



Bachelor of Library and Information Science
Faculty of Adab and Humanities
Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Introduction to Library Science, Archives, and Information Institutions
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 602510
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	1 st
Module Coordinator(s)	-
Lecturer(s)	Dr. Pungki Purnomo, MLIS Siti Maryam S.Ag., S.S., M.Hum. Hikmah Irfaniah, M.Hum Dr. Lolytasari, S.Ag., M.Si. Okta Reni Azrina Ra, S. IP., M. Hum.
Language	Bahasa Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, classroom discussion, and presentation
Workloads	1 SKS equivalent to: In Class Lectures: 50 minutes per week Independent Assignment: 60 minutes per week Structured Assignment: 60 minutes per week
Credit Point	4 SKS or 6 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	1. Demonstrate a responsible attitude towards independent work in their field of expertise. (S9) 2. Master theoretical concepts, methods, and applications in developing libraries, archives, and information services. (P1) 3. Able to make plans to improve library services, archival institutions, and other information institutions based on user needs analysis. (KK1)
Content	1. Information institutions (libraries, archives, and museums) in Islamic perspective. 2. Philosophical foundation of Prophetic Librarianship 3. History of the development of Libraries, Archives, and Museums

	4. Basics of information organization 5. Definition, duties, and functions of libraries, archives, and museums 6. Types of institutions: Libraries, Archives and Museums 7. Library, Archives and Museum Collections 8. Technical Services at Libraries, Archives, and Museums 9. Public Services of Libraries, Archives, and Museums 10. Human Resources of Libraries, Archives, and Museums 11. Facilities, infrastructure, and budgeting of Libraries, Archives, and Museums 12. Collaboration and networking 13. Issues, regulations, standardization and certification 14. Development of information and communication technology
Examination forms	Essay
Study and examination requirements	The final mark will be weighted as follows: 1 Final Examination 40% 2 Mid-Term Examination 30% 3 Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer
Reading list	1. Agustin, H. (2018). Sistem Informasi Manajemen Menurut Perspektif Islam. Jurnal Tabarru'. Vol.1, No. 1. pp. 63-70. 2. ALISE Research Taxonomy, https://www.alise.org/alise-research-taxonomy 3. Ambrose, T., & Paine, C. (2006). <i>Museum basics</i>. London: Routledge. 4. Atiyeh, George N, ed (1995), <i>The Book in The Islamic World: the written word and communication in the Middle East</i>. New York: Stae University Press 5. Evan, G Edward., Sheila S Inter & Jean Weihs. (2011). <i>Introduction to Technical Services</i>. Santa Barbara, California: Libraries Unlimited. 6. Fopp, M. A. (2001). <i>Managing museums and galleries</i>. London: Routledge. 7. Fourie, Denise K and Devid R Dowell. (2009). <i>Libraries in Information Age: An Introduction & Career Exploration</i>. Santa Barbara, California: Libraries Unlimited. 8. Greer, Robert C., Robert J. Grover & Susan G. Fowler. (2007). <i>Introduction to Library and Information Profession</i>. Westport, Connecticut: Libraries Unlimited. 9. Hamadeh, Muhammad Maher. (1962). <i>Perpustakaan Islam di Masa Abad Pertengahan</i>. Thesis (unpublished), Chicago: Chicago University. 10. Hardjoprakoso, Mastini (2005), <i>Bunga Rampai Kepustakawanan</i>. Jakarta: Perpustakaan Nasional Republik Indonesia.

	11. Kane, Laura Townsend. (2003). <i>Straight from the Stack</i>. Chicago: American Library Association. (Chapter 4: Nontraditional Librarianship & Chapter 5: Medical & Law Librarianship) 12. Lancaster, F.W. (1979), <i>Information Retrieval System: Characteristics, Testing and Evaluation</i>. 2nd ed. New York: Wiley. 13. Leksono, Karlina (1999), <i>Membaca dan Menulis: Sebuah Pengalaman Eksistensial dalam Buku dalam Indonesia Baru</i>. Jakarta: Yayasan Obor. 14. Maclean, F. (2005). <i>Marketing the museum</i>. London: Routledge. 15. Matassa, Freda. 2011. <i>Museum Collections Management: A Handbook</i>. London: Facet Publishing. 16. Millar, L.A. (2017). <i>Archives: Principles and Practices</i>. London: Facet Publishing. 17. Moore, K. (2006). <i>Museum management</i>. London: Routledge. 18. ODLIS (Online Dictionary of Library & Information Science). https://www.abc-clio.com/ODLIS/odlis_about.aspx 19. Pendit, Putu Laxman (2002), <i>Metodologi Penelitian Ilmu Perpustakaan</i>. Depok: Universitas Indonesia 20. Priyanto, Ida F. (2015), <i>Tren Baru dalam Dunia Perpustakaan dan Kemungkinan Perubahan di Indonesia</i>. Materi Seminar tentang Perpustakaan di Universitas Brawijaya. 21. Purnomo, Pungki. (2022). <i>Museum Universitas sebagai Institusi Memori Kolektif dan Pentingnya bagi PTKI</i>. Yogyakarta: KBM Indonesia 22. Qanitah, Hani. (2014). <i>Materi Pokok Manajemen Rekod Aktif</i>. Tangerang Selatan: Universitas Terbuka. 23. Read, Judith & Ginn, Mary Lea. (2011). <i>Records Management</i>. Mason: Cengage Learning. 24. Richardson, Blake. (2012). <i>Records Management for Dummies</i>. Hoboken: John Wiley & Sons, Inc. 25. Rifai, Agus (2013), <i>Perpustakaan Islam: Konsep, Sejarah, dan Kontribusinya dalam Membangun Peradaban Islam Masa Klasik</i>. Jakarta: Raja Grafindo. 26. Saffady, William. (2014). <i>Records and Information Management: Fundamentals of Professional Practice</i>. Lenexa: ARMA International. 27. Sandell, R., & Janes, R. R. (2010). <i>Museum management and marketing</i>. London: Routledge. 28. Sheperd, Elizabeth & Yeo, Geoffrey. (2013). <i>Managing Records: A Handbook of Principles and Practice</i>. London: Facet. 29. Sulistyo-Basuki. (1993). <i>Pengantar Ilmu Perpustakaan</i>. Jakarta: Gramedia Pustaka Utama. 30. Sutarno NS. (2003), <i>Perpustakaan dan Masyarakat</i>. Yogyakarta: Yayasan Obor Indonesia. 31. Sutarno NS. (2005), <i>Tanggung Jawab Perpustakaan dalam Mengembangkan masyarakat Informasi</i>. Jakarta: Panta Rei.
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	32. Suwarno, Wiji (2011). <i>Perpustakaan dan Buku: Wacana Penulisan dan Penerbitan</i> . Yogyakarta: Ar-Ruzz Media
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