

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

No. _____

Series of 200____

**SUBJECT: POLICIES AND STANDARDS FOR THE BACHELOR OF
LIBRARY AND INFORMATION SCIENCE (BLIS) PROGRAM .**

In accordance with the pertinent provisions of Republic Act (RA) 7722, otherwise known as the “Higher Education Act of 1994”, and by virtue of the ___th Commission en banc Resolution No.____ dated _____ vesting the Commission on Higher Education (CHED) through its Office of Programs and Standards (OPS) the power to set minimum standards for programs and institutions of higher learning, and pursuant to the provisions provided for under RA 9246 otherwise known as “The Philippine Librarianship Act of 2003,” and for the purpose of rationalizing the library and information science education in the country to keep pace with the demands of global competitiveness, the following revised policies and standards as prescribed in CMO no. 08, Series of 2005 as recommended by the Technical Committee on Library and Information Science through the Technical Panel for Teacher Education are hereby adopted and promulgated by the Commission,thus:

ARTICLE I

INTRODUCTION

Section 1. Rationale and background

Policies and standards in Library and Information Science (LIS) programs are necessary for the highest level of quality desired for the education and training of library and information science professionals. They are meant to institutionalize the profession’s central function of providing quality information service to library clientele or users. Its purpose is to make LIS education responsive to the challenges of society’s changing information needs brought about by rapid technological changes, and in keeping with the need to make LIS professionals globally competitive.

ARTICLE II
AUTHORITY TO OPERATE

Section 2. All private higher education institutions (PHEIs) and local colleges and universities (LCUs) intending to offer the Bachelor of Library and Information Science (BLIS) Program must secure proper authority from the Commission in accordance herein. State universities and colleges (SUCs) including local colleges and universities (LCUs) should likewise adhere to the provision herein.

ARTICLE III
PROGRAM SPECIFICATIONS

Section 3. Degree

The degree program herein shall be called Bachelor of Library and Information Science (BLIS).

Section 4. Program Description and General Objectives

The BLIS curriculum shall include knowledge, skills, attitudes, values and experiences that will provide prospective information professionals with the necessary competencies essential for effective provision and delivery of library and information services, the systematic organization, conservation, preservation and restoration of information objects, historical and cultural documents and other intellectual properties.

The specified body of knowledge, skills, attitudes, values and experiences shall include the following:

- A general education component which is consistent with CHED issuances will consist of the communication arts, humanities, social sciences, science and technology, natural and behavioral sciences, computer literacy, mathematics, logic and ethics aimed at

developing broadly educated, creative, cultured, morally upright and productive persons.

- A professional studies component to include:
 - Philosophical, sociological, and psychological foundations and aims of LIS;
 - Systematic study of LIS models, principles and theories with immediate appropriate observation and laboratory experiences to provide students with first-hand knowledge in the appreciation and interpretation of these theories;
 - Direct meaningful and substantial participation in library operations and services to provide hands-on experiences over a period of time, under the supervision of qualified professionals from both the LIS institution and the cooperating Library and Information Center;
 - Review component to ensure the passing of graduates in the Librarians Licensure Examination without having to enroll in review centers.

A minimum of 179 academic units is required for graduation for the BLIS degree.

Section 5. Career opportunities in Librarianship

A Library and Information Science graduate can be employed as:

- Abstractor
- Acquisitions Librarian
- Bibliographer
- Cataloger
- Chief Librarian
- College Librarian
- Corporate Librarian
- Documentation Officer
- Indexer
- Information Specialist
- Knowledge Manager
- Law Librarian
- LIS Faculty
- Media or Audio Visual Specialist

- Medical Librarian
- Public Librarian
- Readers Services Librarian
- Reference Librarian
- Researcher
- School Librarian
- Special Collection Librarian
- Special Librarian
- Teacher Librarian

ARTICLE IV

COMPETENCY STANDARDS

Section 6. The LIS program provides for the study of theories, principles, and best practices necessary for the provision of prompt, quality and professional library and information services. Within that context, competency standards would be measured in terms of the following core competencies:

- Professional competencies, which relate to the student's knowledge of information resources, access, technology, organization and management, and the ability to use this knowledge as basis for providing the highest level of quality information services.
- Personal competencies, which represent a set of attitudes, skills and values that will enable students to work efficiently and effectively and contribute positively to their future organizations, clients and profession.

ARTICLE V

CURRICULUM

Section 7. Curriculum Description

The LIS curriculum is designed to equip the professional with the composite knowledge, skills, and tools to enable him/her to be responsive to the changing information needs of society. Among its salient features are:

- Provision for the mastery of the core courses such as Library and Information Center Organization and Management, including Laws and Related Practices and Trends, Information Technology, Collection Development and Management of Information Resources, Organization of Information Resources, Information Resources and Services, and Indexing and Abstracting, as called for in the library and information professional licensure examination;
- Addition of information and communication technology application subjects crucial in the LIS program, like information processing and handling, web technologies in libraries, information literacy, database design, library automation and systems, digital libraries and resources and systems analysis and networking;
- Provision of varied special topics relating to academic, special, school and public librarianship as specialization component and professional education subjects such as foundation of education, principles of teaching, facilitating learning and educational technology for students interested to teach and profess in academic and school librarianship;
- Provision for community exposure through field-based experiences through its library practicum subjects and total immersion in library and information science practice towards the end of the LIS program; and
- Integration of library and information science course review to insure good performance in the licensure examination for librarians.

Higher Education Institutions offering Bachelor of Library and Information Science program may exercise flexibility in their curricular offering. However, the following courses are prescribed as minimum requirements to be implemented.

Section 8. Curriculum Outline

The following minimum academic units are required for graduation for the Bachelor of Library and Information Science :

1. General Education Courses 83 units

8.1.1.1	English	12
English 1	Communicative Grammar	3
English 2	English for Study and Thinking Skills	3
English 3	Oral Communication	3
English 4	Reading in the Content Areas	3
8.1.1.2	Filipino Language	12
Filipino 1	Komunikasyon sa Akademikong Filipino	3
Filipino 2	Pagbasa at Pagsulat Tungo sa Pananaliksik	3
Filipino 3	Masining na Pagpapahayag	3
Filipino 4	Panitikang Filipino	3
8.1.1.3	Literatura/Literature	3
Literature	World Literature	3
8.1.1.4	Natural Science	9
Nat. Sci. 1	Biological Science	3
Nat Sci. 2	Earth and Environmental Science	3
Nat Sci. 3	General Chemistry	3
8.1.1.5	Mathematics	9
Math 1	Algebra	3
Math 2	Trigonometry	3
Math 3	Basic Statistics	3
8.1.1.6	Social Sciences	15
Soc. Sci. 1	General Psychology	3
Soc. Sci. 2	Societies and Cultures	3
Soc. Sci. 3	Politics and Governance (with Philippine Constitution)	3
Soc. Sci. 4	Basic Economics (with Taxation and Agrarian Reform)	3
Soc. Sci. 5	Geography	3
8.1.1.7	Information and Communication Technology	3
ICT 1	Information and Communication Technology	3
8.1.1.8	Humanities	6
Humanities 1	Arts Appreciation	3
Humanities 2	Introduction to Philosophy (with Logic)	3
8.1.1.9	Mandated Subjects	6
	Philippine History	3
	Life and Works of Rizal	3
8.1.1.10	Physical Education	8
8.1.1.11	NSTP	(4)
	TOTAL	83

2. Professional Courses 84 units

2.1 Core Courses

- LIS 1 Foundations of Library and Information Science 3
- LIS 2 Collection Management of Information Resources 3
- LIS 3 Organization of Information Resources I 3
- LIS 4 Organization of Information Resources II 3
- LIS 5 Information Resources and Services I 3
- LIS 6 Information Resources and Services II 3
- LIS 7 Management of Libraries and Information Centers I 3
- LIS 8 Management of Libraries and Information Centers II 3
- LIS 9 Indexing and Abstracting I 3
- LIS 10 Indexing and Abstracting II 3
- LIS 11 Research Methods in Library and Information Science 3
- LIS 12 Library Literature for Children and Young Adults 3

36 units

2.2 Information and Communication Technology (ICT) Courses

- LIS 13 Information Processing and Handling 3
- LIS 14 Web Technologies in Libraries 3
- LIS 15 Information Literacy 3
- LIS 16 Database Design for Libraries 3
- LIS 17 Library Automation and Systems 3
- LIS 18 Digital Libraries and Resources 3
- LIS 19 Systems Analysis and Web Design 3

21 units

2.3 LIS Electives

- LIS Elective 1 3
- LIS Elective 2 3
- LIS Elective 3 3
- LIS Elective 4 3
- LIS Elective 5 3

15 units

2.4 Professional Education Electives

- Professional Education Elective 1 3
- Professional Education Elective 2 3
- Professional Education Elective 3 3
- Professional Education Elective 4 3

12 units

Summary of Units	
General Education Courses	83(4)
Professional Courses	84
Core Courses	36
Technology Applications	21
LIS Electives	15
Professional Education Electives	12
Integrated Course Review	6
Library Practice	6
Total No. of Units	179(4)

ARTICLE VI

COURSE SPECIFICATIONS

The Library and Information Science Curriculum provides minimum requirements of the course specifications of the professional courses and electives. The course specifications indicate the minimum requirements. HEIs may follow their own course specifications in the implementation of the program. However, the minimum requirements for these courses should be complied with all HEIs. The complete course specifications/syllabi are shown in **Annex B**.

Section 9. Description of Courses

COURSE	DESCRIPTION	UNIT
Foundation of Library and Information Science (LIS)	The course provides the theoretical underpinnings of the profession with emphasis on its practice in the Philippines. It focuses on the historical perspective and the philosophy of librarianship. It also discusses the Code of Ethics for Filipino librarians, the laws as well as issuances related to Philippine librarianship.	3
Information Resources and Services I	Introduction to reference methods, literature searching and bibliographic techniques; evaluation and use of principal types of information resources. It covers the basic reference sources and materials for different library users.	3
Information Resources and Services II	Evaluation and use of reference resources, both print and non-print, in special subject fields; further study of the use of new technologies in information searching and retrieval.	3
Collection Development and Management of Information Resources	Principles and methods of evaluating, selecting, acquiring, maintaining, and preserving different types and formats of information resources. It also focuses on the development and maintenance of the collection, on the role of the librarians as a selector and those of the publishers/distributors/jobbers as sources of acquisition.	3
Indexing and Abstracting I	Principles, theories, and development of indexing and abstracting as well as the preparation of book, journal and newspaper indexes.	3
Indexing and Abstracting II	Advanced indexing, including image and/or website indexing, thesaurus construction, and preparation of abstracts.	3
Organization of Information Resources I	Introduction to basic concepts, theory, principles, and standards of descriptive and subject cataloging using Anglo American Cataloging Rules and as currently practiced. Provides beginning level experience on bibliographic description, choice of entry, construction of headings, authority control, and the Dewey Decimal Classification Scheme.	3
Organization of Information Resources II	Application of the principles in subject headings and classification using Library of Congress Subject Headings and Library of Congress	3

	Classification. Also discusses the cataloging of continuing resources, non-print materials as well as electronic and digital resources, including the use of computerized cataloging systems and other trends in cataloging.	
Management of Libraries and Information Centers I	Principles of organization and management for effective library and information service. Also includes issues and trends in relation to management of libraries and information centers.	3
Management of Libraries and Information Centers II	Application of management theories and practices to all types of libraries. It focuses on organizational environment, planning and design of libraries, publicity and promotion, the importance of measurement and evaluation, resource allocation and human resource management.	3
Library Literature for Children and Young Adult	Selection and evaluation of library materials suitable for the reading abilities, interests, and needs of children and young adults.	3
Research Methods and Evaluation in LIS	Study of the various methods and techniques of conducting research and its application in library and information science. The course also discusses research ethics, the role of the researcher, and the theory and practice of developing new knowledge.	3
Information Processing and Handling	The goal of this course is to introduce students to computer-based information tools that are fundamental for librarians and information professionals. This includes concepts in information technology such as hardware and software, networks, the Internet, ethics and the future of IT in libraries. Moreover, it deals with the principles, techniques, and problems in information storage and retrieval processes, information products as well as services.	3
Web Technologies in Libraries	It introduces students to Web-based technologies such as blogs, wikis, social networks, instant messaging, and podcasts. The course also includes the principles and strategies of online searching of library catalogs and databases.	3
Information Literacy	It provides the students with the skills necessary to become information literate, distinguishing it from other types of literacy skills. Also includes the preparation of modules on the teaching of information literacy skills to students.	3

Database Design	It provides the knowledge and skills necessary to produce a well-designed database that enables the timely delivery of accurate information in a useful form. It also discusses principles and concepts of programming for library and information systems and introduces database structures or models (such as flat files, hierarchical and relational) and hypertext (in terms of text, sound, numeric, image, and geographical data).	3
Library Automation and Systems	It deals with the principles for the design, selection, implementation, and management of automated systems for all types of libraries, including systems for technical services, processing, reference and users services. It provides the students with a sound understanding of how libraries apply technology to deliver information. It also describes several open source integrated library systems and other proprietary ILS.	3
Digital Libraries and Resources	It covers the theoretical and practical knowledge required to understand the processes and techniques involved in creating, organizing, presenting, and using information in digital environments. It also introduces networked information servers that provide access to multimedia data for local and remote users.	3
Systems Analysis and Web Design	It provides students with the basics of creating Web sites and Web pages for libraries.	3
Library Practice	Field work or practicum in different types of libraries : school, academic, special, and public.	6

Research Project

The LIS program provides for the completion of a research project as a requirement for graduation, and is undertaken in the course Research Methods in Library and Information Science.

- The research topic has to be on the areas central to the profession like information needs and uses, information storage and retrieval, information organization, analysis, and management, applications of information and communication technologies to LIS, and other related topics.

- The proposed research project topic has to be presented to a faculty committee, and approved by the dean or head of the LIS college, institute or department.
- The approved research project topic is undertaken with the guidance of a duly designated research project adviser.

Library Practice

A one year practicum is required in the LIS program which is undertaken by the student in his/her senior year. The program is designed to expose the student to all facets of LIS work in actual libraries and information centers in the public and private sectors. The student is expected to gain on-the-job experience in academic, government, school, public, and special library environments.

Library Practicum I is a three (3) unit course which covers internship in academic and school libraries for a minimum of 100 hours each. Library Practicum II is also a three (3) unit course which covers immersion in public and special libraries for a minimum of another 100 hours each.

LIS Electives

The student has to complete 15 units of Library and Information Science electives leading to specialization in any of the following areas:

- Special Topics in Academic Librarianship
- Special Topics in School Librarianship
- Special Topics in Public Librarianship
- Special Topics in Corporate Librarianship
- Special Topics in Law Librarianship
- Special Topics in Medical Librarianship
- Special Topics in Government Agency Librarianship

- Special Topics in Archives and Records Management

Professional Education Electives

For the 12 units of electives in professional education, the student may choose from the following courses:

- Child and Adolescent Development
- Facilitating Learning
- Psychological and Sociological Foundation of Education
- Principles of Teaching
- Assessment of Student Learning

- Educational Technology

Suggested Program of Study

The program of study attached herein is only an example. HEIs may use this sample and modify according to their needs. They may also add other preferred courses. The sample program of study is in **Annex A**.

ARTICLE VII

GENERAL REQUIREMENTS

Section 10. Program Administration

The primary responsibility for the preparation of Library and Information Professionals (LIPs) within HEIs shall be exercised by a clearly defined and organized administrative and instructional unit such as a college, institute or department.

10.1 Dean/Chair

A dean/chair shall be employed and assigned full-time to provide leadership and direction to the LIS college, institute or department who shall have the following qualifications:

- Holder of professional license
- Holder of Master's degree or Ph.D. in LIS or with appropriate or related specialization (such as Information Technology, Information Science, Communication, and the like); and
- With at least five (5) years of very satisfactory LIS teaching experience in an institution offering the LIS program.

10.2 Functions and Responsibilities

The dean/chair of the college, institute or department shall have the following functions and responsibilities:

Assist in the formulation of instructional policies;

Exercise leadership among the faculty by:

- Initiating and instituting faculty and staff development programs;
- Recommending the appointment, promotion or separation of faculty members and non-teaching personnel in his/her college, and preparing and recommending the teaching load of the faculty members, and directing and assigning them to advise students in their programs or studies;

- Coordinating and facilitating student personnel services and practicum experiences;
- Planning a program of curriculum development together with the LIS faculty members;
- Instituting and defining program of supervision and other administrative support services aimed at upgrading the quality of instruction;
- Assisting in the budget preparation and financial management of the college, institute or department; and
- Initiating programs in research and extension services through networking, linkages, consortia, etc.

For LIS institutions with big enrollments, an associate/assistant/ dean/chair may be assigned, depending on the need.

Section 11. Faculty

11.1 General Requirements

Members of the LIS faculty should have academic preparation, experience and a professional license appropriate to teaching and library practice.

- Faculty members teaching the subjects for licensure examinations must be holders of valid certificates of registration or professional license;
- The faculty must be holders of appropriate Master of Library and Information Science or related degrees to teach LIS subjects and/or allied subjects at undergraduate level; and
- The faculty must have at least three years of very satisfactory teaching experience in tertiary level or at least three years of library and information science work experience.

A Practicum Coordinator who is a regular faculty member in the college, institute or department shall be assigned to plan, supervise, and evaluate students' practicum experience and career guidance.

11.2 Conditions of Employment

The following conditions of employment shall be observed:

- Salary rates of faculty members should be commensurate with their rank, academic preparation, experience in instruction and research, at least, comparable with those of other faculty members who teach other baccalaureate courses;
- At least 50% of the LIS courses shall be taught by full time faculty in the institution; and
- The regular teaching load of the LIS faculty is twenty-four (24) units, inclusive of research and other related assignments.

LIS faculty shall be assigned academic rank in accordance with their academic preparation, teaching experience, continuing professional growth, library and information science work experience, and other criteria which the HEIs may require.

11.3 Faculty Development

The institution must have a system to support faculty development. It should require the faculty members to :

- a. complete doctoral degrees in library and information science and other allied fields;
- b. attend continuing education seminars, workshops, conferences, and others;
- c. undertake research activities related to librarianship and to publish their research outputs in refereed journals;
- d. give lectures, conduct workshops and present papers in national/ international conferences, symposia, and seminars.

The institution must provide opportunities and incentives such as :

- a. tuition subsidy for graduate studies
- b. study leave with pay
- c. deloading to finish a thesis or carry out research activities
- d. research grants
- e. travel grants for academic development activities such as special skills training and attendance in national / international conferences, symposia, and seminars
- f. awards, recognitions, and other incentives

Section 12. Library

A separate library/section should be made available to support the instructional and research needs as well as services pertinent to LIS. Library resources shall be adequate in quantity and quality following minimum library requirements.

The following are the minimum requirements for the library:

- There should be adequate reading space for the student population;
- The reading room should be able to accommodate at one seating a minimum of 10 to 15% of the student enrollment;
- The library should be able to provide print, non-print materials, electronic resources, online databases and Internet access, etc.;
- The library collection should have at least five (5) titles per subject. At least twenty percent (20%) of the total collection of books should have been published within the last five years;
- In addition to the book collection, the library should acquire selection, cataloging, and indexing tools and, at the same time, subscribe to at least three (3) titles of periodicals in library and information science;

- A computer room with several units of computer connected to the Internet shall be maintained either as a separate unit or as part of the library. It shall serve as a laboratory for ICT application courses, either in the preparation of computer-aided instructional materials, production of student projects, or Internet research.

Section 13. Facilities and Equipment

- Classroom equipped with adequate facilities shall be provided.
- A practicum laboratory in librarianship shall be maintained within or outside the campus through appropriate linkages, networks, or consortia.
- Specialized laboratories shall be maintained for specific library functions.
- Information and communication technology facilities and equipment such as laptop, LCD projector, and screen.
- A separate office for the dean/chair, faculty and staff complete with basic amenities.

Section 14. Admission and Retention

All LIS institutions shall adopt a system of selective admission and retention of students based from the institutions' admission and retention policies. There shall be a well-defined criteria for admission into the LIS program:

- LIS applicants should pass the institution's admission examination;
- Transferees who want to shift from one academic program to LIS may be admitted in compliance with the institution's admission requirements;
- The applicants should be physically and psychologically fit.

As a general rule, no applicant shall be enrolled in any approved course unless proper credentials as prescribed are submitted to the institution before the end of the enrollment period.

However, there shall be no discrimination in the selection for admission of LIS students to the institution on the basis of sex, religion, race, age, or socio-economic status.

ARTICLE VIII

TRANSITORY, REPEALING AND EFFECTIVITY PROVISION

Section 15. Transitory Provision

HEIs that have been granted permit or recognition for the Library and Information Science program are required to fully comply with all the requirements in this CMO within a non-extendable period of three (3) years after the date of its effectivity. State Universities and Colleges (SUCs) and Local Colleges and Universities (LUCs) shall also comply with the requirements herein set forth.

Section 16. Sanction

For violation of this Order, the Commission may impose such administrative sanction as it may deem appropriate pursuant to the pertinent provisions of Republic Act No. 7722, in relation to Section 69 of BP 232 otherwise known as the Higher Education Act of 1982, and

Section 24 and 101 of the manual of regulations for private schools (MPRS), and other related laws.

Section 17. Separability and Repealing Clauses

Any provision of the Order which may thereafter be held invalid shall not affect the remaining provisions.

All CHED issuances or part thereof inconsistent with the provision in this CMO shall be deemed modified or repealed.

Section 18. Effectivity

This order shall take effect after its publication in the Official Gazette or newspaper of general circulation.

Quezon City, Philippines

Chairman

Annex A. Bachelor of Library and Information Science (BLIS)

Sample Program of Study

Annex B. Bachelor of Library and Information Science (BLIS)

Course Specifications / Syllabi

Annex C. Bachelor of Library and Information Science (BLIS)

- 1. Guidelines for Library Practice**
- 2. Sample Performance Evaluation Sheet for Library Practice**