VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS 7230 Special Libraries and Information Centers
Syllabus--Summer Semester 2008
Three Credit Hours

Instructor:
Elaine Yontz, PhD   Phone: 229/333-7185
Odum Library—1500 N. Patterson Street   FAX: 229/259-5055
Valdosta, GA 31698-0150   E-mail: eyontz@valdosta.edu
Office Hours: Online by appointment

Course Description: An examination of the administration and context of special libraries and information centers. Management, user services, technical services, collections, facilities, and marketing are addressed.

Course Objectives
The student will:
1. Describe the role and functions of several disparate special libraries and information centers.
2. Write a cover letter and resume appropriate to a job search in a special library or information center.
3. Design a marketing plan for a special library or information center.
4. Discuss the ethical obligations that are specific to special librarians.

Required Materials

- Mount, Ellis, and Renee Massoud. *Special Libraries and Information Centers: An Introductory Text.* 4th Edition. Washington, D.C.: Special Libraries Association, 1999. ISBN: 0871115018.   *1999 edition required; Can be downloaded from the SLA Marketplace,* http://www.sla.org/merchandise/, *for a fee of $49.00.*

- Matthews, Joseph R. *The Bottom Line: Determining and Communicating the Value of the Special Library*. Westport, Conn.: Libraries Unlimited, 2002. ISBN: 1591580048. A limited number have been ordered by the VSU Bookstore, http://services.valdosta.edu/bookstore/. Alternatively, order from the publisher's website or from your favorite online bookseller.

- Headphones with attached microphone for use with Live Classroom software. An inexpensive one will be fine. Many are available for $10-$15.

- Additional readings posted in WebCT Vista or in Odum Library Electronic Reserve.

Assignments

Discussion assignments I & II	20 points
Tour Report	20 points
Resume	5 points
Cover Letter	5 points
Ethics Assignment	20 points
Marketing Plan	20 points
Culminating Quiz	10 points

Each assignment will have a due date, followed by a one-day grace period. After the grace period has expired, the assignment will **not** be accepted and all points for that assignment are forfeited.

Discussion assignments, cover letter, and resume will be graded S-U. A grade of S earns all possible points for the assignment.

If you earn a grade of U on Discussion Assignment I, the resume, or the cover letter, or you will have an opportunity to revise based on feedback and resubmit for a chance to get an S. To earn a chance to resubmit, you **must** make your original submission before the grace period ends.

Assignment Calendar

Assignments are due on Wednesdays by 11:59 p.m.

Meet the Class: on June 11, our first day of class, visit the WebCT Vista Discussion Board and find the Meet the Class topic. Follow the directions there to introduce yourself. In this post, include the place or places you are considering for your Tour Report assignment (see below). This is so that classmates who want to go to the same place can meet up and go together.

	Due Date	Grace Period	Resubmit Deadline
Discussion I	June 18	June 19	June 23
Discussion II	June 25	June 26	June 30
Tour Report	July 2	July 3 through 17	
Resume & Cover Letter	July 9	July 10	July 14
Ethics Assignment	July 16	July 17	
Marketing Plan	July 23	July 24	
Culminating Quiz	July 30	July 31	

Assignment Synopses—See WebCT Vista for additional details

Discussions I & II will be responses posted on the WebCT Vista Discussion Board. The questions are based on reading assignments, as follows:

- Discussion I: Mount text through p. 246; Yontz Course Reserve #2.
- Discussion II: Mount text pp. 247-319; Matthews text through p. 178; Yontz Course Reserve #4

    To access course reserves, do this:
    1. Access Odum Library homepage, http://www.valdosta.edu/library
    2. Click on "Find It" (in left column)
    3. Click on Course Reserves (in the middle)
    4. In drop down box, choose Yontz, Elaine
    5. Click Go
    6. Choose either #2 or #4
    7. Click where it says "Electronic Reserve—Click Here"
    8. Login with your BlazeNet username and password

Tour Report—You will visit a special library or information center, interview a staff member, and tour the facility. *Choice of site and staff member to be interviewed are subject to instructor approval.* A special library within a larger library or a branch or department that functions as a special library will be acceptable. *Choose a site with which you have limited familiarity.* If you need site ideas, let me know. See WebCT Vista for interview format. The product will be a PowerPoint document, 10 slides maximum, that will be made available for your classmates to view. Include pictures in your PowerPoint document.

Resume & Cover Letter will be tailored to be appropriate for job seeking in a special library or information center.

Ethics Assignment—You will respond in essay form to ethics questions or cases that are specific to special libraries. The preferred mode for this assignment is group; see WebCT Vista for instructions on forming a group.

Marketing Plan—The product will be a marketing plan designed for a special library or information center, real or hypothetical. The Matthews text will give you ideas for this, as will supplemental material posted in WebCT Vista. The preferred mode for this assignment is group; see WebCT Vista for instructions on forming a group. You may use the same group for both the Ethics and Marketing assignments**.**

Culminating Quiz—covers all materials from the semester. Open-book, open-note, using the WebCT Vista Quiz tool. Questions will be multiple-choice or short-answer.

Grading Scale

There are 100 points possible in the course.
Course grades will be assigned as follows:

A = 91-100 points
B = 81-90 points
C = 71-80 points
D = 61-70 points
F = below 61 points

Course grades of I (Incomplete) will **not** be available.

Students may drop the course without academic penalty on or before Monday,
July 7, 2008.

Attendance
This is a Web-delivered course, with no required face-to-face meetings and no required
synchronous online times. Some materials will be presented via Live Classroom sessions.
Students who cannot participate "live" will study the archives.

Technical Requirements

All assignments must be submitted using computer programs that are compatible with
VSU supported products. For word processed documents, MS Word is the preferred
format. *If you are using Office 2007, use the Save As command and save for opening
by Office 2003.* If you are using a lower version of WordPerfect or some other word
processor, save your documents in Rich Text Format (rtf).

When reading instructions for your assignments, notice whether the instructions say to
paste your response into a message box or to use a file attachment. Also notice whether
the instructions say to choose Reply or to create a new message.

When the directions say to paste into a WebCT Vista message box, *compose your
response in your word processor first.* This will help avoid the agony of being "timed
out" and losing your work.

Grammar, punctuation, and spelling count. Use spell check.

WebCT Vista

If you are a new WebCT Vista user, go to the WebCT Vista help pages at
http://www.valdosta.edu/vista/. On the right margin are "Self Help" links. View the
"Getting Started" tutorial first. Then return to the Vista page and login using your
BlazeNet email ID and password.

WebCT Vista cont.

You must follow the directions at http://www.valdosta.edu/vista/ for setting up your computer.

Successful use of WebCT Vista requires that you:
- disable pop-up blockers
- have a very particular version of Java.

The most current version of Java is **not** the one that works with WebCT Vista.

Once you have the correct version of Java installed, you must disable automatic Java updates.

You must also insure that when balloons appear on your computer screen that say "Java updates are available," everyone who uses the computer ignores them.

The webpage gives detailed instructions for doing all this.

If you cannot get this done yourself after a sincere effort, phone Distance Learning, 229-245-6490. They are open 8-5:30 Monday through Thursday and 8-3 on Fridays. Be at your computer and have it turned on when you call, so they can talk you through what needs to be done.

Library Support

An online guide for distance education students is on the Odum Library Web site at http://www.valdosta.edu/library/services/distanceeducation.shtml. Chat reference is available at http://www.valdosta.edu/library/ask.shtml.

Academic Dishonesty
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*.

Equal Opportunity Statement
Valdosta State University is an equal opportunity educational institution. It is not the intent of the 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, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of

1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

Accommodations Statement
Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). The Access Office for Students with Disabilities (Access Office) serves students who have documented disabilities, have met the Valdosta State University (VSU) admission criteria, and are otherwise qualified. Students requesting 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 229/245-2498 (V/VP) and 229/219-1348 (TTY). The website is http://www.valdosta.edu/access/intro.shtml.