

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7440 Electronic Resources in Libraries
Syllabus—Summer 2012
Three Credit Hours

Instructor:

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Catalog Description

Prerequisite: MLIS 7300 or MLIS 7400 or consent of the instructor. Policies and procedures for managing electronic information resources as a part of a library collection. Selection, budgeting, acquisitions, cataloging, assessment, copyright, licensing, and preservation are considered.

MLIS Program Objectives (PO)

(approved by the Graduate Executive Committee and Faculty Senate 2012)

Graduates of the VSU MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers.
- 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:

- LO 1. Discuss policy alternatives and application procedures for acquisition of electronic resources (PO 1)
- LO 2. Identify cataloging procedures unique to electronic resources (PO 1)
- LO 3. Describe access and licensing issues involved in managing electronic resources (PO 1)
- LO 4. Apply criteria for selecting and evaluating library materials in electronic formats (PO 1)
- LO 5. Design workable budget scenarios for acquiring electronic products for library collections (PO 1)

Textbook

Gregory, Vicki L. Ed. *Selecting and Managing Electronic Resources*. Revised ed.
Neal Schuman, 2006. ISBN: 1555705480 (paperback)

Caveat Emptor: The first edition of the Gregory book published in 2000 differs significantly from this revised edition published in 2006.

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at http://www.valdosta.edu/mlis/student_resources/documents/ILL_Textbooks.pdf

Instructor Availability & Support

Check with your instructor for her/his policy on how frequently e-mail and telephone messages will be returned. By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeView and VSU e-mail). If you are registered for the course as a non-degree student, a VSU email account will be assigned to you for this semester.

All discussion posts and assignment submissions for this online course must be sent via BlazeView. Your VSU email username serves as your BlazeVIEW login. The BlazeVIEW password requires at least one capital letter in it. See the section on "Technical Requirements" on page 6 of this syllabus for contact information in the case you need technical help.

Attendance

This is a Web-delivered course, with no required face-to-face meetings. The instructor will schedule real-time instruction using tools in BlazeVIEW such as Live Classroom.

Learning Outcome Measures

The following list is a brief overview of the assessments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date.

Journal Article Reviews (LO 2, LO 3) 20 points

Read and write reviews for two journal articles dealing with how the organization of electronic resources affects public access to those resources. Instructions on how to format your reviews for submission are located in the BlazeVIEW course site in the **Assignment Guidelines folder**. Submit your reviews to the BlazeView assignment tool.

E-Resource Selection & Evaluation Profile (LO 4) 20 points

Investigate one product currently available to libraries as an electronic resource. You will use a worksheet (provided in the **Assignment Guidelines folder**.) to answer questions about your selected e-resource's features, availability, technical requirements, cost, usability, licensing restrictions, etc.

Work Group Progress Report 10 points

Submit an interim report that outlines what you have found on electronic resources that contributes to the group report and in what areas you need assistance or advice. Read posts from groupmates. Use this information to move the project towards completion.

Electronic Collection Development Project (ECDP) (LO 1, LO 2, LO 3, LO 4, LO 5) 40 points

You will be assigned to a group. Working with your groupmates, you will select e-resources and develop profiles on these e-resources. Each person in the group will be responsible for a different e-resource. Together, you will assemble a group report that identifies issues in acquiring and managing these e-resources in a library setting as well as procurement information and a projected budget. Required content and formatting criteria will be posted in the BlazeVIEW course site in the **Assignment Guidelines folder**.

E-Knowledge Reflection Essay 10 points

Submit a final post to the E-Knowledge Discussion board that conveys what gains you made in your understanding of e-resources and your ability to apply that knowledge. Use the Program Objective 1 and Learning Outcomes 1 – 5 specified on page one of the syllabus to frame your essay.

Graded Course Requirements

As a student in this class, you are expected to: (1) read or view all assigned background materials; (2) participate in class activities; (3) cooperate fully as a group member in the group project; (4) submit all projects on time and according to the format designated by the instructor; and (5) conduct your research and composition according to the rules of academic integrity (see Academic Honesty section on pages 6-7).

My Profile Survey	Mandatory, not graded
Journal Article Reviews (10 points each)	20 points
Progress Report	10 points
*E-Resource Selection & Evaluation Profile	20 points
*Electronic Collection Development Project (ECDP)	40 points
E-Knowledge Reflection Essay	10 points

100 – 90 points = A 89 – 80 points = B 79 – 70 points = C

No grade below a C will be credited toward a VSU graduate degree.

To receive an A in this course requires completing every assignment and participating fully in the Electronic Collection Development Project.

Due to the reliance on group participation in this course, a final grade of **Incomplete** is not an option. Friday June 29 is the last day to withdraw from Summer II term courses without academic penalty. If there are extenuating circumstances that interfere with connecting to the BlazeVIEW website or completing the assignments, you should consult your advisor about withdrawing from the course before the June 29 deadline.

Letter Grading

Your final grade will be one of these letter grades:

Exceptionally exceeds minimum standards	A
Exceeds minimum standards	B
Meets minimum standards	C
Barely meets minimum standards	D
Fails to meet minimum standards	F

Assignment Calendar

Prelude

Wed. June 6 Getting Started

Complete the “My Profile” survey – Submit to Assignment Tool -. Due Friday, June 8.

Introduce yourself to the class on the “Meet and Greet” discussion board.

Instructions and the worksheet for your E-Resource Selection & Evaluation Profile will be posted for your consideration. **Do not begin this assignment until you have been assigned to a group.**

Read and heed instructions and evaluation criteria on Journal Article Reviews. **You may start work on these reviews and submit early to the assignment tool. However, your review will not be graded until after the assigned due date. You must adhere to word counts.**

Save and step through the documents in the **Tip Sheets folder**. These files contain instructions on how to find reviews and other data you need to complete projects.

Read and heed instructions and evaluation criteria on the Electronic Collection Development Project. You will be assigned to a group for this project.

Week 1

Mon. June 11 Collection Development and E-Resource Selection

Background reading: Gregory textbook, Chapters 1 and 2

Look for your Work Group Assignment – Your name will be posted with a group listed on the Discussion board. The first post on this board will provide the subject for which your group will develop an electronic collection. It will also give a list of suggested e-resources from which you will choose one resource to review.

Check into your Work Group Discussion Board - Post a brief message and select the e-resource you wish to review. Follow the instructions – each person must select a different e-resource.

Live Classroom: Monday, **June 11th** at 8 pm.

Dr. Ondrusek will review the sources and procedures you will use to complete your E-Resource Selection & Evaluation Profile and the Electronic Collection Development Project.

List of E-Resource products your group will review due: **Wednesday, June 13th**.

Submit by replying to the post on your Work Group Discussion board.

Week 2

Mon. June 18 Acquisitions and Budgeting

Required reading: Gregory textbook, Chapter 3

Required viewing: PowerPoint presentation in this week's folder

Review the journal article named in this week's BlazeVIEW folder.

Journal article Review #1 due: Monday, June 25th

Deadline: 11:59 PM

Submit using the assignment tool.

June 21

Speaker: Ken Smith, Head of Acquisitions Librarian in the Odum Library
Live Classroom, Evening lecture. Thursday June 21, 8 pm.

Week 3

Mon. June 25 Organization and Access Part 1: E-Journals

Required reading: Gregory textbook, Chapter 4

E-Resource Selection & Evaluation Profile due: Monday, July 2nd

Deadline: 11:59 PM

Submit using the assignment tool.

Thur. June 29 Last day to withdraw from a Summer course without academic penalty

Week 4

Mon. July 2 Organization and Access Part 2: E-Books

Journal articles listed in this week's BlazeVIEW folder.

Feedback on your E-Resource Selection & Evaluation Profile will be returned.

Review the journal article named in the Journal Article Reviews folder.

Journal article Review #2 due: Monday, July 9th

Deadline: 11:59 PM

Submit using the assignment tool.

July 2 Speaker: Carolyn Klatt, Reference and Electronic Resources Librarian,
Mercer School of Medicine, Memorial University Medical Center, Savannah Campus
Live Classroom, Evening lecture. Monday, July 2, 8 pm.

Wed. July 4 July 4th holiday observed. All VSU offices are closed.

Week 5

Mon. July 9 Contracts and Licensing

Required reading: Gregory textbook, Chapter 6

Prepare a Progress Report as specified in the instructions in the BlazeVIEW folder for this week. Each group member must submit a report.

July 9 Speaker: Tessa Minchew, Systems and Electronic Content Librarian,
Georgia Perimeter College at Clarkston
Live Classroom, Evening lecture. Monday, July 9, 8 pm.

Progress Report due: Monday, July 16th

Deadline: 11:59 PM

Submit using the assignment tool.

Week 6

Mon. July 16 Evaluation and Assessment Techniques (E-Metrics)

Required reading: Gregory textbook, Chapter 5

Week 7

Mon. July 23 Compile, polish, and proof your Electronic Collection Development Project.

Fri. July 27 Electronic Collection Development Project group report due.

Deadline: 11:59 PM

Submit using the assignment tool.

Reflective Essay due this same day.

Technical Requirements

All class materials will be placed on a password-protected Web site using the BlazeVIEW course management program. If you are a new BlazeVIEW user, go to the BlazeVIEW help pages at <http://www.valdosta.edu/vista/students.shtml>. Then return to the BlazeVIEW page and login using your BlazeVIEW ID and password.

To meet all class requirements, you should be prepared to: (1) open and save or print all documents that are required background reading - this requires the Adobe Acrobat Reader on your computer; (2) view all PowerPoint presentations placed on the course BlazeVIEW site – these are saved to **Powerpoint 97-2003** and will open in all higher versions; (3) participate in Live Classroom sessions or view the archives; (4) check discussion groups as needed; and (5) keep electronic backup copies of each assignment and project you submit.

Unless otherwise stated, assignments must be submitted using a word processing program compatible with Microsoft (MS) Word. BlazeVIEW accepts attached documents in **MS Word 97-2003 or higher**. If you are using WordPerfect or sharing documents with classmates who have a different version of Word, save your documents in Rich Text Format (rtf). The instructor returns documents that cannot be opened on VSU equipment.

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 is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

Late or Missing Submissions and Grace Periods

All graded assignments are due Monday, 11:59 pm. You have a one-day grace period to submit assignments for full credit. Assignments received after Tuesday, 11:59 pm, lose points.

The final project is due at 11:59 pm on Friday, July 27th. Grades must be posted before 9 am on July 30th. If a group member delays submission of the report, the group may submit July 28-29. Please report the name of the person that delayed submission. The group will not be penalized. The individual responsible for the delay will lose credit.

Completely skipping an assignment is not acceptable in graduate school. To receive an A in this course requires completing every assignment and submitting within the one-day grace period.

Academic Honesty

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.

The *Guide to Ethical Conduct* is a booklet created for VSU MLIS students (http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science.

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.

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 is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

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 also phone the VSU Library's reference service at (229) 333-7149.

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 Agreements

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 SafeAssign, a tool within BlazeVIEW. For more information on the use of SafeAssign at VSU see [SafeAssign for Students \(http://www.valdosta.edu/academic/SafeAssignforStudents.shtml\)](http://www.valdosta.edu/academic/SafeAssignforStudents.shtml).