

**VALDOSTA STATE UNIVERSITY**  
**MASTER OF LIBRARY & INFORMATION SCIENCE**  
**MLIS 7200 Management of Library and Information Centers**  
**Syllabus—Summer II 2012**  
Three Credit Hours

**Instructor:**

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**Course Description:**

**Prerequisite or co-requisite: MLIS 7000.** This course is an introduction to the functions of library management and its underlying theoretical concepts. The course provides an overview of the history of management, an introduction to management theory and functions, including planning, leading, organizing, staffing, controlling, budgeting, human resource issues, and an understanding of management as a system involving all staff.

**Draft MLIS Program Objectives (PO)**

(submitted to the Graduate Executive Committee Fall 2011)

Graduates of the VSU 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 work in libraries and information centers.

PO 4. Demonstrate professionalism in their work in libraries and information centers.

**Learning Outcomes (LO):**

Students will:

- LO 1. Review the administrative process of a library or information center (PO 1).
- LO 2. Identify budgeting concepts (PO 1).
- LO 3. Compare leadership principles (PO 1, PO 4).
- LO 4. Recognize management issues for different types and sizes of libraries (PO 1).
- LO 5. Examine effective personnel practices (PO 1).
- LO 6. Identify concepts and methods for library assessment and evaluation (PO 3).
- LO 7. Propose a strategic plan (PO 1).
- LO 8. Discuss the central research findings and research literature related to library and information center management (PO 3).

**Textbook:** There is one required text for the course,

- Stueart, R., & Moran, B. (2007). *Library & Information Center Management* (7th ed.). Littleton: Libraries Unlimited.

**Additional readings from the professional and research literature:** Selected journal articles and/or other resources are listed on the course calendar, reading list, and in the weekly folders.

**Suggested Readings:**

- Trotta, M. (2006). *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman.
- Evans, G., & Ward, P. (2007). *Management Basics for Information Professionals* (2nd). New York: Neal-Schuman.
- Evans, G. E. (2003). *Beyond the Basics: The Management Guide for Library and Information Professionals*. New York: Neal-Schuman
- Matthews, J. (2005). *Strategic Planning and Management for Library Managers*. Westport: Libraries Unlimited.
- Snyder, H. (2006). *Small Change Big Problems: Detecting and Preventing Financial Misconduct in Your Library*. Chicago: ALA.

### Course requirements and resources

This course assumes that you are familiar with Valdosta State University's online learning technologies. The course is designed for the online learning environment and all course activities will take place inside the course website in BlazeView. Distance learning support is available from VSU. Please see: <http://www.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 Valdosta State University's Odum Library online journal access **or** through public access websites **or** will be provided inside the course website in pdf format.

Students are expected to be able to obtain materials from 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://www.valdosta.edu/library/services/distanceeducation.shtml> .

Supplemental readings and resources may be listed on the course website by topic. They are, by definition, not required but can help you broaden and deepen your understanding of topics of interest to you and of the subject area of the course in general. They may be of great help to you in successfully completing the course assignments.

### Course Activities:

Course activities include a set of readings, assignments (e.g., discussion posts, case studies, and group projects), and online discussions. Details for each week 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 weekly folders and assignment folders for all required and supplemental readings and other materials.*** Full descriptions of all required course work are provided in the assignments section of the course website.

**Technological Requirements:**

As this is an online course that also focuses its attention on online information services, students must have almost daily access to the Internet. That access will use email and the web (through the student's browser) for class-related communication. As mentioned above, it is expected that each student will be capable of dealing with PDF files and MS Words documents.

**Graded Activities:****Weekly discussion board postings: 25 points**

Weeks 1 – 7: Your posts must be made to the weekly discussion topics during the week the topic is active as described in the assignment details section of the course website.

**Management consultancy project: 40points**

- Client description: Secure a management client and describe his/her institutional environment and role: 5 points
- Management consultant interview report including problem, weakness, or threat and bibliography of relevant literature: 10 points
- Consultant's report to manager: 15 points
- Reaction paper reporting manager's response to your recommendations and your self-assessment of the experience: 10 points

**Case study analysis: 20 points**

There will be two case study analysis assignments. Students are expected to suggest the best alternative(s) for resolving the problem and propose an implementation plan if this is appropriate.

**Strategic plan: 15 points**

Groups of three or four students will prepare a strategic plan for a real or mythical library.

**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

B – 80-89

C – 70-79

D – 60-69

F – Fewer than 60 points

**Submitting your Written Work**

All written work is due on the date and time specified in the course calendar. Any exceptions must be negotiated in advance. Technological crises are not an acceptable excuse for submitting work late unless BlazeView is down.

**Late work:** 10% will be deducted from the student's score for every additional 24 hours or increment thereof that the work is late.

All written work must be submitted through the BlazeView course website using Word Document or rtf formats. If you use any other word processing program please save your document in Rich Text format (rtf). **All written work file names should begin with your last name and include the assignment name as the file name, for example: yangcbestmgr.doc**

**Distance Learning Support:**

To help address concerns of off-campus and online students, the library maintains the Library Services and Resources for Distance Education Student webpage at <http://www.valdosta.edu/library/services/distancestudents.shtml> . If at any time you have general questions about the library or specific questions about library resources, please call the Odum Library Reference Desk at (229) 333-7149 or email at [library@valdosta.edu](mailto:library@valdosta.edu) . Chat reference is available at <http://www.valdosta.edu/library/forms/disted.php> . Chat reference is available at <http://www.valdosta.edu/library/ask.shtml> .

## UNIVERSITY POLICIES

### **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 acknowledgment of external sources. Specific regulations related to student conduct and behaviors are contained in the *Student Handbook*, *Student Code of Ethics*. See <http://www.valdosta.edu/academic/AcademicHonestyatVSU.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://www.valdosta.edu/library/learn/howto.shtml>

### **Using SafeAssign**

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 SafeAssign for Students (<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml> ).

### **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 Act of 1974, Age Discrimination of 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 the Farber Hall. The phone numbers are 229-245-2498 (V/VP) and 229-219-1348 (TTY). The website is <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.