

**VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE PROGRAM**

Syllabus: MLIS 7220 Public Libraries - 3 credit hours- Spring 2014

Instructor

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Catalog Description: A study of the American public library and its place in contemporary communities: Topics include standards, planning, evaluation, governance, funding, and advocacy.

Prerequisite or co-requisite: MLIS 7200 or consent of the instructor.

Learning Outcomes:

Students will:

- Recognize the history of public libraries in the U.S.
- Analyze the role of public libraries in contemporary U.S. society.
- Describe governance of U.S. public libraries including their missions, goals, and functions
- Analyze and discuss the development, marketing, delivery and management of public library services and programs
- Identify and describe user and community characteristics and priorities and their effects on public library systems and services
- Analyze and discuss methods of evaluating public library systems, services, and programs
- Analyze and discuss the uses and impacts of digital information technology in public libraries.

Course format: This is an online course delivered through BlazeView, Valdosta State University's electronic course management system. All course content will be delivered through BlazeView. Students will be required to conduct selected course activities independently at a public library.

Required course texts and resources:

McCook, Kathleen de la Pena. (2011). *Introduction to Public Librarianship, 2nd edition*. NY: Neal-Schuman. ISBN 978-1-55570-697-5 (paper).

Publication Manual of the American Psychological Association [APA Style Manual], 6th ed. (2009). If you have the first printing of the 6th edition, be sure to get the corrections from the APA website.

- Basics of APA style are available at the Purdue University Online Writing Lab [OWL] website: <http://owl.english.purdue.edu/> and at <http://www.apastyle.org> but students will be held to the standards given in the actual APA Style Manual.

Weekly readings from the professional and research literature as indicated in the detailed reading list. Articles will be available via GALILEO Scholar, the Odum Library's e-journals collection, on Odum Library e-reserve, or links will be provided in the course website.

Subscribe to American Libraries Direct listserv: (AL Direct). An electronic newsletter sent by e-mail every Wednesday. *AL Direct* calls attention to new items on the ALA website, as well as practical, informative, and entertaining library-related news and tidbits found elsewhere online. Sign up for *AL Direct*: <http://www.ala.org/ala/alonline/alddirect/alddirect.cfm>

Summary of Graded Course Activities

The course calendar provides a summary of all course readings and activities for the semester. Details for each unit are posted in the appropriate folder on the course website. ***It is the student's responsibility to check the course calendar for DUE DATES for all class work and the unit folders for all required and supplemental readings and other materials.*** Summary descriptions of all required course work are provided below. Full details can be found in the assignments section of the course website.

Weekly Discussion Board Postings

Total Points Possible: 20

Week 1: Required - Please introduce yourself on the Introductions DB by Monday of unit 2.

Weeks 2 – 16: For full credit for the Discussion activity you must post twice to the 15 unit discussion topics during the week the topic is active as described in the assignments section of the course website.

Two Public Library Reports

Total Points Possible: 45

Summary: Identify a public library near where you live or work. If you already work in a public library you may use your workplace library and library system for this assignment. You may (and should) use this library as a resource for completing most of the assignments in this course and as a resource for your responses to the weekly discussion board topics when appropriate. There are two reports required which will be submitted individually by the dates indicated on the course calendar. Complete instructions are provided in the assignments section of the course website.

Report 1 – Library profile and challenges: 30 points

Report 2 – Library Services and Programming: 15 points

Literature Review

20 points

Public libraries are rapidly changing institutions and public librarianship is a rapidly changing field of practice. Identify a relevant topic of interest or concern to you and explore it in a 2500-3000 word paper. This is not an opinion paper; please explore the professional and research literature on your topic and present different perspectives if you find them. This paper should be double spaced and follow APA publication guidelines. You should include a reference list and cite your sources in your paper according to APA style. Complete instructions are provided in the assignments section of the course website.

Final Vision Essay

15 points

After having thought all semester about various public library topics, this is your chance to define what you want your public library to be. Complete instructions are provided in the assignments section of the course website.

Course Grades

Students can earn a maximum of 100 points in this course as indicated above.

Course grades will be awarded as follows:

A: 90 – 100 points

B: 80 – 89 points

C: 70 – 79 points

D: 60 – 69 points

F: fewer than 60 points.

NO grade below a C will be credited toward a VSU graduate degree. To be eligible to receive an A in the course a student must complete every 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 or copied into a paper or project from a source without proper citation. 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.

COURSE POLICIES

General Assumptions: This course is designed for the online learning environment and all course activities will take place inside the course website in BlazeView or on your own in the environment indicated in the assignment descriptions. Distance learning support is available from VSU. Please see: <http://ww2.valdosta.edu/vista/students.shtml>

All required readings are summarized on the course calendar and listed in full on the reading list and in the weekly folders. All readings other than the textbook chapters are accessible through GALILEO or Valdosta State University's Odum Library online journal access or through public access websites or through Odum Library course e-reserves or will be provided inside the course website in pdf format.

Students are expected to be able to obtain materials from GALILEO and the Odum Library's electronic collections and resources or their equivalents as part of their successful participation in this course. An online services guide for distance education students is on the Odum Library web site at <http://ww2.valdosta.edu/library/services/distanceeducation.shtml> Students should feel free to ask a local librarian for help learning to navigate GALILEO.

Attendance: Course content is delivered asynchronously according to the course calendar. It is the student's responsibility to follow the course calendar and participate via BlazeView as indicated at the appropriate times. It is in the student's best interest to log into the BlazeView course delivery system daily to check for announcements and e-mail messages related to the course.

Communication: The course Faculty Office discussion board will be available for the duration of the semester. Please post course-related questions that may be relevant to your classmates on the discussion board. Please read the Faculty Office discussion board regularly. If you have a personal question please send it to the instructor via BlazeView course e-mail. If you would like to speak with the instructor by telephone please ask for an appointment via e-mail so a mutually appropriate time can be determined. If you are in Valdosta and would like to meet face to face please send a message via e-mail to arrange a time. If I am on campus and my office door is open please feel free to come in.

Submitting written assignments: All written work must be submitted as attachments to the assignment modules in the BlazeView course website using Word or rtf formats (.doc, .docx, .rtf suffixes only). If you use any word processing program other than Microsoft Word, please save your document in Rich Text Format (rtf). **All written work file names should begin with your last name and first initial and include the assignment name as the file name, for example: DoeJ_assignname.docx**

The university's Information Technology department provides step-by-step guides on how to use VSU's e-mail system and other resources. The IT Help Desk is at <http://ww2.valdosta.edu/helpdesk/index.shtml> The telephone hotline is 229-245-4357.

Late work: All course work is due inside BlazeView on the date and time indicated on the course calendar. Any exceptions without penalties must be negotiated in advance. Technological crises are not an acceptable excuse for submitting work late unless BlazeView is down at the time the work is due.

A grace period of 24 hours is offered without penalty. After 24 hours 20% of the possible grade will be deducted from the student's score for every additional 24 hours or increment thereof that the work is late up until the day the BlazeView assignment submission window closes. If you need additional time to work on an assignment or if you have a scheduling conflict please contact your instructor BEFORE the assignment is due to discuss your situation. The instructor WILL NOT accept work after the assignment submission window closes without prior consent.

University Policies

Academic Honesty at Valdosta State University: "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 behaviors are contained in the Student Handbook, Student Code of Conduct." See also: <http://ww2.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>

It is your responsibility to make sure you understand how to avoid breeches of academic integrity. If you are unsure about the parameters of an assignment, ask for clarification. If you need help with citations and research resources and techniques, the university provides extensive resources for students. For help please start at the Odum Library's "how to" page: <http://ww2.valdosta.edu/library/learn/index.shtml>

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 <http://ww2.valdosta.edu/academic/SafeAssignforStudents.shtml>

Accommodations statement: From VSU's Access Office: Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit <http://ww2.valdosta.edu/access> or email: access@valdosta.edu.

If you have a documented disability please contact the Access Office. Once your request for accommodation is submitted please contact the instructor to discuss accommodations or modifications of course content and delivery.

Student Conduct: All interactions related to this class are to be conducted respectfully and professionally whether during face to face meetings, online interactions, small group work, e-mail or telephone communication according to the Student Code of Conduct as presented in the Valdosta State University Student Handbook, beginning on page 60: <http://ww2.valdosta.edu/studentaffairs/StudentHandbook.shtml>

Student Success Center: <http://ww2.valdosta.edu/ssc/> provides free tutoring and support for distance learning students at <http://valdosta.askonline.net>

Student Agreement: Enrollment in this class signifies that you have 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.