

Indiana University
School of Library and Information Science
2012–2013

Orientation Booklet

Greetings New SLIS Students!

This orientation booklet will help you prepare to begin studies at the Indiana University School of Library and Information Science. It is also available on our website as a linking PDF, along with other orientation details.

<http://www.slis.indiana.edu/admissions/guide.html>

Please feel free to contact us if you have questions. We look forward to having you as a student in our school.

- Rhonda Spencer, Director of Admissions and Placement
e-mail: spencerr@indiana.edu
phone: 812.855.2666
- Jill Clancy, Admissions Coordinator and Recorder
e-mail: slis@indiana.edu
phone: 812.855.2018
toll-free: 888.335.7547

Note:

We hope we have provided the most accurate information available. However, some things will change before classes begin. Please use this booklet as an introduction and to help you plan. Double-check important details. (January 2012)

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Before You Move to Bloomington:

- Review your Degree Requirements
- Contact your SLIS Faculty Advisor
- Set up your IU Computer Accounts
- Register for Classes (if possible)
- Subscribe to Listservs
- Come to Bloomington for a Visit
- Keep your Address Current with the SLIS Office

Goals and Objectives:

The Master of Library Science (MLS) program prepares students to become reflective practitioners who connect people and communities with information.

Upon completion of the MLS program, graduates are prepared to:

Assist and Educate Users

- Analyze and identify the information needs of diverse communities of users
- Educate users and potential users to locate, use, and evaluate information resources and tools
- Analyze and evaluate information systems and services in a variety of settings

Develop and Manage Collections of Information Resources

- Design and apply policies and procedures that support the selection and acquisition of information resources for particular communities of users
- Manage, evaluate, and preserve physical and virtual collections of information resources
- Uphold ethical and legal standards in acquiring, leasing, preserving, and providing access to information resources

Represent and Organize Information Resources

- Understand and apply principles of representation and organization

Manage and Lead Libraries and Other Information Organizations

- Perform basic managerial functions, including planning, budgeting, and performance evaluation
- Communicate effectively to a variety of audiences
- Apply theories of organizational behavior and structure

Use Research Effectively

- Design, conduct, interpret, and take action based upon research and evaluation

Deploy Information Technologies in Effective and Innovative Ways

- Implement and evaluate information and communication technologies for efficiency, usability, and value to users

Approach Professional Issues with Understanding

- Understand the social, political, ethical, and legal aspects of information creation, access, ownership, service, and communication
- Anticipate emerging trends and respond proactively

Master of Library Science - Course Requirements

*Review the SLIS website to help with your course planning.

http://www.slis.indiana.edu/degrees/mls/degree_req.html

*Take required courses first. Many electives build on content in the Foundation courses.

*Touch base with your SLIS faculty advisor.

36 degree credit hours + S401 (3) = 39 credit hours

Pre-requisite

- **Deploy Information Technologies in Effective and Innovative Ways**

(*before completion of 9 credits hours)

S401 Computer-Based Information Tools (3 credits)

Foundation: (15 credit hours) -- select one course from each area

- **Assist and Educate Users** (3 credits)

S501 Reference

- **Develop and Manage Collections of Information Resources** (3 credits)

S502 Collection Development and Management

- **Represent and Organize Information Resources** (3 credits)

S503 Representation and Organization

S504 Cataloging

- **Manage and Lead Libraries and Other Information Organizations** (3 credits)

S551 Library Management

S552 Academic Library Management

S553 Public Library Management

S671 School Media

- **Use Research Effectively** (3 credits)

S505 Evaluation of Library Sources and Services (Prerequisite: S502)

S506 Introduction to Research (Prerequisite: completion of 9 hours)

S519 Evaluation of Information Systems

Electives: (21 credit hours)

- **Approach Professional Issues with Understanding** (21 credits)

After completion of 18 degree credit hours, many students consider doing an approved internship for SLIS Elective course credit. MLS students may take SLIS S605 Internship in Library and Information for 3 credit hours. There are some exceptions for dual-degree students.

Goals and Objectives

The Master of Information Science (MIS) program prepares students to become reflective practitioners in careers involved in designing, managing, and consulting about information technologies and services in public, corporate, and nonprofit organizations.

Upon completion of the MIS program, graduates are prepared to:

Demonstrate understanding of research necessary for careers as information professionals

- Apply appropriate strategies, tools, and technologies to represent, organize, and manage data and information
- Apply appropriate theories and empirical evidence for effective leadership, management, and collaboration
- Use critical thinking to evaluate information, technology, and services problems and challenges
- Synthesize and interpret relevant research findings for use in ICT project management

Adopt socio-technical and user-centered approaches to studying and working with information and communication technologies (ICT)

- Understand the management and organizational structures of information organizations
- Utilize effectively the theoretical and practical bases of information organization, architecture, storage, retrieval, and delivery systems
- Apply techniques from human-computer interaction, systems analysis, programming and database design, to analyze user needs and information systems in social and organizational settings
- Develop innovative solutions to address information, technology, and services problems and challenges

Work effectively within and across a variety of information settings and contexts

- Communicate effectively, orally and in writing, with a variety of audiences
- Identify information and technical resources that will support an organization's activities
- Analyze, evaluate, and manage ICT to support organizational activities and work practices
- Demonstrate knowledge of relevant concepts and theories of organizational behavior for managing people, information, and technology in public and private sector organizations

Participate successfully and responsibly in the information professions

- Explain socio-economic, cultural, policy, and ethical issues involved in the design, development, management, and use of ICT
- Engage in life-long learning, making effective use of the range of information resources (research and popular writings, professional organizations) that support information work

Master of Information Science - Course Requirements

- *Review the SLIS website to help with your course planning.
http://www.slis.indiana.edu/degrees/mis/degree_req.php
- *Take required courses first. Many electives build on content in the Foundation courses.
- *Touch base with your SLIS faculty advisor.
- *The suggested course sequence below has flexibility.
Check in with MIS Director Howard Rosenbaum if you have questions (hrosenba@indiana.edu).

42 credit hours + the Technology Literacy Requirement

Foundation (21 credit hours + Technology Literacy Requirement)

Fall Semester

S510	Introduction to Information Science	(3 credits)	<input type="checkbox"/>
S511	Database Design	(3 credits)	<input type="checkbox"/>
S515	Information Architecture	(3 credits)	<input type="checkbox"/>

Spring Semester

S513	Organizational Informatics	(3 credits)	<input type="checkbox"/>
S516	Human-Computer Interaction	(3 credits)	<input type="checkbox"/>
_____	Programming Requirement	(3 credits)	<input type="checkbox"/>

Final Semesters

S556	Systems Analysis and Design	(3 credits)	<input type="checkbox"/>
and	Elective Courses		

Electives (21 credit hours) (21 credits)

_____	_____
_____	_____
_____	_____
_____	_____

M.I.S. Elective Courses: (21 credit hours)

In addition to the 21 credit hours of M.I.S. requirements, students must complete a minimum of 21 credit hours of elective courses to reach the 42 credit hours required for the M.I.S. degree. Any SLIS course may be taken as an elective. Students should consult with their faculty advisors about course selection, and care must be taken to ensure that prerequisites have been satisfied before registering for any course. No more than 6 credit hours of the technical workshops (S603) may be applied to the degree. M.I.S. students may complete internships (S605) for up to 6 credit hours.

M.I.S. Programming Requirement

The 3 credit hour open-ended programming requirement can be fulfilled with a variety of programming courses in or outside of SLIS, or waived if a student has programming experience. Options to meet this requirement:

- Take a SLIS programming course(s): S517, another approved 3 credit SLIS programming course, or two S603 (programming) workshops.
- Take a graduate level programming course in another IU Department as part of the six credit hours of allowed outside course work.
- Waive the requirement by completing a course waiver form and having the form approved by the M.I.S. Program Director. If the course is waived, then a student would have an additional 3 cr. of electives.

MIS - Technology Literacy Requirement

The School of Library and Information Science expects entering Master of Information Science students will have a basic level of computer literacy, meaning a familiarity with basic applications that will be used throughout the coursework. S401 Computer-Based Information Tools provides this preparation. M.I.S. students are not required to take this course, but are responsible for the knowledge and skills taught in S401. These include:

- The ability to use applications including spreadsheets, databases, online searching tools, OnCourse and podcasting, and the ability to integrate the use of these tools.
- An understanding of and proficiency in the use of Internet-based tools (SSH, SFTP), and Internet information resources.
- The ability to use the Unix, Mac OS X and Microsoft Windows computer platforms to create and manipulate documents, and to transfer documents from one platform to the other.
- Familiarity with the basic concepts of online searching and retrieval, including controlled vocabulary, Boolean logic, indexing, search languages, and common bibliographic and full-text databases.
- The ability to use computer tools to communicate and share documents, using tools such as electronic mail, e-mail attachments, LISTSERV, XHTML, and CSS.

It is important that all SLIS students have the knowledge and skills described above. Students who cannot demonstrate the required skills will be advised to take S401 in their second semester.

Dual MIS/MLS

To help meet the changing demands of the information profession, SLIS has established the Master of Information Science/Master of Library Science dual-degree program. The SLIS dual MIS/MLS master degrees can be completed with 60 credit hours of coursework (plus S401) rather than the 78 hours required if the degrees were taken separately. Students must complete:

- (SLIS S401 Pre-requisite - 3 credits)
- 21 credits of MIS Foundation courses
- 15 credits of MLS Foundation courses
- 24 credits of SLIS (or approved) electives

The two degrees must be awarded simultaneously. Students currently pursuing one of the degree programs may petition in writing for admittance to this dual option. The petition must include an additional personal goals statement (minimum 500 words) describing academic and career objectives. It can be emailed to Rhonda Spencer, Director of Admissions (spencerr@indiana.edu).

SLIS Faculty Advisor

You are assigned to a faculty advisor when you are accepted to the SLIS program. The name of this advisor is listed on your admission letter. This person is available to help you build your course schedule. Feel free to contact them or other faculty members with course selection questions. You are encouraged to check with your advisor each semester to make sure your course choices match your evolving academic and professional interests. It is possible to request a new advisor as you clarify your interests.

Core Course - Grade Requirement

No course in which a student receives a grade lower than C (2.0) will be counted toward requirements for any SLIS degree. Any required course on which a grade lower than B- is received must be repeated; an elective course in which an unacceptable grade is earned need not be repeated, but it may be repeated or another course must be taken in its place. Repeating a course in which the student received an unacceptable grade or taking another in its place does not remove the credit points for that course from a student's cumulative grade point average. All grades achieved in SLIS courses will be counted in the SLIS and IU GPA. Because a minimum GPA of 3.0 (B) is required for graduation, any grade below B must be balanced by another sufficiently above B to keep the GPA at the 3.0 level.

Planning Ahead: Tentative Future Academic Calendar

<http://enrollmentbulletin.indiana.edu/pages/nineyr.php>

Fall Term	Day	2011	2012	2013
Classes begin	M	Aug. 29	Aug. 20	Aug. 26
Labor Day (classes do not meet)	M	Sept. 5	Sept. 3	Sept. 2
Fall Break (after last class)	Th	N/A	Oct. 11	tbd
Classes resume	M	N/A	Oct. 15	tbd
Thanksgiving Recess begins (after last class)		Nov. 22 (T)	Nov. 17 (Sa)	Nov. 23 (Sa)
Classes resume	M	Nov. 28	Nov. 26	Dec. 2
Day of last classes	S	Dec. 10	Dec. 8	Dec. 14
Days of examinations	M-F	Dec. 12-16	Dec. 10-14	Dec. 16-20
Spring Term	Day	2012	2013	2014
Classes begin	M	Jan. 9	Jan. 7	Jan. 13
Martin Luther King, Jr. Day (classes do not meet)	M	Jan. 16	Jan. 21	Jan. 20
Spring Recess begins (after last class)	S	Mar. 10	Mar. 9	Mar. 15
Classes resume	M	Mar. 19	Mar. 18	Mar. 24
Day of last classes	S	April 28	April 27	May 3
Days of examinations	M-F	Apr.30-May 4	Apr.29-May 3	May 5-9
Summer Term	Day	2012	2013	2014
Classes begin	Tu	May 8	May 7	May 13
Memorial Day (classes do not meet)	M	May 28	May 27	May 26
Independence Day (classes do not meet)		July 4 (W)	July 4 (Th)	July 4 (F)
Classes end	F	July 27	July 26	Aug. 1

Register for Classes

How do I register for classes?

Students register for classes using OneStart (a web-based registration service). The process is free for initial registration and for any schedule adjustment within two working days after your initial registration. There is an \$8.50 drop/add access fee for any schedule changes made after the first two working days following registration.

OneStart Registration Services

onestart.iu.edu

Before you register, check the SLIS Schedule of Classes to identify the course number and the class number for each course in which you intend to register. You should also check for any course notes, as some courses have prerequisites or require authorization. It is also a good idea to check the SLIS Schedule of Classes before classes start in case there have been changes in the class schedule.

<http://www.slis.indiana.edu/courses/>

You will need your IU network ID username and passphrase to log into the OneStart system.

<https://itaccounts.iu.edu/>

Additional steps on how to register are available through the UITS Knowledge Base. <http://www.kb.iu.edu/data/anig.html>

University ID Number

The SLIS Office will include your University ID Number in one of the SLIS Orientation mailings. You can also call or email the SLIS Office at 812.855.2018 or toll-free 888.335.7547 - (email: slis@indiana.edu) - with questions.

You can also locate your University ID Number in the OneStart system. Use the Personal Information channel in the Self-Service tab.

When can I register for classes?

Incoming students at SLIS are encouraged to register early. You should contact your SLIS faculty advisor prior to registration for advice on course selection.

Most students should be able to register after May 1st for the following Fall Semester - and/or after about 6 weeks from your date of admissions.

However, new international students will register during the orientation period. Dual degree students should confer with their other department for registration clarification.

The OneStart system will include a registration appointment time. You will be able to register at that time or later.

Registration Help (IU Office of the Registrar)

Web Address: registrar.indiana.edu

General Phone: 812.855.0121

E-mail Assistance: RegHelp@indiana.edu

Registration Helpline: 812.855.8200

Residency Classification and Immunization

The Office of the Registrar handles student Residency Classification and Immunization processes. Please contact them (812.855.0121) or (registrar@indiana.edu) if you have any questions.
<http://registrar.indiana.edu/>

Personal Information

You should keep your name, address and e-mail up to date with the IU Registrar to make sure important notices, grades and bills get sent to the right place in a timely manner.

- Personal information can be updated through OneStart: onestart.iu.edu.
- Before you begin as a student at I.U., please also email address updates to the SLIS Office at (slis@indiana.edu).

Student ID (Campus Access) Card

Indiana University's Campus Access card is your

- Official Indiana University Photo ID
- Indiana University Library Card
- Universal Bus Pass
- Recreational Sports Pass, and more. ...

You can deposit money to your card that you can use at campus food services, vending machines, and copy machines. Get your card at one of the Campus Card Service Centers when you arrive on campus. You should be eligible to get a card about one week before classes begin. www.cacard.indiana.edu/cacard

Campus Card Service Centers:

IMU (Indiana Memorial Union), 1st Floor, IU Bookstore (812.855.1711)
Eigenmann Residence Center, 1910 E. 10th St. (812.855.8711)

Tuition

SLIS students generally take three classes (9 credit hours) per semester depending on program goals and commitments. Tuition rates may increase in future years. Students should also budget about \$600 a semester for "mandatory fees" (see details below).

SLIS Graduate Student Tuition rates for Fall 2011, Spring 2012 and Summer 2012:

Indiana Resident
\$385.65/credit hour

Nonresident
\$1123.40/credit hour

*These rates are for SLIS Masters, Specialist, GCIA, and SLIS Graduate Non-Degree students. SLIS Ph.D. students follow the University Graduate School rates.

- For more information about fees and tuition billing, contact the IU Bursar's Office: bursar.indiana.edu/body/rates/rates_and_policies.php

"Mandatory Fees"

In addition to tuition, students pay other fees that help provide resources. Learn what is "free" with a student ID card at: bursar.indiana.edu (Click: "Tuition and Fee Rates.")

You pay this	With your student ID, you receive
Activity Fee	All athletic events (except football and men's basketball) are free during the regular season with a valid IU student ID. Reduced student rates are available for the Jacobs School of Music School performances including concerts, Ballet, and Opera; Department of Theatre and Drama productions; and most Auditorium events. Contact the performance venue for more information. The fee also provides unlimited access to Recreational Sports facilities, including the Health, Physical Education and Recreation Building (HPER) and the Student Recreational Sports Center (SRSC).
Student Health Fee	The student health fee provides many free and discounted services at the Indiana University Health Center. Benefits include a reduced charge of \$18 for routine medical clinic visits, two free visits (excluding psychiatry) to Counseling and Psychological Services (CAPS) each semester, free prescheduled appointments to the women's clinic, and several free or discounted services available through the Health and Wellness clinic, such as fitness assessments. More information can be found at http://healthcenter.indiana.edu/about/fees-payments.shtml .
Technology Fee	The technology fee provides free technology workshops (ittraining.iu.edu); free online tutorials (ittraining.iu.edu/online). Free or reduced cost software available through IU Ware, either online (iuware.indiana.edu) or at IU. The fee also funds STC computing labs (stcweb.stc.indiana.edu/Framework/apps/public), including 24-hour access at the Wells Library Information Commons (http://uits.iu.edu/page/alhn).
Temporary Repair & Rehab Fee	For the academic years 2011/12 and 2012/13, this fee has been established "to help cover the cost of necessary repair work and ongoing maintenance costs for IU's 900 buildings and associated infrastructure.
Transportation Fee	Both Bloomington Transit, www.bloomingtontransit.com/ , and the Campus Bus, www.iubus.indiana.edu , services are free with a valid IU student ID. Service from campus includes routes to College Mall, downtown, several apartment complexes, and the stadium parking lots. You can park at the stadium with a valid 'E' parking permit and ride free to campus. See their websites for full route.

Financial Aid

January 15 is the deadline to apply for SLIS Scholarship packages - that begin in the Fall semester. Students must have a completed admissions application with SLIS by this date. About 10 percent of our students receive SLIS aid packages. These merit-based packages are highly competitive.

Note: SLIS is a part of the [Council of Graduate Schools](#). An agreement with this Council is that "Students are under no obligation to respond to offers of financial support prior to April 15."

Loans are a separate process handled by the IU Office of Student Financial Assistance. Students are encouraged, if possible, to keep loans to a minimum. [Office of Student Financial Assistance](#)

Academic Honesty

Academic honesty is important at the Indiana University School of Library and Information Science. This section will introduce you to the expectations of being a graduate student and the resources to help you be successful. Always discuss course concerns and responsibilities with your professors. If you have additional questions or grade concerns, please feel free to contact: Rhonda Spencer (spencerr@indiana.edu)

Code of Academic Ethics (excerpts from the *IUSchedule of Classes*):

Preamble: The central functions of an academic community are learning, teaching, and scholarship. They must be characterized by reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. By accepting membership in this community, an individual neither surrenders rights nor escapes fundamental responsibilities to the entire University community.

Code of Student Rights, Responsibilities, & Conduct <http://www.iu.edu/~code/index.shtml>

Preamble: ...Individual rights are best protected by a collective commitment to mutual respect.

Policy of Academic and Personal Misconduct (see Parts III and IV): Faculty are required to report all incidents of academic misconduct to the Dean of Students and may report incidents of personal misconduct, such as classroom incivility.

Plagiarism (see Part III): A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written;
- b. Paraphrases another person's words, either oral or written;
- c. Uses another person's idea, opinion, or theory; or
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

If you want more information or if you have any questions about student responsibilities and campus codes of conduct, please contact:

Student Ethics and Anti-Harassment Programs
Student Advocates Office

www.dsa.indiana.edu/ethics.html
www2.dsa.indiana.edu/student_advocates

Citing Sources

SLIS students need to use correct citation methods in their research. Use a style manual when preparing documents. Ask your instructor if you have questions. Other resources are listed here:

IU Libraries - Help with Citing: www.libraries.iub.edu/index.php?pageId=337

Writing Tutorial Services: www.indiana.edu/~wts

Computing Ethics

"Computer Users' Privileges and Responsibilities – Ethical Usage" reminds that "computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the Code of Student Ethics."

Technology Overview

Because information technology plays a pivotal role in research, instruction and course work at Indiana University, SLIS is dedicated to providing students, faculty and staff with reliable access to advanced computer systems. In addition to providing access to Indiana University's central computing systems, SLIS maintains its own UNIX, Windows and Macintosh servers and workstations.

Indiana University has a strong technology infrastructure and is ranked one of the "most wired" and "most wireless" campuses. <http://uits.iu.edu/>

SLIS Computer Labs

Computers in the SLIS labs are password protected for use by only students taking SLIS classes.

SLIS Information Commons Shepherd Lab

Located in Room 002, this lab has 17 PCs running Windows XP and 6 Macs running OS X.

SLIS Information Commons Mac Lab

In the back section of Room 002, there is a 28-station Mac OS X lab that is used for SLIS lab courses. It is available for use by SLIS students when a class is not in session. These machines also run Virtualization Software (Virtual PC), which allows them to run Windows and selected Windows applications.

SLIS Computer Support

The SLIS Information Technology Staff provides computing support to the school's students, faculty and staff. Their offices are located in the SLIS Information Commons (Room 002).

<http://www.slis.indiana.edu/technology/itstaff.html>

SLIS Technology Orientation

The SLIS Information Technology Staff hosts Orientation Sessions for incoming students. PowerPoint slides from a recent Session: <http://www.slis.indiana.edu/media/SLISTechOrientation.pdf>

Programming, Web, and CGI development environments

SLIS maintains a UNIX server (iris2.slis.indiana.edu) that provides an excellent programming environment, particularly for Java, Python, PHP, XML, Perl, and other advanced technologies used to create cutting-edge website. Students are automatically assigned irisaccounts.

UITS (University Information Technology Services)

Indiana University has a strong technology infrastructure (and has been ranked as one of the "most wired" and "most wireless" campuses). UITS has a help line (812.855.6789) available 24 hours a day/7 days a week. Their email is (ithelp@indiana.edu). They also offer an online knowledge base, and a help desk located upstairs in the Wells Library Information Commons. uits.iu.edu

Library Wireless Service: kb.indiana.edu/data/akbr.html

Printing

Masters and Specialist degree students receive a SLIS print quota of 1,500 pages per semester to use to print in the SLIS labs. www.slis.indiana.edu/technology/overview.html

All SLIS graduate students also receive an IU print quota of 1,000 pages that can be used in the other IU labs. These different print quotas cannot be transferred from one type of lab to another. Overages will be billed at the campus self-service copy rate. kb.iu.edu/data/aouh.html

How do I log on to the computers at SLIS?

The IU Registrar will send a list of all students enrolled in SLIS for each coming term. Only students on this list can log into SLIS computers. The new list should be active on the first day of classes. If you register or create your accounts late, you will not be on the list. In that case, first get your IU Bloomington accounts, and then stop by SLIS Office (Room 011) - or the SLIS Technology Offices (Room 002) to have your username added to "the list" to gain access to SLIS computers.

Pick your platform (Mac or PC) and log on using the directions that follow.

On the Windows PCs:

- Press CTRL-ALT-DELETE
- Type your IUB ADS Domain username in the username field. Your IUB ADS Domain username will be the same as your network ID username.
- Then type your IUB ADS Domain password in the password field. This password is case sensitive so make certain you enter it correctly. The IUB ADS Domain password should be the same as your network ID password.
- Make certain the Domain field is set to ADS.
- Click OK to log in.

On the Macs:

- Type your UITS network ID username in the username field.
- Type your UITS network ID password in the password field.
- Click Login to log on.

Purchasing Technology

The IU Bookstore's Computer Store is located in the Indiana Memorial Union. It carries software available at student rates. IU Ware can be downloaded for free online. IU also has numerous partnerships with hardware and software vendors that offer discounted rates for student purchases. uits.iu.edu/page/aqze

IU Student Technology Accounts

Registration, access to SLIS technology, and e-mail require an IU network ID and password. Once these are created, you can register for classes. If you wish to set up your accounts on campus, you can go to the Wells Library, Information Commons for assistance. However, it will be more efficient to establish your accounts before your arrival on campus so you can register as soon as possible for your first semester of classes. International students may have to wait until arrival on campus to set up their accounts.

After you have been admitted to Indiana University (about four weeks after admission), you can use the online Account Management Service (AMS) to create:

- IU Network ID (your electronic identity at IU, consisting of a username and a password),
- ADS Domain account,
- IU printer account
- IU e-mail account

The entire process takes approximately 10–15 minutes.

In order to utilize the Account Management System (AMS), you will need your IU student ID number. (Contact the SLIS Office if you do not have this number yet.)

Creating Student Technology Accounts for the IU Network

To access the AMS go to: itaccounts.iu.edu

1. Select STUDENT
2. Click on CREATE MY FIRST IU COMPUTING ACCOUNTS AND PASSWORDS

You may also set up your IU Printer Account from this page by following the link to “Create more IU computing accounts” from the homepage.

Free Workshops

UITS Workshops

Sponsored by UITS (University Information Technology Services) these workshops are offered regularly throughout the year. “STEPS” sessions are **free** (costs covered in part by your student technology fee) and are available on a first-come basis. Sessions last from 1½ to 4 hours. It is best to pre-register. Topics include: Access, PowerPoint, Excel, Photoshop, Web Graphics, HTML and more. Free online tutorials in technology are also available through UITS. ittraining.iu.edu

Library and Database Workshops

Sponsored by the IU Libraries Reference Department (in the Wells Library), these workshops are offered regularly. Registration is needed for these one-hour sessions.

<http://www.indiana.edu/~library/seminars/>

Library (Indiana University)

The Indiana University Libraries are regularly ranked in the top 15 in the country. There are a number of branch libraries (art, law, rare books, business, etc.) on campus. Review the library website for details: www.libraries.iub.edu/

SLIS is located on the bottom floor of the Wells Library Building. The IU Information Commons is located on the first floor of the Wells Library. It is open 24/7 and provides group and individual computer work-stations, special printers and plotters, and multimedia equipment. Library reference staff members and UITs technology consultants are available to help.

SLIS Listservs (Required)

Listservs are the primary way of communicating SLIS-related information. Students should subscribe to the following SLIS Listservs. Details (including how to post messages and how to unsubscribe) can be found on the SLIS website - Technology Section: <http://www.slis.indiana.edu/technology/slris-listserv.html>

**Updated 4/26/12 - new IU Listserv System

- **SLIS-L**

SLIS-L was established to facilitate **school-related communication** among faculty, staff, and students. Announcements include information regarding class schedules, course registration, advising, notices about programs and professional meetings, notices of publications and professional activities, part-time job opportunities for SLIS students, etc.

To subscribe to SLIS-L

Send an e-mail message to: iulist@indiana.edu

Leave the subject line blank. In the body of your message type:
subscribe SLIS-L firstname lastname

- **SLIS-STUDENTS-L**

This listserv was created to help welcome new students and to provide additional communication for current students. This listserv provides a way to exchange information about apartments, mechanics, doctors, dentists, used books, etc. It is a great place to post your questions about life in Bloomington and at Indiana University.

To subscribe to SLIS-Students-L

Send an e-mail message to: iulist@indiana.edu

Leave the subject line blank. In the body of your message type:
subscribe SLIS-STUDENTS-L first name last name

- **SLIS_JOBS-L**

SLIS-JOBS-L is moderated by Associate Dean Howard Rosenbaum to help disseminate full-time job postings of interest to SLIS students and alumni. The list is moderated and has a broadcast list – jobs will be posted but there will be no discussions. Internship opportunities also are posted here. Reading job ads can help you understand the current trends in the profession.

To subscribe to SLIS_JOBS-L

Send an e-mail message to: iulist@indiana.edu

Leave the subject line blank. In the body of your message type:
subscribe SLIS_JOBS-L first name last name

University policy concerning electronic mailing lists requires that they be used for research or education activities and that the list owner monitor the list's content to ensure that it is serving its intended purpose.

SLIS Lockers

SLIS offers lockers as an optional service for our grad students. Lockers can be rented for \$60 a year by master's students. Or, you can rent by semester:

Fall Semester = \$20.

Spring Semester = \$20.

Summer Sessions 1 & 2 = \$20.

Sign up in the SLIS Office, Room 011, for locker rentals. Charges will be added to your Bursar account.

Student Groups

The Indiana University School of Library and Information Science has student chapters of professional organizations. These groups provide a good way to network and to learn about professional issues in the field. Take an active role. Build up your résumé. Learn more at www.slis.indiana.edu/students.

Association for Computing Machinery (ACM)

Sponsor: Hamid Ekbia (hekbia@indiana.edu)

American Library Association (ALA)

Sponsors: Courtney Greene (crgreene@indiana.edu) and Staša Milojević (smilojev@indiana.edu)

American Society for Information Science and Technology (ASIST)

Sponsor: Howard Rosenbaum (hrosenba@indiana.edu)

Children's and Young Adult Library Services Student Group

Sponsor: Noriko Hara (nhara@indiana.edu)

Progressive Librarians Guild (PLG)

Sponsor: Phil Eskew (pneskew@indiana.edu)

Society of American Archivists (SAA)

Sponsor: Dina Kellams (dmkellam@indiana.edu)

Society of Art Librarianship Students (SALS)

Sponsors: Erika Dowell (edowell@indiana.edu) and Emilee Mathews (mathewse@indiana.edu)

Special Libraries Association (SLA)

Sponsor: Brian Winterman (bwinterm@indiana.edu)

Students of Music Librarianship Group

Sponsor: Charles Peters (chpeters@indiana.edu)

There are other helpful student groups at Indiana University, such as the:

- **Graduate and Professional Student Organization (GPSO)** www.indiana.edu/~gpso
GPSO is the student government organization for graduate and professional students at IU Bloomington. They offer a wide array of services including social and networking events, information on health insurance, a housing advertisement board, etc.
- **International Student Organizations**
Indiana University has numerous international student groups and organizations. All students are invited to participate. http://ois.indiana.edu/ic/student_groups/index.php

Housing

The links below will help introduce housing options in Bloomington. SLIS does not advocate any particular agency. We recommend asking if the property is rented primarily to graduate students and professionals, as some apartment complexes rent primarily to undergraduates. To help in your housing decision, ask if any utilities are included in the rental price, and if bus routes are close.

Indiana University Residential Programs and Services www.rps.indiana.edu

Graduate and Professional Student Organization Housing Board
www.indiana.edu/~gpso/housingSearchForm.php

IU Real Estate Department, Property Management www.realestate.indiana.edu

Local Rental Property Companies (partial list) www.slis.indiana.edu/admissions/costs.html

Parking and Vehicle Registration

Register your car, motorcycle or bicycle with IU Parking Operations, Henderson Parking Garage, 310 N. Fess (812.855.9848). www.parking.indiana.edu/parking_operations/index.html.

The E permit allows you to park at the Stadium and ride the Stadium Express bus with a IU student ID to the Indiana Memorial Union - or - the A bus to SLIS (Wells Library). E permits also enable you to park in non-24 hour A or C spot from 5:00 p.m. to 7:00 a.m. Monday-Friday, and all day Saturday and Sunday.

D Permits are available for those living in University housing. Check Residential Programs and Services Parking operations at www.rps.indiana.edu/parking.cfm for more information.

Bus Services

The mandatory Transportation Fee allows you to ride the green Bloomington Transit (BT) buses and the red Campus buses. In order to ride free, you must present your student ID when you board. The Campus Bus operates on weekdays from 7:30 a.m. to approximately 11:30 p.m. Check their website for weekend schedules. Bloomington Transit routes operate varied hours. See below for routes and schedules:

- Campus Bus Services www.iubus.indiana.edu
- Bloomington Transit www.bloomingtontransit.com

Textbooks

SLIS textbooks can be reserved online or purchased at both of the following retailers.

IU Bookstore	www.iubookstore.com	
*Indiana Memorial Union		812-855-4352
*Eigenmann Hall - 1910 E. Tenth Street		812-855-2976
TIS Bookstore	www.tisbookiu.com	
1302 E. Third Street		812-332-3306

For articles and book chapters, many SLIS faculty use the IU Libraries [Electronic Reserves \(E-Reserves\)](#) option. During the first class meeting, the instructor will provide the password necessary to access the class E-Reserves.

Student Jobs: While at Indiana University

It is a good idea to start thinking about your résumé early. Student jobs (or volunteer positions) can help develop your résumé. We have gathered links on our website to help you explore options. Jobs are also posted on the SLIS Listservs (so be sure to subscribe).

www.slis.indiana.edu/admissions/student_employment.html

Samples of job links:

- **IU Libraries:** www.libraries.iub.edu/index.php?pageId=1412
- **UITS** (IU tech-support jobs): www.indiana.edu/~uitshr/uitshrjobs.html
- **IU Human Resources** (mainly fulltime jobs): www.indiana.edu/~uhrs/jobs/findjob.html
- **Monroe County Public Library:** www.monroe.lib.in.us/administration/jobs/job_opportunities.html

Career Services

It is useful to think about career paths and the job searching process throughout your degree program. Student jobs, internships, workshops, and classes can all enhance your résumé.

- Being involved in the [SLIS Student Chapters of Professional Associations](#) can also help. Learning about professional networks (conferences, listservs, websites, job placement services) will help you in the job search as you near graduation.
- The SLIS website has a **Careers Section:** www.slis.indiana.edu/careers
- The [SLIS Career Services Office](#) is primarily a peer-supported resource located in SLIS, Wells Library, Room 030-A. "A Place to Start" is the sub-title of the career office. This helps define the goals of the office. We would like to encourage students to start thinking about the job search process early. We want them to think about their résumé, the interview process, and networking. We want them to understand how job ads are posted in this field. We want to promote professional association involvement. We want students to understand resources available at Indiana University, and in the field of library and information science. We want our students to be confident in themselves, and in their knowledge about the job search process. New SLIS students may stop by the office for general ideas. We hope that having a peer (a fellow SLIS student) as someone to brainstorm with will help students confidently begin necessary job search preparations. Students nearing completion of their degree may want to have a practice interview. They may want to contribute ideas and time to improving the career resources at SLIS. The office will be staffed by SLIS Student Career Analysts. These students are part of a "think tank" environment designed to improve easy access to resources.
- The **IU Library - Career Reference Collection** is located upstairs in the Information Commons.
- Indiana University has a **Career Development Center** located across the street (625 N. Jordan). While their focus is undergraduate support, they do have a Career Reference Library, Job Fairs, a Student Employment Office, and other resources that SLIS students can use.
- Your **SLIS Faculty Advisor** is an important person to consult. They can help you consider career strategies for library and information science.
- Rhonda Spencer is the **SLIS Director of Admissions and Placement**. She is available to review your résumé, and to answer questions. (spencerr@indiana.edu)

Campus Resources

Adaptive Technology Center: located upstairs www.indiana.edu/~iuadapts/

Bursar's Office: Franklin Hall 011 (812.855.2636) www.bursar.indiana.edu; tuition bills

Computing Services (UITS): 812.855.6789 www.uits.iu.edu;
FREE technology workshops: ittraining.iu.edu/iub

Counseling Services:

- Center for Human Growth: EDUC 0001 (812.856.8302) - \$15. a session
education.indiana.edu/strongCenterforHumanGrowthstrong/tabid/4246/Default.aspx
- Student Health Center: 10th & Jordan (812.855.5711) - 2 free sessions with Student Health Fee
<http://healthcenter.indiana.edu/counseling/index.shtml>

Disability Services for Students: Franklin Hall 006 (812.855.7578) www2.dsa.indiana.edu/dss/

Diversity, Equity and Multicultural Affairs: (812.856.5700) <http://www.indiana.edu/~dema/index.shtml>

Housing (On-Campus) - Residential Programs & Services: (812.855.5601) www.rps.indiana.edu

Health Center (Student): 10th & Jordan (812.855.4011) www.indiana.edu/~health

Indiana Memorial Union (IMU): www.imu.indiana.edu/index.shtml; reputed to be the world's largest student union; lots of resources (bookstore, bowling alley, hotel, restaurants, etc.)

Insurance: www.indiana.edu/~uhrs/benefits/students.html -- voluntary health and life insurance options for students. (Note: SLIS scholarships normally do not include insurance.)

International Services: (812.855.9086) <http://ois.indiana.edu/>

Student Legal Services: 703 E.7th (812.855.7867) www.indiana.edu/~sls

Lost and Found: Ballantine 031 (campus-wide) (812.855.7372) or
<http://www.libraries.iub.edu/index.php?pageId=1002795> (Herman B Wells Library)

Motorist Assistance Program (MAP) provides IU motorists with basic services if they should have trouble with their vehicles while legally parked on campus: dead batteries, flat tires, keys locked in car, etc. Call 812.855.9849 for MAP assistance - (offered through IU Parking Operations). www.motorpool.indiana.edu/motor_pool/motorist.html

Police (Campus): dial 911 for emergencies; 812.855.4111 for other calls

Safety Escort Service: (812.855.7233 or 812.855.SAFE) www.safety.indiana.edu/; free evening transportation for persons who would otherwise be walking across campus alone

Student Academic Center: sac.indiana.edu; workshops and individual academic assistance in test anxiety, study skills, etc.

Veterans Support Services: 812.856.1985 www.dsa.indiana.edu/vet.html

Women's Affairs (Office): 812.855.3849 (includes child care resources) <http://www.indiana.edu/~owa/>

Writing Tutorial Services: www.indiana.edu/~wts

Movies

Evening With The Stars

FREE outdoor movies (summer only)
Bryan Park | 812.339.2002
bloomington.in.gov/parks/

Golden Age of Hollywood Movie Series

The Buskirk-Chumley Theatre
114 E. Kirkwood
<http://www.buskirkchumley.org/>
Shows classic 16 mm films

City Lights & Underground Films

Classic and experimental film series sponsored by
IU's Department of Communications and Culture.
www.indiana.edu/~uground

IU Cinema

Dedicated to the study of film and cinema.
Offers screenings at various times.
<http://www.cinema.indiana.edu/>

Ryder Films

Award winning and international films at various
locations and times
www.theryder.com

Union Board Films

Indiana Memorial Union | 812.855.0435
www.imu.indiana.edu/board/films.shtml

Monroe County Public Library

Video and DVD (3-day checkout)
303 E. Kirkwood | 812.349.3050
www.monroe.lib.in.us

IU Library Movies

Media and Reserve Services
Video and DVD (7-day checkout)
Check out the IUB Libraries' Online Catalog below
to search for specific items.
www.iucat.iu.edu

Local Events

Part of the fun of being a graduate student in Bloomington is the wealth of University and community resources available. Many events are free.

Community Events (City of Bloomington)

bloomington.in.gov/sections/viewSection.php?section_id=221

Local Events Calendar

<http://www.visitbloomington.com/things-to-do/events/>

The Little 500

Indiana University's unique bike racing event: <http://www.iusf.indiana.edu/little500/>

Concerts in the Park (Bryan Park) - Free

Sundays, 6:30-8:00 p.m. during the summer. <http://bloomington.in.gov/parks/>

Fourth Street Festival of the Arts

This event is held annually on the Labor Day weekend.
<http://www.visitbloomington.com/listings/?action=display&listingID=272>

Lotus World Music and Arts Festival

This event is held each September at various downtown venues. <http://lotusfest.org/>

Indiana Outdoors

Parks and Outdoor Recreation in Bloomington: General Info

- www.visitbloomington.com
- bloomington.in.gov/parks/
- www.geocities.com/~bloominggide/sports.html

State Parks and Historic Sites in the Surrounding Area

www.in.gov/dnr/parklake/2392.htm

McCormick's Creek State Park

Located in Spencer, 14 miles NW of Bloomington (812.829.2235); Park features hiking trails, picnic areas, a nature center, waterfall, caves, pool, and camping.

Spring Mill State Park

Located south of Bloomington in the town of Mitchell (812.849.4129); Park includes hiking trails, picnic areas, pioneer village/grist mill, etc.

Brown County State Park

Located in Nashville (812.988.6406); Indiana's largest state park offers camping, fishing, hiking, picnic areas, and swimming.

T.C. Steele State Historic Site

Located on State Road 46 E. (812.988.2785); Home and studio of Indiana artist Theodore Clement Steele. Includes hiking trails, log cabin, rotating art exhibits, nature preserve, and flower garden.

Bluespring Caverns

Located in Bedford (812.279.9471) - Boat tours of Myst'ry River available May 1 to October 31.
<http://www.bluespringcaverns.com/>

Orchards and Farmer's Markets

ApplAcres Orchard - 9104 State Road 37, Bedford (812.279.9721)

Melton's Orchard - 4445 West State Rd. 45 (812.825.2737)

Musgrave's Orchard - 8820 N. Old SR 37 (812.339.5006)

Farmer's Market - Bloomington

Showers Common, 8th and Morton - held on Saturday mornings, May-October. Locally grown flowers and produce, baked goods, spices, and honey; plus, local musicians.

Winter Farmer's Market - Bloomington

Harmony School, 909 E. 2nd Street - held on Saturday mornings, January-March.

Lakes

- Lake Monroe: 812.837.9546, hiking, swimming, boating, playgrounds, picnic areas, camping
- Lake Lemon: 812.334.0233, boating and boat rental, fishing, hiking, picnic area
- Griffy Lake: 812.349.3700, fishing, hiking, boating and boat/canoe rental

Athletics

IU Sports

Attend Big Ten football games, basketball games, soccer, volleyball, track, etc. Admissions to regular season games, except football and men's basketball, are free with an Indiana University student ID.

812.855.2794 | 812.855.4006 | 800.447.GOIU

www.iuhoosiers.com and www.iub.edu/athletic

IU Intramurals and Club Sports

Join other IU students to participate in everything from ultimate frisbee to fencing.

www.iurecsports.org/intramural_sports

Sports and Recreation Centers (use your student ID)

Tennis courts, indoor/outdoor tracks, basketball/volleyball/squash/racquetball courts multi-purpose gyms, strength and conditioning areas.

Health, Physical Education, and Recreation Building (HPER) 812.855.2371

Student Recreational Sports Center (SRSC) 812.855.7772

www.iurecsports.org/

City Sports and Fitness

Fitness classes, sports leagues (for youth and adults), dance instruction, and other programs are offered through the city's Department of Parks and Recreation. 812.349.3700

bloomington.in.gov/parks

Bloomington Bicycle Club

This is a local non-profit organization that promotes bicycling of all kinds. They schedule regular rides at all skill levels - and have information on their website about riding in the area.

bloomingtonbicycleclub.org/

Outdoor Adventures

Offers guided outdoors trips and training workshops for activities such as hiking, rock climbing and kayaking...Also rents outdoor equipment at reasonable rates. Located in the Indiana Memorial Union.

www.imu.indiana.edu/iuoa/

Arts

IU Art Museum

Housed in a facility designed by I.M. Pei, the museum features works from around the world.

www.indiana.edu/~iuam

Grunwald Gallery of Art

Exhibits of contemporary art by students and nationally-recognized artists

<http://www.indiana.edu/~grunwald/>

Monroe County History Center

<http://www.monroehistory.org/index.htm>

Mathers Museum of World Cultures

www.indiana.edu/~mathers

Lilly Library

Rare books and manuscripts

www.indiana.edu/~liblilly

IU School of Music

Offers various concerts and recitals

www.music.indiana.edu/events/

IU Auditorium

Includes IU Department of Theatre and Drama productions

iuauditorium.com

IU Opera and Ballet Theater

Internationally known program.

www.music.indiana.edu/operaballet

Waldron Arts Center

Local theater, poetry, music, classes, workshops, and dances are all sponsored by the center.

www.artlives.org

IU African American Arts Institute

Offers choral and dance concerts

www.indiana.edu/~aai

Additional Resources

- Campus Links

Events

events.iu.edu/iub.html

Disabilities Recreation

www.iidc.indiana.edu/cedir

Indiana Memorial Union

www.imu.indiana.edu/index.shtml

IDS Events

www.idsnews.com/happenings

- Community Links

Bloomingpedia

www.bloomingpedia.org/wiki/Bloomingpedia

Bloomington Web Guide

www.bloomingtonwebguide.com

Bloomington Visitor's Center

www.visitbloomington.com

- Local Government

City of Bloomington Government

www.bloomington.in.gov

Monroe County Government

www.co.monroe.in.us

Voter Registration

<http://www.co.monroe.in.us/tsd/Justice/Clerk/VotingInformation.aspx>

Indiana Department of Natural Resources

www.in.gov/dnr/parklake

- Newspapers

Indiana Daily Student (IDS)

www.idsnews.com/news/index.aspx

The Herald Times (HT)

www.heraldtimesonline.com