

# VALDOSTA STATE UNIVERSITY

## MLIS PROGRAM

### MLIS7220 SYLLABUS

### PUBLIC LIBRARIES

FALL 2005

Instructor: Wallace Koehler

#### CONTACT INFORMATION

Email: [wkoehler@valdosta.edu](mailto:wkoehler@valdosta.edu)

Phone: 229 333 5860

Fax: 229 259 5055

USPS: MLIS Program, Odum Library

Valdosta State University

1500 N. Patterson Street

Valdosta, GA 31698

## OFFICE HOURS

As this is an online course, formal, specific office hours do not work well. Most students choose to communicate via email. If you do so, I will endeavor to respond to course related email within 48 hours of its receipt.

Should you wish to meet with me in person, you should make an appointment. That said, I have an open door policy. If my door is open, I will be happy to see you.

Similarly, if you choose to phone, phone. If I am free I will speak with you. Otherwise, leave a message and I will get back to you.

## ADMINISTRATIVE INFORMATION

When sending email on course related matters, including sending assignments, please preface the message in the subject line with [MLIS Pub Lib your\_last\_name]. If I were to send a message conveying the first assignment, the subject line might read:

### **[MLIS Pub Lib Koehler] Assignment 1**

Failure to send email in the required format almost certainly means that I might overlook it. If it is not properly addressed and I overlook it, lateness penalties can and may be assessed.

It is VSU and MLIS policy that we communicate with students using their VSU provided email addresses. The administrative overhead is too high to use other addresses.

If I have not responded to your properly addressed communication in a timely manner, it is possible that I either did not receive it or it has been overlooked. Please remind me. In such cases there will be no grade penalty.

## TEXTBOOK

McCook, Kathleen de la Pe?a, 2004 *Introduction to Public Librarianship*, NY: Neal-Schuman. ISBN 1-55570-475-1

The book may be ordered from your favorite bookseller or from Neal-Schuman (<http://www.neal-schuman.com/>)

## EXAMS AND ASSIGNMENTS

Visit a public library in the first two weeks of the semester. Talk with staff and patrons. Prepare an "impression" paper on the visit not to exceed ten pages. You need not provide citations to the literature, but if you do reference any of the public library's documents, cite them. We will share these papers with other members of the class. If you are employed by a public library, feel free to write about it if you wish. This is an ungraded but required assignment. Failure to provide the paper will result in a drop of one letter final grade. The paper is due at the end of the fourth week of the semester.

EXAM: There will be one exam in December. The first question is provided below. I will place the exam questions on the WWW. I will provide everyone with the URL through their VSU email address.

You will have three days in which to complete it. For each day the exam is late, I will reduce its value automatically by one letter grade.

The exam will be in essay format. There will be several questions and you will be provided with choices among the questions.

**As the first question of your final exam**, refer back to the "impression paper" you wrote in the first two weeks. Now that you have completed the course, how have your views and perceptions changed? Discuss and document (if possible) your end of semester perceptions. Hint ? you may want to begin preparing the answer as you move through the course.

ASSIGNMENTS: Seven assignments are offered. You are to choose any five to answer. You must answer five. Of those five, your lowest assignment grade will be dropped. If you only respond to four, **the zero will be counted**.

Each assignment is to be sent to my VSU email address.

Each assignment is due by Saturday midnight at the end of the block of instruction

For all assignments, provide a written essay or annotated bibliography not to exceed 10 word processed pages. The operant term is *not to exceed* If you can provide an appropriate response in fewer pages, please do so.

Assignment 1: Develop an annotated bibliography of peer reviewed articles and books concerned with (a) history of public libraries, (b) philosophical differences in practice of public, academic, and special libraries OR (c) the marketing of libraries in the US between 1950 and today.

Assignment 2: Draft a paper comparing the governance of public libraries in the US. Pay particular attention to states where boards are governing and where they are advisory. Compare and contrast the two approaches. Do ***not*** choose Georgia.

-or-

Describe certification systems at the state level in the United States. As this is to be a survey paper, include Georgia.

Assignment 3: What selection criteria do public libraries use to select and de-select materials? How have those policies changed in the past fifty years or so? You may write either a paper or prepare an annotated bibliography.

Assignment 4: Discuss the problem patron. What is the legal regime, that is, what laws regulate how libraries respond to problem patrons? What have the courts said? You may write either a paper or prepare an annotated bibliography.

Assignment 5: Discuss the evolution of cataloging and classification in public libraries.

-or-

Why is DDC most appropriate (or not) for public library applications? What should public libraries do with digital documents?

Assignment 6: Should public libraries continue to differentiate their services by age and other demographics? Is there a limit to what libraries could or should do? Are larger systems at an advantage over smaller systems, if so, if not, how and why? You may write either a paper or prepare an annotated bibliography.

Assignment 7: In a paper, consider the key challenges facing a public library of your choice today. Document your argument, using materials and/or interviews from your target library. What are the likely directions your target library will take? What will it look like in ten years?

WEIGHTS:

Final Exam 20% of Final Grade

Assignments: Each 15% of Final Grade

Discussions: 20% of Final Grade

## LECTURES

I will post links to online ?lectures? for each block of instruction at the approximate time when that block of instruction is assigned. Return here frequently for updates and links -

Lecture 1      Lecture 5      Final Words

Lecture 2      Lecture 6

Lecture 3      Lecture 7

Lecture 4      Lecture 8

## DISCUSSIONS

Once the course roll is completed, I will add everyone to a Blazenet Discussion Group. I will pose starting questions. Discuss that question as well as other related issues. I will enroll you by the email address provided by VSU.

Frequency and quality of responses will make up the discussion portion of the grade.

## COURSE OUTLINE

### **Week 1 & 2- Role of Public Libraries in Society**

- ? History, Purpose and Theory
  - o John Cotton Dana
  - o S.R. Ranganathan
- ? As compared to academic and special libraries
- ? Marketing and Outreach

- ? Libraries and Book Challenges
  - o Banned books
  - o Policing the Internet
- ? Into the Future
  - o Computers, the Internet, and their place in the library
  - o On the evolution of the public library, looking backward, looking forward.

McCook ? Ch 1, 2, 5, 10

### **Weeks 3, 4, & 5 - Governance of Public Libraries**

- ? Boards
  - o Governing Boards
  - o Advisory Boards
- ? State-level Oversight and Regulation
  - o Certification and Licensing
  - o Regulation
- ? Guiding Documents and Their Value
  - o Vision Statements
  - o Strategic Planning
- ? Administrative Structures
  - o Hierarchical
  - o Flat
  - o Other

- ? Personnel Management
- ? Budgeting and Funding
  - Accountability and Audits
  - Sources of funds
    - ✍ Government ?
      - ? O&M
      - ? Salaries
      - ? Other
    - ✍ Grants
      - ? Government
      - ? Private
    - ✍ Gifts and Bequests
    - ✍ Fees for Services or What Shall We Charge For?
    - ✍ Friends of the Library
    - ✍ Fines and other collections
    - ✍ Other
    - ✍ Bonds and other borrowing

**McCook Ch 4, 5, 6, 7, 10**

**Weeks 6 & 7 - Selection and Weeding**

- ? Theory
- ? Sources
  - Vendors

✍ Online sources

✍ Traditional

○ Reviews

? Process

? Non-Print

? Donations

? Weeding

### **Week 8 - Patron Relations**

? Demographics and Patron Needs

? Friends of the Library

? Volunteers

? The Problem Patron

### **Weeks 9 & 10 - Technical Services**

? Definitions and Theory

? Retrospective Cataloging?

○ Does Dewey Do It?

? Copy and Original Cataloging

○ Vendors and Resources

✍ OCLC and LC

✍ Other

? Digital mark up (Dublin Core and the rest)



## **Weeks 11 & 12 - Specialty Collections and Services**

- ? Children, Youth, and Young Adults
- ? Adults
- ? Foreign Language
- ? Handicapped
  - o Vision impaired
  - o Hearing impaired
  - o Other
- ? Media and Non-print

McCook Ch 8-9

## **Weeks 13, 14, & 15 - Digital Resources and Services**

- ? OPACs
- ? Online Services
- ? Online Resources
  - o Databases
  - o Union Catalogs
  - o Library Consortia
  - o Materials
  - o The WWW

## Week 16 - Spillover, Review and Examination

? Final Exam

McCook Ch 11, 12

### RECOMMENDED & SUGGESTED READINGS

Camelia, Alice. *Library Disaster Planning and Recovery Handbook*. NY: Neal Schuman, 2000.

Cotts, David G. *The Facility Management Handbook*. Second edition. NY: American Management Association, 1999.

Gorman, Michael. *Our Enduring Values/Librarianship in the 21st Century*. Chicago: American Library Association, 2000.

Habich, Elizabeth Chamberlain. *Moving Library Collections: A Management Handbook*. Westport, CT: Greenwood Press, 1998.

Merkow, Mark and Breithaupt, James. *Internet: The Complete Guide to Security*. NY: American Management Association, 2000.

Sannwald, William W., *Checklist of Library Building Design Considerations*, 4th Edition. Chicago & London: A. L. A., 2001

Steele, Gloria and Elder, Stephen. *Becoming a Fundraiser*, 2nd ed. Chicago: ALA., 2000.

Sutton, Dave, *So You're Going to Run a Library*. Englewood, CO: Libraries Unlimited, Inc., 1995.

Weingand, Darlene E., *Administration of the Small Public Library*, 4th ed. Chicago: ALA, 2001

Williams, Lorraine M., *The Library Trustee and The Public Librarian*. Metuchen, N. J., The Scarecrow Press, Inc., 1993.

Willis, Mark, *Dealing With Difficult People in The Library*, Chicago: ALA 1999.

Wozny, Jay, *Checklists for Public Library Managers* Metuchen, N.J: The Scarecrow Press, Inc., 1989.