VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS 7200 Management of Library and Information Centers
Fall 2014
Three Credit Hours

Instructor:

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Course Description:

Prerequisite or co-requisite: MLIS 7000. This course is an introduction to the functions of library management and its underlying theoretical concepts. The course provides an overview of the history of management, an introduction to management theory and functions, including planning, leading, organizing, staffing, controlling, budgeting, human resource issues, and an understanding of management as a system involving all staff.

MLIS Program Objectives (PO)

Graduates of the VSU MLIS Program will:

PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information.

PO 2. Use existing and emerging technologies to meet needs in libraries and information centers.

PO 3. Integrate relevant research to enhance work in libraries and information centers.

PO 4. Demonstrate professionalism in their work in libraries and information centers.

Learning Outcomes (LO):

Students will:

SLO 1. Review the administrative process of a library or information center **(PO 1)**.

SLO 2. Identify budgeting concepts **(PO 1)**.

SLO 3. Compare leadership principles **(PO 1, PO 4)**.

SLO 4. Recognize management issues for different types and sizes of libraries **(PO 1)**.

SLO 5. Examine effective personnel practices **(PO 1).**

SLO 6. Identify concepts and methods for library assessment and evaluation **(PO 3).**

SLO 7. Propose a strategic plan **(PO 1).**

SLO 8. Discuss the central research findings and research literature related to library and information center management **(PO 3)**.

Textbook*: (Required)*
Stueart, R., & Moran, B. (2012). *Library & Information Center Management* (8th ed.). Littleton: Libraries Unlimited.

Additional readings from the professional and research literature: Selected journal articles and/or other resources are listed on the course calendar, reading list, and in the weekly folders.

Course requirements and resources:

This course assumes that you are familiar with Valdosta State University's online learning technologies. The course is designed for the online learning environment and all course activities will take place inside the course website in BlazeView. Distance learning support is available from VSU. Please see: http://www.valdosta.edu/vista/students.shtml

All required readings are summarized on the course calendar and listed in full on the reading list and in the weekly folders. All readings other than the textbook chapters are accessible through Valdosta State University's Odum Library online journal access, **or** through public access websites **or** will be provided inside the course website in PDF format. Students are expected to obtain materials from the Odum Library's electronic collections and resources or their equivalents as part of their successful participation in this course. An online services guide for distance education students is on the Odum Library web site at: http://www.valdosta.edu/academics/library/services/distance-education.php.

Supplemental readings and resources may be listed on the course website by topic. They are, by definition, not required but can help you broaden and deepen your understanding of topics of interest to you and of the subject area of the course in general. They may be of great help to you in successfully completing the course assignments.

Assessment Portfolio and Your Subscription to LiveText
There are a number of assessments in the MLIS Program developed to meet ALA accreditation requirements on student learning outcomes. These assessments are part of all the MLIS core courses plus certain electives. LiveText is the software that the MLIS Program currently uses to keep track of these assessments, and all MLIS students are REQUIRED to purchase access to the LiveText system. The LiveText subscription is not tied to when you entered the program or to when you plan to graduate. If you purchased LiveText for a previous course, continue to use that account. If you do not have an account, instructions for subscribing to LiveText are on the course website. Once you purchase your subscription to LiveText, it is good for up to five years. You will also have personal access to other LiveText features you may find useful once you have your subscription. Please consider the purchase of your LiveText subscription as you would the purchase of any other textbook or piece of software required for a course.

Course Activities:

Course activities include a set of readings, assignments (e.g., consultant report, case studies, and group projects), and online discussions. Details for each week are posted in the appropriate folder on the course website. ***It is the student's responsibility to check the course calendar for DUE DATES for all class work and the weekly folders and assignment folders for all required and supplemental readings and other materials.*** Full descriptions of all required course work are provided in the assignments section of the course website.

Technological Requirements:

As this is an online course that also focuses its attention on online information services, students must have almost daily access to the Internet. That access will use email and the web (through the student's browser) for class-related communication. As mentioned above, it is expected that each student will be capable of dealing with PDF files and MS Words documents.

Graded Activities:

Weekly discussion board postings/Moderating a class discussion: 25 points
Weeks 1 – 16: Your posts must be made to the weekly discussion topics during the week the topic is active as described in the assignment details section of the course website.

Management consultancy project: 40 points
• Client description: Secure a management client and describe his/her institutional environment and role: 5 points
• Management consultant interview report including problem, weakness, or threat and bibliography of relevant literature: 10 points
• Consultant's report to manager: 20 points
• Reaction paper reporting manager's response to your recommendations and your self-assessment of the experience: 5 points

Case study analysis: 20 points
There will be two case study analysis assignments. Students are expected to suggest the best alternative(s) for resolving the problem and propose an implementation plan if this is appropriate.

Strategic plan: 15 points
Groups of three or four students will prepare a strategic plan for a real or mythical library.

Course Grades
Students can earn a maximum of 100 points in this course as indicated above.
Course grades will be awarded as follows:
A – 90-100
B – 80-89
C – 70-79
D – 60-69
F – Fewer than 60 points

NO grade below a C will be credited toward a VSU graduate degree. To be eligible to receive an A in the course a student must complete every assignment.
Reminder: This is a core course, and those of you admitted fall 2012 or thereafter must earn a grade of "B" or better in this course in order to receive credit for it. Those same students must successfully complete each assignment marked as "necessary to fulfill requirements for this course." **An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing**. **Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected**. If you are unsure about the parameters of an assignment, ask for clarification.

Submitting Written Work:
All written work is due on the date and time specified in the course calendar. Any exceptions must be negotiated in advance. Technological crises are not an acceptable excuse for submitting work late unless BlazeView is down.

Late work: 20% will be deducted from the student's score for every additional 24 hours or increment thereof that the work is late. All written work must be submitted through the BlazeView course website using Word Document. **All written work file names should begin with your last name and include the assignment name as the file name, for example: suddeth_bestmgr.doc**

Distance Learning Support:
The university's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk: http://www.valdosta.edu/helpdesk/guides/ Phone hotline is 229-245-4357. BlazeVIEW is powered by the Desire2Learn (D2L) course learning system. D2L provides 24/7 support 365 days a year. To contact D2L: https://D2LHelp.view.usg.edu or call the hotline at 855-772-0423.

To ask questions about **availability or location of VSU online resources**, use the VSU Library's Live Chat or E-mail at: http://www.valdosta.edu/library/ask.php. You may phone the VSU Library's reference service at (229) 333-7149.

University Policies:

Academic Honesty at Valdosta State University
Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behavior are contained in the _Student Handbook, Student Code of Ethics_. Please acquaint yourself with the full policy at:
http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary. **Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected**. If you are unsure about the parameters of an assignment, ask for clarification. Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment. **An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party**. This, of course, does not apply to group projects that require collaboration on a final product.

Special Needs Statement
Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Student Conduct
All interactions related to this class are to be conducted respectfully and professionally whether during face to face meetings, online interactions, small group work, e-mail or telephone communication according to the Student Code of Conduct as presented in the Valdosta State University Student Handbook, beginning on page 60:
http://www.valdosta.edu/studentaffairs/StudentHandbook.shtml

Student Agreement
Enrollment in this class signifies that you agree to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it if extraordinary circumstances arise during the course of the semester. By taking this course, you agree that all required course work may be subject to submission for textual similarity review to TurnItIn, a tool within BlazeVIEW**.** For more information on the use of TurnItIn VSU, go to: http://ww2.valdosta.edu/academic/turnitin.shtml.