

**Dewar College of Education and Human Services
Valdosta State University
Department of Library and Information Studies**

**MLIS 7230
Special Libraries and Information Centers
Three Credit Hours**

Guiding Principles (DEPOSITS)

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a lifelong process of development and growth.

Ownership Principle: Professionals are committed to and assume responsibility for the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community-building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

ALA's Core Competences of Librarianship

(Extracted from ALA's Core Competences of Librarianship 2009, available from <http://www.ala.org/educationcareers/sites/ala.org/educationcareers/files/content/careers/corecomp/corecompetences/finalcorecompstat09.pdf>)

1. **Foundations of the Profession:** The librarian understands the role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience), the legal framework within which libraries and information agencies operate; and the certification and/or licensure requirements of specialized areas of the profession.
2. **Information Resources:** The librarian understands the concepts and issues related to the lifecycle of recorded knowledge and information; the acquisition and disposition of resources; and the management and maintenance of various collections.
3. **Organization of Recorded Knowledge and Information:** The librarian understands and uses the principles involved in the organization, representation, and classification of recorded knowledge and information.
4. **Technological Knowledge and Skills:** The librarian understands and uses information, communication, assistive, and related technologies consistent with professional ethics and prevailing service norms and applications.

5. Reference and User Services: The librarian understands and uses the concepts, principles, and techniques of reference and user services to provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups.
6. Research: The librarian understands and uses the fundamentals of quantitative and qualitative research methods to evaluate and assess the actual and potential value of new research.
7. Professionalism. The librarian understands the necessity of continuing professional development of practitioners in libraries and other information agencies; the role of the library in the lifelong learning of patrons; and the application of learning theories, instructional methods, and achievement measures in libraries and other information agencies.
8. Administration and Management: The librarian understands the principles of planning and budgeting in libraries and other information agencies; the principles of effective personnel practices and human resource development; the assessment and evaluation of library services and their outcomes; and the issues relating to, and methods for, principled, transformational leadership.

MLIS Program Objectives (PO)

Graduates of the VSU MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information. *[ALA CORE COMPETENCES 1,2,3,5,8]*
- PO 2. Use existing and emerging technologies to meet needs in libraries and information centers. *[ALA CORE COMPETENCE 4]*
- PO 3. Integrate relevant research to enhance work in libraries and information centers. *[ALA CORE COMPETENCE 6]*
- PO 4. Demonstrate professionalism in their work in libraries and information centers. *[ALA CORE COMPETENCE 7]*

INSTRUCTOR

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Office Hours: Tuesday-Wednesday-Thursday, 2-5 pm

Website: <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/faculty.php>

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. Prerequisite or corequisite: MLIS 7200 or consent of instructor.

REQUIRED TEXTBOOKS / RESOURCE MATERIALS

The purchase of a commercial textbook is not required for this course. The instructor provides handouts and citations to external readings. Print these out and organize them into a notebook.

COURSE OBJECTIVES (with alignment to MLIS Program Objectives on page 2 of this syllabus)

Upon completion of this course, the student will be able to:

- SLO 1. Describe the various types of special libraries and information centers, their functions, purposes, policies, services, and clientele.
- SLO 2. Describe a special library or information center organizational structure and how it fits into the organization of a parent institution where applicable.
- SLO 3. Identify and evaluate the information needs of special library patrons and the role of special librarians in addressing those needs.
- SLO 4. Discuss the principles of marketing and promoting a special library or information center.
- 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.
- SLO 6. Discuss the ethical obligations that are specific to special libraries or information centers.

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

The following list is a brief overview of the activities 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.

Assignments in Brief

What Makes a Special Library "Special"?

10 points

Read chapters 1, 2, and 3 of the Ellis and Massoud text and visit the Special Libraries webpage at <https://www.sla.org/>. Check the Assignment Calendar and BlazeVIEW discussion board for further materials or instructions.

Pioneers of Special Libraries

10 points

Read the sections on Special Libraries (pp. 55-67) and Museums (pp. 239-253) from *Librarian at Large: Selected Writings of John Cotton Dana* at <http://hq.sla.org/pubs/sla%20pubs/librarian%20at%20large.pdf>
Read the entry from *Supplement to the Dictionary of American Library Biography* on Daniel Nash Handy. Check the Assignment Calendar and BlazeVIEW discussion board for further materials or instructions.

Talking the Talk

20 points

Find a monograph or set of journal articles on your selected library or information center type. Prepare an overview on the terminology used in this area of practice and other topics that will require librarians to develop a specialized vocabulary. Check the Assignment Calendar and BlazeVIEW discussion board for further materials or instructions.

Setting your Learning Goals

Required, not graded

Walking the Walk

20 points

Contact your mentor – introduce yourself and determine how you want to communicate with each other. Check the Assignment Calendar and BlazeVIEW discussion board for further materials or instructions.

Developing a Product

20 points

In consultation with your mentor, develop a product that could actually be used in that specialist's library or information center. Check the Assignment Calendar and BlazeVIEW discussion board for further materials or instructions.

Special Library Comparison

20 points

Partner with a classmate who chose a different environment. Compare your special library or information center to that of your classmate. Check the Assignment Calendar and BlazeVIEW discussion board for further materials or instructions.

COURSE GRADES

Students can earn a maximum of 100 points in this course. Course grades will be awarded as follows:
100 – 90 points = A 89 – 80 points = B 79 – 70 points = C 69 – 60 points = D Below 60 points = F

Standards for MLIS core courses: **No grade below a C will be credited toward a VSU graduate degree.**

To be eligible to receive an A in this course requires completing 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 citing. 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.

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

COURSE EVALUATION

As a student in this class, you are expected to: (1) read or view all assigned background materials; (2) participate in all online discussions and class follow-up activities; (3) check the BlazeVIEW course site regularly for messages and posted materials; (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 the COEHS *Policy on Plagiarism* on page 6 and the *MLIS Guide to Ethical Conduct* at <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf>).

ATTENDANCE POLICY

This is a Web-delivered course with no required face-to-face meetings. The instructor may schedule real-time instruction using tools in BlazeView such as Chat or the Collaborate classroom. These lectures will be archived for students who cannot attend the live sessions.

COMMUNICATION

Please post course-related questions that may be relevant to the class on the Ask the Instructor discussion board. You are expected to read the discussion boards 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 in person or by telephone, please make contact during office hours.

SUBMITTING WRITTEN ASSIGNMENTS

All written work must be submitted as instructed on the BlazeView course website using Word formats (.doc or .docx suffixes only) or other formats designated by the instructor. The university's Information Technology (IT) 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>. Their telephone hotline is 229-245-4357. BlazeVIEW is powered by the Desire2Learn (D2L) course learning system. D2L provides 24/7 support 365 days a year. To contact D2L, go to <https://D2LHelp.view.usg.edu> or call the hotline at 855-772-0423.

LATE POLICY

This course will be taught as an online seminar in which you will have a flexible type of assignment schedule. Look for recommended deadlines on the Assignment Calendar on the BlazeVIEW website.

Completely skipping an assignment is not acceptable in graduate school. To be eligible to receive an A in this course requires completing every assignment and submitting within the specified deadlines.

A grade of Incomplete is not an option unless a non-academic situation interferes with completion of assignments after the option to withdraw without academic penalty passed (March 5). A petition for an Incomplete must be submitted with documentation to the professor at the time an assignment is missed. Withdrawal from a course after March 5 requires a petition to the VSU Dean of Student Affairs.

PROFESSIONALISM

The Department of Library and Information Studies expects that MLIS 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 student will be timely and complete with assignments and other engagements. The student will communicate in a professional manner in both speech and writing. The student will maintain a professional attitude, being respectful to others and their viewpoints, and seek to maintain objectivity. The student will exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

DEWAR COLLEGE OF EDUCATION & HUMAN SERVICES POLICY ON PLAGIARISM

<http://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>

ACCESSIBILITY 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 age, 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.

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://www.valdosta.edu/access> or email: access@valdosta.edu.

STUDENT OPINION OF INSTRUCTION

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.