

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7440 Electronic Resources in Libraries
Syllabus—Summer 2011
Three Credit Hours

Instructor:

Jack Fisher
Part-time Instructor
MLIS Program
Valdosta State University

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.

Course Outcomes

Students will:

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

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.

Instructor Availability & Support

Your instructor checks his e-mail at least once daily throughout normal business hours (M-F, 9-5). By institutional policy, instructors communicate with students online through VSU accounts (BlazeVIEW and the university e-mail system). If you are registered for the course as a Non-degree student, a BlazeVIEW account will be assigned to you for this semester. Your BlazeVIEW login and password serve as your BlazeVIEW login and password. The BlazeVIEW login page is at <http://blazeview.valdosta.edu/webct/logonDisplay.doweabt>.

All discussion posts and assignment submissions for this online course must be sent via BlazeVIEW.

Attendance

This is a Web-delivered course, with no required face-to-face meetings. Five “meetings” will require synchronous online sessions using Live Classroom. See the section below on “Technical Requirements”. All Live Classroom sessions will be archived (recorded) and will remain available on the BlazeVIEW course page for the duration of the course.

Activities Descriptions

Discussion Groups

Join a Discussion group in the second week of class. Give your group a name. Use this Discussion group as the place to submit your 4 journal reviews and give and receive feedback to each other. Working with your group-mates, you will also select e-resources and develop profiles on these e-resources. Each person in the group will be responsible for a different e-resource. Instructions on how to select and research the e-resource you choose will be posted in the BlazeVIEW course site in the **Week 1: Starting Gate Instructions** file.

Journal Article Reviews

Over the course of six weeks, you will read and write reviews for four journal articles.

You will find citations for the articles from which you may choose in the BlazeVIEW site under the week before the abstract is due. All the articles are available in full-text free on the Web or from online VSU subscriptions. Due dates of assignments are listed in the **Assignment Calendar** (below). Instructions on how to format your reviews for submission are located in the BlazeVIEW course site in the **Week 1: Starting Gate Instructions** file.

Post your reviews to your group discussion board. Your instructor will read and grade each review. Read the reviews submitted by your group-mates and comment as if you were part of a selection team. Reactions are not graded.

Guest Speakers

Four guest speakers and the instructor will present on topics related to the management of electronic resources using the Live Classroom tool in BalzeVIEW. All Live Classroom sessions will be archived (recorded) and will remain available on the BlazeVIEW course page for those of you who cannot attend the Live sessions.

E-Knowledge Checks

You will submit 2 reaction reports on what you have learned from the readings and speakers to the discussion board called E-Knowledge Checks. Guidelines on what to include in your posts and how to submit them are located in the BlazeVIEW course site in the **Week 1: Starting Gate Instructions** file.

E-Resource Selection Profile

For this project, you and your group partners will play the roles of a material selection team. Imagine that you must review an assortment of e-resources either for initial purchase or for continuation in a library collection.

Establish a theme or topic that is of mutual interest among group members. Your e-resource selection must relate to that theme. You will find sample themes and recommended resources listed in the **Week 1: Starting Gate Instructions** file.

Each one of you will investigate one product currently available to libraries as an electronic resource. You will use a worksheet (to be provided) to answer questions about your selected e-resource's features, availability, cost, usability, etc. Along with the individual profiles, the group will prepare and submit ONE executive summary that shows an approximation of the budget you would need and the vendors you would use to acquire these products.

Graded Course Requirements

Journal article reviews - Read and review 4 articles (Earn 16 points for each review)	64 points
E-Knowledge Checks – Synthesize what you have learned in 2 posts (Earn 11 points for each post)	22 points
*E-Resource Selection Profile	30 points

116-105 points = A 104-93 points = B 92-82 points = C 81-70 points = D Below 70 points = F

*You must submit your E-Resource Selection Profile to receive credit for the course. Not submitting the E-Resource Selection Profile will result in a grade of F for the course regardless of accumulated points.

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

There will be no Incompletes for this course. Friday, July 1 is the last day to withdraw from this course without academic penalty. If you are affected by 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 July 1st deadline.

Assignment Calendar

Week 1

Wed. June 8-Tue. June 14

Read Starting Gate Instructions

Introduce yourself to the class.

Read and heed instructions and evaluation criteria on Journal Article Reviews.

Read and heed instructions and evaluation criteria on the E-Knowledge Checks.

Under Bibliography of Journal Articles, read, step through, and save the guide sheets on using these e-resource selection aids:

Charleston Advisor
"E-Reference Ratings" published by *Library Journal*

Open and view the two PowerPoints

E-Journal Organization and Access
Resource Discovery

Background reading: Gregory textbook, Chapter 7

Tue. June 14, 7:30 PM Live Classroom

Speaker: Ann Snoeyenbos, Coordinator for International Sales and Special Markets
Project MUSE

Tue. June 14, Journal article Review #1 due

Deadline: 11:30 PM - Submit using the assignment tool.

Week 2

Wed. June 15-Tue. June 21

Collection Development and E-Resource Selection

Background reading: Gregory textbook, Chapters 1, 2, and 8

Follow instructions on signing up for a group, name your group by June 21

Tue. June 21, 7:30 Live Classroom

Speaker: Carolyn Klatt, Reference and Electronic Resources Librarian,
Mercer School of Medicine, Memorial University Medical Center, Savannah
Campus

Tue. June 21, Journal article Review #2 due

Deadline: 11:30 PM - Submit using the assignment tool.

Week 3

Wed. June 22-Tue. June 28

Organization and Access Part 1: E-Journals

Background reading: Gregory textbook, Chapter 4

View PowerPoint presentations if you didn't already...

E-Journal Organization and Access

Resource Discovery

Tue. June 28, E-Knowledge Check #1 due: Reactions to readings and speakers

Deadline: 11:30 PM - Post to your group discussion board.

Topic lists for your E-Resource Selection Profiles will be posted for your consideration and the worksheet to be used for this project will be available.

Week 4

Wed. June 29-Tue. Jul. 5

Organization and Access Part 2: E-Books

Review ONE of the 3 journal articles named in this week's BlazeVIEW folder.

Fri. July 1, Last day for Summer II withdrawal

Mon. July 4 - July 4th holiday observed. All VSU offices are closed.

Tue. July 5, 7:30 Live Classroom

Speaker: Jack Fisher, Instructor and previous Head of Acquisitions at Odum Library

Tue. July 5, Journal article Review #3 due: Tuesday

Deadline: 11:30 PM - Submit using the assignment tool.

Week 5

Wed. Jul. 6-Tue. Jul. 12

Acquisitions and Budgeting

Background reading: Gregory textbook, Chapter 3

Post the titles of the E-Resources your group will review to your group discussion board.

Tue. July 12, 7:30 Live Classroom

Speaker: Tessa Minchew, Georgia Perimeter College, Systems & Electronic Content Librarian, Assistant Professor

Tue. July 12, Journal article Review #4 due
Deadline: 11:30 PM - Submit using the assignment tool.

Week 6

Wed. Jul. 13-Tue. Jul. 19

Evaluation and Assessment Techniques (E-Metrics) and DRM

Background reading: Gregory textbook, Chapter 5 and 6

Tue. July 19, 7:30 Live Classroom

Speaker: Patrick Carr, East Carolina University-Joyner Library, Electronic & Continuing Resources Acquisitions, Assistant Professor

Week 7

Wed. Jul. 20-Tue. Jul. 26

Tue. July 26, E-Knowledge Check #2: Reactions to readings and speakers.
Deadline: 11:30 PM - Post to your group discussion board.

Tue. July 26 - Last day of class

Thu. July 28 - Post your E-Resource Profiles and your group's Executive Summary (11PM)

Technical Requirements

All class materials will be placed on a password-protected Web site using the Vista/BlazeVIEW course management program. If you are a new Vista user, go to the 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.

To meet all class requirements, you should be prepared to: (1) check the BlazeVIEW course homepage several times a week, sometimes daily, if a course discussion is in progress; (2) open and save/print all documents that are required background reading - this requires the Adobe Acrobat Reader on your computer; (3) locate additional course readings using the GALILEO databases and download or print these out (this also requires the Adobe Acrobat Reader on your computer); and (4) 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 requires the format for **MS Word 97-2003**. If you are using MS Word 2007, save it down to the 97-2003 format. 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). Documents that can not be opened on VSU equipment will be returned to you for re-formatting.

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."

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 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.