

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7230 Special Libraries and Information Centers
SU2012-MLIS-7230-IA -- CRN 50004
Syllabus--Summer Semester 2012 -- Three Credit Hours
Wednesday, June 6 – Tuesday, July 24, 2012

Instructor:

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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 Prerequisite or Corequisite:

MLIS 7200 or consent of instructor.

MLIS Program Objectives (PO)

Graduates of the 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 system, user, and other needs in libraries and information centers.
- PO 3. Integrate relevant research to enhance their work in libraries and information centers.
- PO 4. Demonstrate professionalism in their work in libraries and information centers.

Student Learning Outcomes (SLO):

At the conclusion of the course, the student will be able to:

- SLO 1 Describe the various types of special libraries and information centers, their function, purpose, policies, services and clientele. (PO 1)
- SLO 2 Describe the special library or information center organizational structure and how it fits into the organization of a parent institution where applicable. (PO 1)
- SLO 3 Identify and evaluate the information needs of special library patrons and the role of special librarians in addressing those needs. (PO 2, PO 3)
- SLO 4 Discuss the principles of marketing and promoting the special library, information profession, products and services. (PO 3)
- SLO 5 Describe the basic financial management responsibilities in special libraries, including budgeting and expense management, revenue generation and non-traditional approaches to managing resources. (PO 1)
- SLO 6 Discuss the ethical obligations that are specific to special librarians. (PO 4)
- SLO 7 Write a focused cover letter and resume appropriate for a specific job opening in a special library or information center. (PO 4)

Required Materials:

- Porter, M. J. & Kelsey, S. E. (Editors) (2011). *Best Practices for Corporate Libraries* (Libraries Unlimited Library Management Collection). # ISBN-10: 1598847376, # ISBN-13: 978-1598847376.

- Stueart, R. D. & Moran, B. B. (2007) *Library and Information Center Management*. 7th Edition. (Library and Information Science Text Series). Libraries Unlimited. # ISBN-10: 159158406X. # ISBN-13: 978-1591584063.



A headset with attached microphone or other microphone and speakers that work with WIMBA software. Noise-canceling properties are recommended.

On-line Resources

- Gale Research Co. (2010) *Directory of Special Libraries and Information Centers*. Available through Galileo Scholar. (Login to Galileo. Select Databases A-Z. Click on D. Click on Directory of Special Libraries and Information Centers.)
- Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

General Course Outline:

- I. Overview of special libraries and information centers
- II. User services: Reference and customer service, research, competitive intelligence
- III. Management of special libraries
 - a. Marketing, promoting and evaluating special libraries
 - b. Resources: collections, technical services, outsourcing, vendors, intranets
 - c. Finances: budgeting and expense management, revenue generation, valuation
 - d. People: staffing, the one-person library, professional development
 - e. Planning: strategic planning, project management
 - f. Facilities: Library facilities & equipment, Disaster planning, Security
- IV. Networking and career development
- V. Non-traditional careers, virtual libraries

WIMBA classroom meetings

There may be several optional WIMBA classroom meetings during the semester. As a general rule the WIMBA classroom will meet from 7:00 pm to 8:00 pm eastern time on Wednesday. Because of the mid-week semester start date, the first optional WIMBA classroom meeting will be on Thursday, June 7. The WIMBA sessions are archived.

Assignments:

Each assignment will have a due date, followed by a one-day grace period (**late penalty**) unless otherwise specified in the assignment instructions or assignment properties in BlazeView. As a general rule, most assignments will be due before midnight (11:59 pm EDT) on the assigned day. The grace period will end before midnight (11:59 pm EDT) on following day. The assignments are date/time stamped by the BlazeView system. The BlazeView system will not accept any assignment after the expiration of the grace period. If an assignment is submitted after the grace period has expired, it will have to be submitted by email. I will grade it if I have time, but I reserve the right not to accept it. To ensure yourself a chance to get at least some points for the assignment, turn it in before the grace period ends. See BlazeView for submission instructions and further details. The Assignment Calendar will be posed in BlazeView. Except as noted in the assignment instructions or assignment properties in BlazeView, assignments are due on the assigned date by 11:59 pm EDT. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

General Assignment List:

- Assignment 00: Special Library Project Part 1 (10 points)
- Assignment 01: Weekly Discussion Question (3 x 5 points = 15 points)
- Assignment 02: Special Library Project Part 2 (15 points)
- Assignment 03: Literature Research and Article Sharing #1 (10 points)

Assignment 04: Literature Research and Article Sharing #2 (10 points)
Assignment 05: Special Library Project Part 3 (25 points)
Assignment 06: Position Application (15 points)

Grading Scale

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

A = 90-100 % = exceptional work, exceeds expected graduate level work
B = 80-89 % = consistently good work, meets expected graduate level work
C = 70-79 % = consistently poor work, fails to meet expected graduate level work
D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work
F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

Course grades lower than C will not be credited to a graduate degree (VSU 2011-2012 Graduate Catalog, page 29).

You may drop the course without academic penalty on or before the official withdrawal date. As discussed on pages 30 of the VSU 2011/12 Graduate Catalog, "Students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

Portfolio Submissions

You should consider the following two assignments as potential artifacts for the e-portfolio you constructed in MLIS 7000 Foundations.

Assignments 02 & 05: Special Library Project parts 1 & 2

Attendance:

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. They may be regularly scheduled WIMBA sessions with optional attendance.

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 a lower version of WordPerfect or some other word processor, save your documents in Rich Text Format (rtf). You are to use the underscore (_) instead of spaces/blanks () in your file names. Spaces/blanks in a file name translate as %20 code and a penalty will be applied.

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 BlazeView 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. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

Communication:

For questions regarding the course, please communicate with me through the BlazeView WebCT site for this course. If your question is personal, please use the BlazeView WebCT course mail feature. If you have a general question whose answer may be of interest to your classmates, please post it to the "Questions" topic on the discussion boards.

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." Please review VSU's full policy on student conduct and behavior at

<http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>. A summary statement on the policies can be found at <http://www.valdosta.edu/academic/AcademicDishonesty.shtml>.

Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification.

Distance Learning Support:

An online guide for distance education students is on the Odum Library Web site at http://www.valdosta.edu/library/services/revised_students.pdf.

Accommodations 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), their website is at <http://www.valdosta.edu/access/>.

Student Agreement:

Enrollment in this class signifies that the student has agreed 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 according to circumstances that may arise during the course of the semester.**

Words of Comfort:

At first the material in this course may appear to be confusing. Special libraries covers a very wide area. It runs the gamut from solo librarians to large special libraries like the National Library of Medicine or the Library of Congress (a legislative library). The topics or focus of special libraries cover the entire Library of Congress classification schedule. If you can think of a subject, there probably is a special library devoted to that subject.