Undergraduate and Postgraduate studies in Information Studies
Welcome to the Department of Information Studies (DIS). I am Anoush Simon, Head of Department. The Department has over 50 years’ experience in offering education and training for the information profession, including 30 years’ experience in distance learning.

We offer a range of campus-based and distance learning courses, including:
- Undergraduate degrees, Masters and PhDs
- Distance learning degrees, so you can study for a professional qualification while in the workplace (over 2-5 years)
- Online short courses for Continuing Professional Development (CPD).

All of our postgraduate degrees are professionally accredited by the Chartered Institute of Library and Information Professionals (CILIP) and/or the Archives and Records Association UK and Ireland (ARA). We are also a recognised Learning Provider for CLILP in the delivery of CPD courses. This means that you can have confidence in receiving excellent teaching, top academic support and a professionally accredited qualification at the end of your studies.

Staff expertise is complemented through close professional links both locally and nationally. Contributions to teaching, practical work and research projects are made by the National Library of Wales, local record offices, the University’s library services, and national memory organisations such as The Wellcome Collection and the British Library, as well as fellow members of the Digital Preservation Coalition.

I look forward to welcoming you to our Department in the future.

Dr Anoush Simon
Head of Department.

Important information
The programme information published in this brochure was correct at time of going to print (September 2021) and may be subject to change. Prospective students are advised to check the definitive programme information, including entry requirements, that is available on our website before making an application, to ensure that the programme meets their needs.
Why study with us?

There are many benefits to being a student with us, including subject and professional expertise and an inclusive, supportive study environment, regardless of how you choose to study.

Campus-based students:
- Guaranteed first year accommodation
- The National Library of Wales next to the campus, a copyright library
- that also leads the way in digitisation of archival material
- Professional links with many other local information-related organisations such as the Royal Commission on the Ancient and Historical Monuments of Wales, Ceredigion Archives and Ceredigion Museum
- Extensive computing facilities, some with 24/7 access
- The Aberystwyth Arts Centre on campus, one of the largest venues in Wales with its own theatre, cinema, gallery and more
- Excellent sports facilities, including a free platinum membership to the university sports centre for those living in University accommodation
- A safe, friendly and vibrant place to study
- A coastal location, surrounded by the great outdoors.

Distance learning students:
- Significant experience and an international reputation for expertise
- in providing distance learning
- Flexible, student-centred courses designed to fit in with busy working lives
- Specialist Open Learning team to support students and develop high quality distance learning programmes
- Dedicated Virtual Learning Environment (VLE)
- Short residential study schools which provide an excellent grounding and start to your studies
- Library and electronic resources tailored to distance learning, including access to electronic and print resources provided by the Library
- Access to all University services such as the Student Support Services, the Careers and Student Wellbeing Service.
Our research

Our research activity clusters around issues relating to the ability of individuals, organisations and societies, to obtain, manage, organise and retrieve information and knowledge in an increasingly complex and diverse digital age.

Contemporary issues relate to intellectual property, cultural memory, identity, curation, communication and the future of library and information services in a digital age. The evolving digital environment, social media and Web 2.0, the potential for an ‘infinite archive’ and associated changes to the way people and organisations interact are opening up new opportunities and challenges for libraries, information services, museums and archives.

The research themes include:

- **Knowledge and Information Management**: curating and managing organisational information and knowledge resources in an increasingly complex digital age
- **Information Organisation**: semiotics of information structures and information retrieval principles
- **Social, Cultural, and Behavioural Aspects of Information**: information in society at regional, national and global levels, including issues of intellectual property, cultural memory, identity and communication in a digital age

Emerging areas of research include digital curation which involves the organisational processes, technical architectures, social standards and policy creation required for the lifecycle management of digital materials.

Our staff are involved in editorial roles for academic journals and book series including: Archives and Records: the Journal of the Archives and Records Association; ASLIB Proceedings; Digital Preservation Coalition’s Technology Watch Series; International Journal of Information Management; Journal of Information Science; Library and Information Research; Library Review; New Library World; New Review of Information Behaviour Research; Open Information Science; Performance Measurement and Metrics: The International Journal for Library and Information Services; Public Library Quarterly; and The Electronic Library.
Information and the impact of technology are rapidly changing the world we live in. This degree has been designed to meet the challenges of a world in which the creation, use, management and impact of digital content and information technology are increasingly important.

The changes brought about by networked digital information and social media are creating many new job opportunities. These can be found in the business, private, public and information sectors, where the skills and knowledge of computer science, digital media creation and information management intersect. Many careers require an understanding and ability to analyse the dynamics of online resources, digital information, and social and cultural media, along with skills to solve complex technical problems for their curation and management.

Opportunities for Computer and Information Sciences students at Aberystwyth include:

- being taught by experts in their field, in departments with well-established international reputations in teaching and research in information studies, and computer science
- enjoying access to state-of-the-art equipment in our Department of Computer Science.

**Employability**

This degree will equip you to forge a career in a range of professions in the world of digital media and information management in the private or public sectors. Graduates from this programme will benefit from knowledge of the technical, practical and managerial aspects of digital information technology within information environments.

**Core module list**

Below is an indicative list of core modules that you may study on this course.

**First year:**
- Foundations of Information Studies
- Introduction to Programming
- Human Communication
- Programming Using an Object-Oriented Language
- Web Development Tools
- Introduction to Computer Infrastructure.

**Second year:**
- Information Behaviour and Digital Literacy
- Modelling Persistent Data
- Programming for the Web
- Social Informatics and Digital Ethics
- Resource Discovery and Digital Information Management.

**Final year:**
- Creativity and Serendipity: Theories and Digital Applications
- Knowledge and Information Management
- Digitisation and Digital Preservation
- Dissertation.

For details on the optional modules you may select to develop your specialist interests, see the current list on our website, or contact us.
Cultural Heritage Studies: Libraries, Archives and Museums

BA (Hons)
This degree seeks to introduce you to the cultural heritage aspects of the library, archive and information professions, and enable you to understand how our heritage and knowledge is stored, shared and preserved, and the role that this information plays in 21st century digital society.

You will learn about the management and use of information, heritage resources, archives and records in both digital and physical formats, and how to deal with the vast amounts of information that are generated in the digital world. You will also explore how history and especially documents, objects and the artefacts that bring history to life are curated and managed.

The Department of Information Studies has close links with a range of local cultural heritage organisations, including the National Library of Wales (one of the UK’s five copyright libraries); the Royal Commission on the Ancient and Historical Monuments of Wales; local archives and records offices; and the Ceredigion Museum.

Opportunities for Cultural Heritage Studies students at Aberystwyth include:
- being taught by experts in their field, in departments with well-established reputations in teaching and research in information studies, history and Welsh history
- benefiting from the Department’s links with information-rich institutions and cultural organisations
- studying a degree accredited by CILIP: the library and information association.

Employability
Studying an accredited degree is the best preparation for professional practice. Graduates of this scheme will not only be well-prepared for starting out in careers in the heritage sector, including libraries and archives, but also in information-related roles in the business, cultural and the not-for-profit sectors. You will be in a good position to go on to further study, especially professionally accredited Masters qualifications in Information and Library Studies, Archive and Records Management or Digital Curation.

Accredited by:

Core module list
Below is an indicative list of core modules that you may study on this course.

First year:
- Foundations of Information Studies
- The Cultural Heritage Landscape
- Human Communication
- The Archival Inheritance
- Introduction to History.

Second year:
- Museums in the 21st Century
- Record Revolutions: A Cultural History of Record Keeping
- Information in a Changing World
- Resource Discovery and Digital Information
- Making History.

Final year:
- Collection Management and Development in Heritage Organisations
- Local Studies and Community Heritage

For details on the optional modules you may select to develop your specialist interests, see the current list on our website, or contact us.

Key Facts

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Information Management

BSc (Hons)
This degree seeks to introduce you to the information and digital aspects of the management and business environment. It aims to meet the challenges of a world in which the creation, use, management and impact of digital content and information technology are increasingly important.

Information and data are key to life in the 21st century, in the workplace, in business, in the public and private sectors and in the management of everyday life issues such as education and health. In the online world, understanding the different types of information available, how it is organised, discovered, used and evaluated, is key to any successful endeavour in the realm of business and beyond.

You will be introduced to fundamental aspects of information management as an important subject area and career path in its own right. It is combined with a solid grounding in business and management, giving you core skills and understanding in the areas of business and organisational environments, and the management of people and organisations.

The Department of Information Studies has close links with a range of local cultural heritage organisations, including the National Library of Wales (one of the UK’s five copyright libraries); the Royal Commission on the Ancient and Historical Monuments of Wales; local archives and records offices; and the Ceredigion Museum.

Opportunities for Information Management students at Aberystwyth include:
- being taught by experts in their field, in departments with well-established reputations in teaching and research in information studies
- benefiting from the Department’s links with information-rich institutions and cultural organisations.

Employability
This integrated degree draws on two strongly related subject areas and will equip you to develop a career in a range of professions within the world of business or information management in the private or public sectors. Or, you may feel inspired to go on to further study, including one of our professionally accredited courses in Information and Library Studies or Digital Curation.

Core module list
Below is an indicative list of core modules that you may study on this course.

First year:
- Foundations of Information Studies
- Fundamentals of Management and Business
- Fundamentals of Accounting and Finance
- Human Communication
- Marketing Principles and Contemporary Practice
- Data Analytics or Principles of Tourism Management.

Second year:
- Information Behaviour and Digital Literacy
- Social Informatics and Digital Ethics
- Resource Discovery and Digital Information Management.

Final year:
- Collection Management & Development in Heritage Organisations
- Digitisation and Digital Preservation
- Dissertation
- Knowledge and Information Management.

For details on the optional modules you may select to develop your specialist interests, see the current list on our website, or contact us.

Key Facts

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Information Studies

(only available as Joint Honours)

BA (Hons)
Information Studies and Media (PP13)
Information Studies and History (VP11)

This joint honours scheme will give you a broad introduction to the field of Information Studies (including libraries and archives).

You will learn how information is organised and used and the role it plays in society; gain the knowledge to enable you to decide if information is reliable or real; and understand how to manage the vast amounts of information that is generated digitally.

The Department of Information Studies has close links with a range of local cultural heritage organisations, including the National Library of Wales (one of the UK’s five copyright libraries); the Royal Commission on the Ancient and Historical Monuments of Wales; local archives and records offices; and the Ceredigion Museum.

Opportunities for Information Studies students at Aberystwyth include:

• being taught by experts in their field, in departments with well-established international reputations in teaching and research in information studies
• benefiting from the Department’s links with information- and history-rich institutions and cultural organisations
• studying a degree accredited by CILIP: the library and information association.

Employability

Studying an accredited degree is the best preparation for professional practice. Graduates of this scheme will not only be well-prepared for starting out in careers in the library and archive sectors but also in information-related roles in the business, cultural and the not-for-profit sectors. You will be in a good position to enter a range of careers or further study, especially onto professionally accredited Masters courses in Information and Library Studies, Archive and Records Management or Digital Curation.

Key Facts

Degree type: BA
UCAS Code: (PP13 Information Studies and Media), (VP11 Information Studies and History)
Duration: 3 years

Core module list

Below is an indicative list of core modules that you may study on this course.

First year:
• Foundations of Information Studies
• Human Communication
• The Archival Inheritance.

Second year:
• Information in a Changing World
• Information Behaviour and Digital Literacy
• Record Revolutions: a Cultural History of Recordkeeping.

Final year:
• Collection Management and Development in Heritage Organisations
• Extended Project.

In all years you will also take modules from your other joint honours subject.

For details on the optional modules you may select to develop your specialist interests, see the current list on our website, or contact us.

Accredited by:

The library and information association

Joint Honours

Subject Available with... Joint Honours
Information Studies History VP11
Media PP13

Joint Honours

UCAS Code: (PP13 Information Studies and Media), (VP11 Information Studies and History).
Postgraduate courses

Taught degrees and Distance learning

Archives and Record Management, MA
Digital Information and Media Management, MSc
Information and Library Studies, MA

Continuing Professional Development and Short Courses

Digital Preservation, PGCert

Research degrees

MPhil, PhD

Archives and Records Management

MA

By studying this degree, you will learn professional principles and techniques and acquire the core skills which will enable you to play a part in the preservation, management and exploitation of invaluable informational and historical resources.

This course is designed to prepare you for work in any archive or records management environment. It also provides the professional training required for entry into these professional areas.

A significant proportion of your learning on this course takes place in study visits and fieldwork, where you will need to observe and relate what you have learnt to the practice in a number of record-keeping environments. Practical experience gained before embarking on the course provides a very important foundation for the training experience of the course itself.

Specialist opportunities at Aberystwyth for Archive and Records Management students include:

- hands-on project working with professional archivists
- in-depth study of palaeography using documents in different hands
- medieval and post-medieval palaeography pathways
- training in industry standard cataloguing and preservation software
- intensive dissertation workshop to support research topic identification and develop research skills
- professional conferences, visits and lectures
- 3-4 day study tour in London.

Employability

This course will also equip you with a wide range of general work skills such as research, analysis, writing, presentation and management, ensuring your employability is improved across all areas. Upon graduation, you will have proven your abilities in structuring and communicating ideas efficiently, writing for and speaking to a range of audiences, evaluating and organising information, working effectively with others and working within time frames and to specific deadlines.

Key Facts

Degree type: MA.

Course code: P192, P192D (Distance learning).

Duration: 1 year (full-time) or 2 years (part-time) or 2-5 years (Distance learning).

Modules

Core modules that you may study on this course include.

- Recordkeeping: Theory and Contexts
- Recordkeeping: Processes and Practice
- Access, Outreach, and Advocacy
- Collections Care
- Archives and Records: Practical Project

Recordkeeping: Processes and Practice

Provides you with the necessary knowledge and skills to design and implement recordkeeping policies, strategies, and systems regardless of format and age. You will examine the importance and management of records in a modern organisational context and the processes and standards used to create, capture, and maintain intellectual control of records across the continuum of the record's lifecycle.

Collections Care

Provides you with the theoretical knowledge and skills required to ensure the long-term accessibility to material through the development and administration of appropriate preservation programmes regardless of format.

You will also study option modules, from a selection available.

For more details and the latest information, see our website.
Digital Information and Media Management

MSc

This degree is designed to train you in the skills required for collecting and curating digital information and preparing it for use by individuals and organisations.

You will gain a thorough understanding of the complexities of digital asset management and long-term digital preservation. You will master the policies, procedures and governance required to ensure the integrity of digital material over time, and will graduate with the skills and experience to handle digital information for any size of organisation, be it national, governmental or international. You will also be trained to manage the dialogue between stakeholders in the new digital information ecology.

Specialist opportunities at Aberystwyth for Digital Information and Media Management students include:

• hands-on project working with professional digital information managers
• training in industry standard cataloguing and preservation software
• education in relevant coding languages
• 3-4 day hands-on methods and tools workshop
• intensive dissertation workshop to support research topic identification and develop research skills
• professional conferences, visits and lectures
• 3-4 day study tour in London.

Employability

This degree will equip you with latest developments in digital information curation, both in terms of technological and theoretical approaches. By balancing the theory with the practice, you will be strongly placed to succeed in the jobs marketplace, particularly in organisations that prize well-trained managers of its most valuable resource: information. The course will also equip you with a wide range of more general work skills – in research, analysis, writing, presentation and management – ensuring your employability is improved across the board.

Key Facts

Degree type: MSc.
Course code: P124, P124D (Distance learning).
Duration: 1 year (full-time) or 2 years (part-time) or 2-5 years (Distance learning).

Modules

Core modules that you may study on this course include:

• Information Systems in Organisations
• Knowledge and Information Architecture
• Archives Collection Development and Description
• Digital Information: Management for Access and Preservation
• Records and Information Governance.

Information Systems in Organisations
Equips you with the skills and knowledge to evaluate and analyze existing information systems. You will be able to identify how the system can be improved, how the necessary changes can be made, and will be able to measure the effectiveness of the new system for the organisation.

Knowledge and Information Architecture
With an understanding of technological developments in how we treat information in our society and how organisations engage tactically with information and knowledge, you will be able to fully exploit the opportunities provided by harnessing knowledge and information as organisational and societal assets.

For more details and the latest information on our modules, see our website.
Information and Library Studies

MA

This degree will introduce you to the challenges and best practice methods that determine the flow of information within and between organisations and their users.

As well as studying issues such as censorship, multiculturalism and intellectual freedom, you will also study the impact of technology on the delivery of information and library services in a range of important societal contexts, such as health, education and business.

By studying the principles and practical applications of these and many other subject areas, you will acquire skills that are highly desirable to all employers who rely on the flow of information including public, academic and specialist libraries, and information services across the public and private sectors.

Specialist opportunities at Aberystwyth for Information and Library Studies students include:

• access to a varied range of relevant option modules for career development
• exposure to guest speakers from key sectors of the library and information profession
• intensive dissertation workshop to support research topic identification and develop research skills
• 3-4 day study tour in London.

Employability

Our alumni include a number of current and former national librarians (Scotland, Wales, Malta and Malaysia), the first black national librarian in South Africa, and the former Director of the Bureau for Library and Information Services at the United Nations. In addition to the traditional library and information service sector, our graduates also go on to work as information officers, managers, systems officers and analysts, as well as computer systems officers. Companies also benefit from our graduates’ information skills when applied to the areas of management, sales, production or marketing.

Modules

Core modules that you may study on this course include:

• Information Organisation and Retrieval
• Information Services: Planning for Delivery
• Information and Society
• Collection Management
• Studies in Management.

Information Organisation and Retrieval

Considers how classification and cataloguing are by now only part of the methods needed to retrieve information quickly and efficiently from libraries, databases and individual documents. You will study the development of information organisation and retrieval since the 1950s, and how this has been complemented by developments in technology to enhance retrieval.

Information Services: Planning for Delivery

Introduces you to the key elements of Information Service planning and provision, the role of users, evaluation methods, key research themes relevant to contextualising information service use, the methods of analysing and evaluating sources and services, and strategic service planning.

You will also study option modules from a selection available.

For more details and the latest information, see our website.

Digital Preservation

PGCert

This Postgraduate Certificate is designed to enable qualified information managers, librarians and archivists, or those with relevant work experience, to gain a thorough understanding of the workflow, policies, procedures and governance for managing digital information over the long term.

You will learn to identify efficient and productive ways of operating through a thorough understanding of the technical and organisational standards underpinning the management of digital information and the appropriate application of ICT technologies.

By the end of your course of study, you will be able to demonstrate a mastery of the technological processes for information governance and digital preservation. You will achieve this by applying your specialist skills to real-life situations throughout the course and, by making the most of this experiential learning, you will complete the course with valuable hands-on experience of this increasingly important subject.

Specialist opportunities at Aberystwyth for Digital Preservation students include:

• hands-on project working in a professional environment
• education in relevant coding languages
• optional 3-4 day hands-on methods and tools workshop
• optional training in industry standard cataloguing and preservation software.

For more details and the latest information, see our website.

CPD short courses by online distance learning

We offer a wide portfolio of online Continuing Professional Development (CPD). Examples of our specialist credit-bearing courses include digital preservation, knowledge and information architecture and rare books. We offer multiple start dates and credit transfer to our Postgraduate Degrees, subject to eligibility.

For more information visit: www.aber.ac.uk/en/dis/courses/short-courses

Key Facts

Degree type: MA.
Course code: P194, P194D (Distance learning).
Duration: 1 year (full-time) or 2 years (part-time) or 2-5 years (Distance learning).

Key Facts

Degree type: PGCert.
Course code: P123D.
Duration: 2 years (Distance Learning).
MPhil, PhD

The Department is able to supervise students researching into any aspect of information management, libraries or archives.

Topics mostly fall into the broad categories of:
- knowledge and information management
- information organisation
- social, cultural, and behavioural aspects of information.

MPhil

The MPhil is a one-year course (or two years part-time) where you will be expected to produce a thesis of around 50,000-60,000 words. You will work under the direction of one or more supervisors but are not required to attend any classes.

PhD

A PhD is awarded upon the satisfactory completion of a thesis of about 80-100,000 words followed by a viva voce examination. The normal period of registration is three years (full-time) and it is expected that the thesis will be submitted within four years of your initial registration. Full-time research students are required to register for the Research Training Programme, while distance learning students complete departmental research training modules. Each candidate is assigned two supervisors for regular consultation.

DProf

The Professional Doctorate or DProf is more appropriate for those pursuing professional rather than academic careers and is designed to allow qualified professionals to study towards a doctorate while maintaining their employment.

A DProf will be awarded in recognition of the successful completion of an approved taught programme of study, together with the successful completion of an advanced piece of research. The collaborative aspect provided by a work-based research project provides an ideal opportunity to embed new knowledge in the workplace and ensure that your research is relevant to industry.

For further information see our website, or contact us.
Distance Learning

Information and Library Studies

(Distance Learning)

Distance learning courses are clearly structured but flexible, allowing students to combine work, caring responsibilities and education, and to progress at a pace that suits them, completing their studies within 2-5 years. Residential study events offer an excellent start to the courses, and dissertation preparation support, whilst providing an additional forum for involvement in the University’s central activities.

You are provided with subject materials and learning exercises that you can work through at times that suit you. There is no need to be available for online classes at particular times. Students can post questions or contact module coordinators online via our online virtual learning environment, Blackboard, and also access advice about assignments both at Department and University level.

All courses start with a residential school where you meet department staff and fellow students. You will be given information about how to progress with your studies, how the courses are supported and administered and an introduction to the core modules for your programme. There are also sessions from the University information and library services for distance learners, study skills and career support. There are social events and guest speakers. Students have individual meetings with a personal tutor who will help them plan and complete their studies.

All distance learning applications including short courses and the undergraduate BSc ILS are administered by Postgraduate Admissions.

For further information, please visit:
www.aber.ac.uk/en/dis/courses/distance
Online short courses

We offer a select range of 10 and 20 credit Short Courses for continuous professional development (CPD) by online Distance Learning.

Undergraduate
- Focus on the Child: Libraries and Literature (10 credits)
- Information Literacy (20 credits)
- Archive Management: Principles and Techniques (20 credits)
- Digital Information: Discovery to Delivery (10 credits)
- Knowledge and Information Architecture (20 credits)
- Introduction to Rare Books Librarianship (10 credits)
- Advanced Rare Books Librarianship (10 credits)

Postgraduate
- Rare Books Librarianship 1 (10 credits)
- Rare Books Librarianship 2 (10 credits)
- Archive Management: Principles and Techniques (20 credits)
- Manuscript Skills: Post Medieval Palaeography
  & Diplomatic (10 credits)
- Digital Preservation (10 credits)
- Knowledge and Information Architecture (20 credits)
- Digital Information: Discovery to Delivery (10 credits)
- Information Organisation and Retrieval (20 credits)
- Compliance Law & Ethics (20 credits)
- Focus on the Child: Libraries and Literature (10 credits)

These courses are flexible with three enrolments each year - January, April and September. Students can also work at their own pace within the sixth month course registration period and choose whether to complete the credit-bearing assessment.

Each Short Course is professionally relevant and designed to develop your knowledge and skills for specialist information workplaces. Course materials are made available through a dedicated VLE, together with access to study skills advice and support, plus a wide range of University online resources. Course tutors are also available for consultation.

At the end of the course you may receive either a ‘record of course participation’ or a credit-bearing ‘record of course completion’, depending on whether or not you successfully complete formal assessment for the Short Course. In some instances, it is also possible to transfer a number of Short Course credits to other Undergraduate and Postgraduate courses within the Department.
How to apply

Once you’ve decided what course you want to study and where, you’ll be able to start the university application process. Here’s a brief overview of the process and our procedures here at Aberystwyth.

1. Apply through UCAS.com
   Top tip: You’ll be given a 10-digit UCAS ID number. Keep this to hand as you’ll be asked for it many times.

2. The University will consider your offer
   Top tip: Use UCAS Track to keep an eye on your application. At Aberystwyth we aim to make a decision within four weeks.

3. The offer will show on UCAS track

4. Decide where to go
   Once you’ve received all your offers, you’ll need to decide which university you want to go to, within a set time. This is when you’ll need to note which universities will be your firm and insurance choices.

5. Accommodation
   Once you’ve chosen your firm/insurance choice you’ll be able to apply for your accommodation (April onwards).

6. Results day
   UCAS Track will confirm your offer of a place. If you’re not clear what the offer is, contact the university directly. Make sure you’re not on holiday on results day. If you don’t get the grades you’ve hoped for, you may want to consider entering Clearing.

7. Start packing!