

## Concentration in Archives and Records Management (ARM) (MSLS)

| Required Courses  | Core Archival Functions Courses<br>(complete at least one course related to each of the archival functions)     |                                   |   |   |
|---|---|-----------------------------------|---|---|
|   | Reference, Access and User Services   | Electronic Records Management     | Preservation  | Archival Appraisal  |
| 161 Tools for Information Literacy or successful completion of Technology Competency Test **<br>500 Human Information Interactions<br>501 Information Resources and Services<br>513 Resource Selection and Evaluation ( <i>can substitute 513 with 755</i> )<br>520 Organization of Information**<br>581 Research Methods Overview<br>585 Management for Information Professionals<br>781 Proposal Preparation and Development (1.5)<br>992 Master's Paper (topic should be relevant to ARM)<br><b>Required ARM Concentration Courses</b><br>556 Introduction to Archives and Record Management | 501 Information Resources & Services<br>754 Access, Outreach & Public Service in Cultural Heritage Repositories | 525 Electronic Records Management | 752 Digital Preservation and Access<br>753 Preservation of Library & Archive Materials  | 755 Archival Appraisal ( <i>fulfills INLS 513 requirement</i> ) |
|   | <b>Archival Description</b>   | <b>Systems Analysis</b>           | <b>Design and Development of Access &amp; Delivery Systems</b>  |   |
|   | 757 Principles and Practices in Archival Description  | 582 Systems Analysis and Design   | 465 Understanding IT for Managing Digital Collections<br>509 Information Retrieval<br>523 Database Systems I<br>624 Policy-Based Data Management<br>720 Metadata Architectures and Applications<br>756 Data Management and Curation |   |
|   | <b>Suggested Electives</b>  |                                   |   |   |
|   | 740 Digital Libraries: Principles and Applications<br>857 Seminar in Rare Book Collections                      |                                   |   |   |

\*\*INLS 161 does not count toward the 48 credit hours required for the master's degree; INLS 520 should be taken before INLS 757

Note: Students are encouraged to review the courses offered as INLS 690 or INLS 890 (special topics) each semester, as some of these courses may be relevant to this specialization. Course Descriptions are available on the [SILS Courses Page](#).