

- the education ministry in your country;
- your nearest British Council office; *or*
- the British Council Education Information Service.

#### MORE INFORMATION

For more information and to apply for funding, visit [www.city.ac.uk/informatics/postgraduate/scholarships-and-funding](http://www.city.ac.uk/informatics/postgraduate/scholarships-and-funding)

# Accommodation/ International students

## Accommodation

Depending on where you live at the moment, you may need accommodation during your time at City. We have an accommodation team within the Student Centre for all prospective and registered full-time students.

### We can advise you on accommodation matters and help you find suitable accommodation:

- In student halls of residence which are contracted for City University London's use through independent third-party housing providers or
- In the private sector, ranging from single rooms to shared flats.

## Postgraduate accommodation

We offer some accommodation specifically for postgraduate students. This is in self-catered facilities within easy travelling distance of the main University buildings. We also have some accommodation suitable for students with mobility difficulties – let us know if you need this when you apply.

Unfortunately, we cannot offer accommodation suitable for students with partners or families. We advise students with families not to bring their dependents until they have found suitable accommodation.

### Please note:

We do not provide any childcare facilities.

## How to apply for your accommodation

If you would like to apply for or find out more about halls of residence accommodation please contact our accommodation team in the Student Centre on +44 (0)20 7040 7040 or visit our website [www.city.ac.uk/visit/accommodation](http://www.city.ac.uk/visit/accommodation)

Competition for halls of residence accommodation is strong, so it is a good idea to apply early. If you don't get a place in halls, the accommodation team can give you information about private sector accommodation. Students with disabilities who are intending to apply for University accommodation should write directly to the accommodation team, in confidence, as soon as possible after being accepted by the University.

## International



### Visa requirements

If you are coming from outside the European Union to study in the UK, you will need to obtain a visa before you travel.

## Visas

Full information about applying for visas to study at City is on our website at [www.city.ac.uk/studentvisa](http://www.city.ac.uk/studentvisa) and in the 'Studying in the UK' section of the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Information about applying to extend a visa in the UK is available on our website at [www.city.ac.uk/extend](http://www.city.ac.uk/extend) and in the 'Studying in the UK' section of the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

You are responsible for obtaining any necessary visas and entry clearance into the UK.

**Please note:** If you have a Tier 4 (General Student visa which was issued for study at another university, college or school in the UK, you will need to make a new Tier 4 application to the UK Border Agency using a Confirmation of Acceptance for Studies from City before you will be able to commence studying with us.

## Support for international students

We have dedicated international student advisers, based in the Student Centre, who are available to offer immigration advice and assistance with visa applications to all international students who are studying, or thinking of studying, at the University.

For information, contact:

**T: +44 (0)20 7040 7040**

**E: [visaadvice@city.ac.uk](mailto:visaadvice@city.ac.uk)**

# Maps and contacts

## Contacting us

You can contact our Postgraduate Admissions team as follows:

## Postgraduate Admissions Team

Programmes Office  
School of Informatics  
City University London  
Northampton Square  
London  
EC1V 0HB  
United Kingdom

T: +44 (0) 20 7040 0248

E: [pgenquire@soi.city.ac.uk](mailto:pgenquire@soi.city.ac.uk)

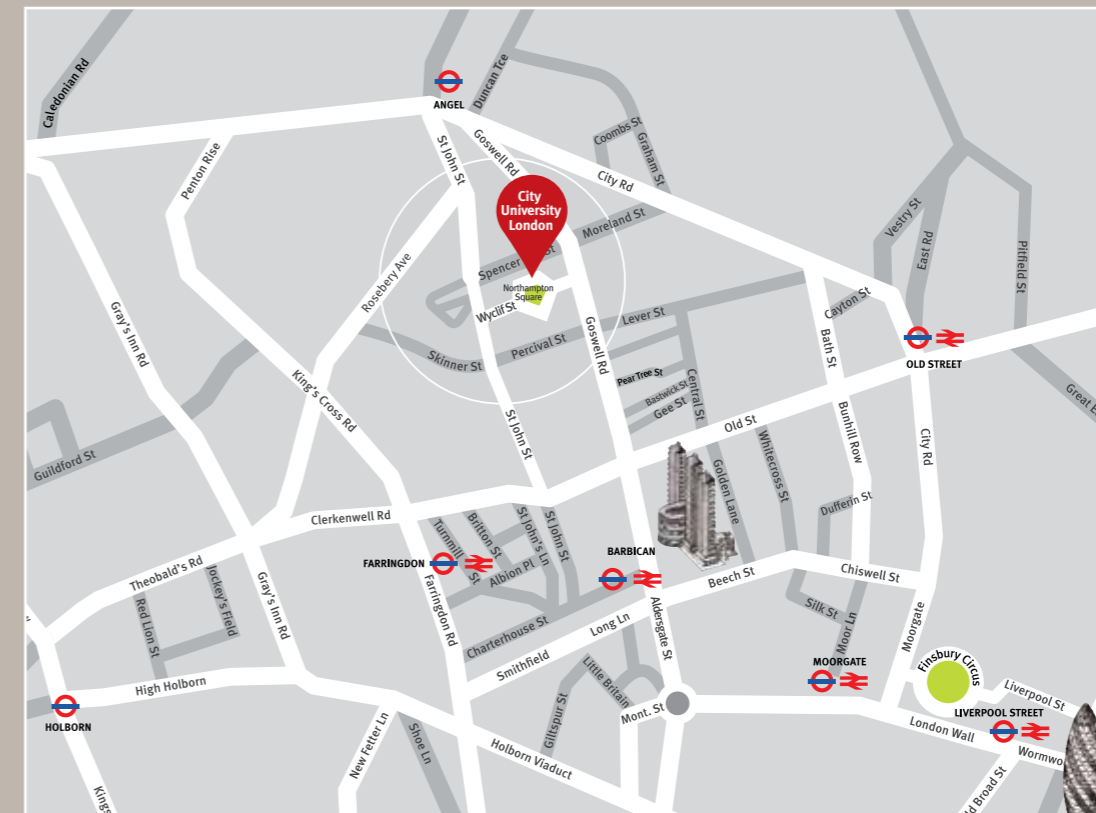
[www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate)

## Additional information

You can find more information on our postgraduate web page at [www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate)

## Other Postgraduate courses within the School of Informatics

For information about other postgraduate courses run by the School of Informatics, please see our Computing and Information Systems brochure or visit [www.city.ac.uk/informatics/postgraduate](http://www.city.ac.uk/informatics/postgraduate)



## Disclaimer

The information contained in this brochure is correct at the time of going to press (February 2012). The University reserves the right, arising from unforeseen events or circumstances beyond our control, to add to or remove courses, and to make changes in regulations, syllabuses, course options, timetables, modules and fees etc, without prior notice. Complaints concerning the accuracy of information provided by the University in this brochure and in related publications should be made to the Academic Registrar. Any persons who feel their complaints have not been dealt with satisfactorily may write to the Quality Assurance Agency for Higher Education. General information about the University including fees, general entry requirements, accommodation and social and welfare services, is given in the undergraduate prospectus, which can be viewed or ordered online on the University's website [www.city.ac.uk/study](http://www.city.ac.uk/study)

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## Library & Information Science

School of Informatics  
City University London  
Northampton Square  
London EC1V 0HB

Telephone: +44 (0)20 7040 0248  
Email: [pgenquire@soi.city.ac.uk](mailto:pgenquire@soi.city.ac.uk)

[www.city.ac.uk/lis](http://www.city.ac.uk/lis)