

Secondary Specialised School of Librarianship and Information Studies in Bratislava

Characteristics of the School

The Secondary Specialised School of Librarianship and Information Studies (SSSLIS) is the only one in its specialisation in Slovakia. It provides complex high school education in the field of information studies and librarianship. SSSLIS offers four-year full time study for the basic schools graduates as well as two-year full time postmatura qualifying study. Both forms are to be finished by passing leaving exams (maturita). The specialised study is realised within four-year study branch 7237 6 “Information Systems and Services”, which is outlined as a branch of professional preparation of information staffer for the field of information services, systems and networks in all arias of information institutions with the basic conditions for the information activities execution. The preparation in the specialised education is focused on the sphere of information processes, services and systems, on the basic principles of economics, law, work with information technologies, social and media communication and education. Within the specialised education, students gain theoretical and practical skills on realisation of particular information activities, and presentation of the information products using information and communication technologies. The possible career areas for the school’s graduates are in libraries, information institutions, companies or in the Media in the positions of information staffer, librarian, referent, researcher, and consultant.

Study branch 7237 6 00 “Information Systems and Services” integrates theoretical and practical teaching. General academic subjects dominate in the first-year of study. In this year 50 per cent of the practical teaching is focused on the learning of the information sources, work with them, and presentation of the information products. However, 65 per cent of teaching in the second-year of study is devoted to the gaining of practical skills. Finally, in the third and fourth-year of study students are engaged in the practical activities which comprise up to 85 per cent of their time.

Characteristics of a Graduate:

Graduates of study branch 7237 6 00 “Information Systems and Services” are qualified staffers with the wide professional profile. They are capable of independently carrying out special duties in the positions of librarian or, information staffer, the main condition for which is complete secondary specialised education, in all kinds of libraries, information institutions and networks of information type. The graduates are in the function of a middle qualified staffer, and are capable of applying their theoretical knowledge in library and information practice using modern information and communication technologies and the media. This is mainly in the fields of creation, searching, obtaining, processing, protection, transmission, as well as accessing information or documents from the traditional information sources, and in the spheres of information research, retrieval strategy, information analysis, information education, management, and work with the new media.

PROFESSIONAL COMPETENCE

a) Desired knowledge

The graduate is expected to:

- explain significant theoretical and methodological basics of the librarianship and information theory and practice; information and communication technologies and media; social and media communication;

- explain the special terminology and knowledge in the area of the librarianship and information theory and practice;
- find and use the basic legislative documents in culture, public information services and private enterprising;
- define the philosophical, historical, cultural, ethical, legal, sociological and psychological aspects of the information work;
- describe and explain the methods of the research and analysis of users' interests, demands, and needs;
- describe the contents and methods of the information education in the information society;
- describe the exploitation of the automated librarianship and information systems; the typology and the exploitation of traditional and electronic information sources; the methods and methodology of searching, analyzing, and evaluating the information sources in the information research;
- describe the organization of the information systems and services in the Slovak Republic; the organization of the librarianship system of the Slovak Republic;
- explain the demands and principles of the information society;
- explain the role of the libraries and information institutions in the information society as well as the importance of reading and literature in the society, culture, and education;
- name and describe the methods and methodology of gaining, processing, storing, protecting and using the information sources and providing them to the public;
- choose and list the ways of how to use the information and communication technologies and media in the librarianship and information communication practice;
- analyze the basic principles of funding, budgeting, planning, and managing people in the information institutions;
- know the basics of the law and its application in the librarianship and information environment;
- name and list the methods of active social communication;
- explain the basics of IT and informatics;
- list and describe information and administrative technologies;
- define basic economical concepts;
- describe the heart and the principles of the functioning of a market economy;
- be familiar with legal forms of enterprising and be able to characterize them;
- characterize the essence of the enterprise, basic enterprise activities and its position in the market;
- characterize the structure of the national economy;
- describe the factors influencing the standards of the national economy.

b) Desired skills

The graduate is able to:

- apply information and communication technologies in searching, analyzing, evaluating, processing and providing the data and information;
- do the analysis of information needs for all types of users;
- apply the methods of research and analysis of the users' interests, demands, and needs;
- work individually with the groups of users of specific needs;
- process and make accessible the librarianship and information sources;
- gain, process, store, and provide the information and documents in a traditional way as well as using the information technologies;
- participate in the formation of the acquisition programme of the librarianship and information institutions;

- apply the methods and procedures of the information research and analysis;
- determine, verify, analyze, and evaluate the information and information sources;
- behave and communicate with people in a sensitive and tactful way;
- apply the ethical principles of the profession in their behaviour;
- create correct documents of work and private type concerning its contents, stylistics, and grammar;
- apply practical skills in the area of computer and information technologies;
- work with information in a responsible way; work with special literature and other information sources;
- apply the acquired theoretical knowledge and use it to solve work problems;
- use administrative technologies including ten-finger typing;
- use electronic information sources and new types of media;
- use automated librarianship and information systems and other information technologies used in librarianship and information institutions;
- work with texts in a foreign language; use it in practice;
- create and introduce information and media products;
- deal with users and clients;
- use and apply basic economical concepts;
- manage and organize the work;
- use the legal regulations of enterprising in their own branch of work;
- use the information media in job hunting;
- synchronize their own priorities and demands necessary for exercising of a profession and enabling to improve their qualifications.

The contents of the special education:

- 1) The librarianship and information systems and services
- 2) The librarianship and information sources
- 3) The librarianship and information funds
- 4) The information around us. The work with information users
- 5) Information technologies and the Internet
- 6) New trends in information technologies
- 7) Social communication
- 8) Legal regulations in the area of the librarianship and information activities and systems
- 9) The ethics of the librarianship and information services
- 10) Economics
- 11) Management
- 12) Office work

Throughout the study, students attend compulsory practice in information institutions and libraries lasting six weeks. The Maturita exam is practical and theoretical. Within the practical maturita they undertake work on a specialised theme in the fourth-year of study.

Students present their professional knowledge and skills at the international student's conference INFOSKIS, which has begun a new tradition at school. They participate in the lessons of information education for the children and youth in libraries; prepare literature events or workshops in kindergartens or retirement homes.