

VALDOSTA STATE UNIVERSITY

MLIS PROGRAM

MLIS7220 SYLLABUS

PUBLIC LIBRARIES

Summer 2007

Instructor: Wallace Koehler

CONTACT INFORMATION

Email: wkoehler@valdosta.edu

Phone: 229 333 5966

Fax: 229 259 5055

USPS:

MLIS Program, Odum Library

Valdosta State University

1500 N. Patterson Street

Valdosta, GA 31698

EXPECATIONS and OUTCOMES

Students completing this course should gain a beginning understanding of the history of public libraries and their role in society. To that end, they are introduced to the workings and functions of public libraries, with a particular but not exclusive focus on the United States. These include the ethics of practice, management, patron relations, governance, selection and acquisition, and related issues.

VSU POLICIES

VSU and the MLIS Program adhere to guidelines that regulate the relationship between the University and faculty and the student. These include access for students with disabilities, sexual harassment, equality of opportunity, and related matters. The University and the Program also concerned with issues of academic dishonesty. For more information, see http://www.valdosta.edu/mlis/student_resources/

OFFICE HOURS

As this is an online course, formal, specific office hours do not work well. Most students choose to communicate via email. If you do so, I will endeavor to respond to course related email within 48 hours of its receipt.

Should you wish to meet with me in person, you should make an appointment. That said, I have an open door policy. If my door is open, I will be happy to see you.

Similarly, if you choose to phone, phone. If I am free I will speak with you. Otherwise, leave a message and I will get back to you.

The good news/bad news ? this is a summer course ? we have but seven weeks to do the work of sixteen. It is important to remain focused and on schedule.

ADMINISTRATIVE INFORMATION

We will be using WebCT Vista to manage all course communications, including the posting of assignments. Students who enroll in this course will be automatically placed within the WebCT shell.

TEXTBOOKS

Greiner, Joy, 2004. *Exemplary Public Libraries*. Westport, CT: Libraries Unlimited. ISBN 0-313-31069-6

McCook, Kathleen de la Peña, 2004. *Introduction to Public Librarianship*, NY: Neal-Schuman. ISBN 1-55570-475-1

Greiner is a series of case studies. As such it does not divide up nicely to fit into weekly assignments. It is a fairly easy read. Recommendation: Read it early on in the semester. Map experiences reported in Greiner to the various subjects under review.

McCook, on the other hand, can best be read based on the recommendations in the weekly assignments.

These books may be ordered from your favorite virtual bookseller, the publisher, or the VSU Bookstore

READINGS

Provided online:

These two chapters provide an historical background and context to the post-modern 21st century North American public library

Edwards, Edward. *Free Town Libraries*. London: Trübner & Co. 1869. Book 3, Chapter 1.

Greenwood, Thomas. *Public Libraries*, 4th ed., originally published 1894, republished 1971. Chapter XXXI: Public Libraries in the United States and Canada

EXAMS AND ASSIGNMENTS

Visit a public library in the first week of the semester. Talk with staff and patrons. Prepare an "impression" paper on the visit not to exceed ten pages. You need not provide citations to the literature, but if you do reference any of the public library's documents, cite them. USE GREINER as a guide. We will share these papers with other members of the class. If you are employed by a public library, feel free to write about it if you wish. This is an **ungraded** but required assignment. Failure to provide the paper will result in a drop of one letter final grade. The paper is due at the end of the third week of the semester.

EXAM: There will be one exam in July. The first question is provided below. I will place the exam questions in WebCT. I will provide everyone with the URL through their VSU email address.

You will have three days in which to complete it. For each day the exam is late, I will reduce its value automatically by one letter grade.

The exam will be in essay format. There will be several questions and you will be provided with choices among the questions.

As the first question of your final exam, refer back to the "impression paper" you wrote in the first week. Now that you have completed the course, how have your views and perceptions changed? Discuss and document (if possible) your end of semester perceptions. Hint "you may want to begin preparing the answer as you move through the course.

ASSIGNMENTS: Seven assignments are offered. You are to choose any five to answer. You must answer five. Of those five, your lowest assignment grade will be dropped. If you only respond to four, **the zero will be counted.**

Each assignment is to be sent to the appropriate WebCT folder.

Each assignment is due by Saturday midnight at the end of the block of instruction

For all assignments, provide a written essay or annotated bibliography not to exceed 10 word processed pages. The operant term is "not to exceed" If you can provide an appropriate response in fewer pages, please do so.

Assignment 1: Develop an annotated bibliography of peer reviewed articles and books concerned with any one of these three: "(a) history of public libraries, (b) philosophical differences in practice of public, academic, and special libraries OR (c) the marketing of libraries in the US between 1950 and today.

Assignment 2: Draft a paper comparing the governance of public libraries in the US. Pay particular attention to states where boards are governing and where they are advisory. Compare and contrast the two approaches. Do **not** choose Georgia.

-or-

Describe certification systems at the state level in the United States. As this is to be a survey paper, include Georgia.

Assignment 3: How are public libraries supported? Is there and should there be a shift from public funding to more reliance on foundations and private resources?

See Greiner pp 199-204

Assignment 4: Discuss the problem patron. What is the legal regime, that is, what laws regulate how libraries respond to problem patrons? What have the courts said? You may write either a paper or prepare an annotated bibliography.

Assignment 5: Discuss the evolution of cataloging and classification in public libraries.

-or-

Why is DDC most appropriate (or not) for public library applications? What should public libraries do with digital documents?

Assignment 6: Should public libraries continue to differentiate their services by age and other demographics? Is there a limit to what libraries could or should do? Are larger systems at an advantage over smaller systems, if so, if not, how and why? You may write either a paper or prepare an annotated bibliography.

Assignment 7: In a paper, consider the key challenges facing a public library of your choice today. Document your argument, using materials and/or interviews from your target library. What are the likely directions your target library will take? What will it look like in ten years?

WEIGHTS:

Final Exam 20% of Final Grade

Assignments: Each 15% of Final Grade

Discussions: 20% of Final Grade

GRADES:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: Below 60.

LECTURES and READINGS

I have developed two lecture on library history and intellectual property. I also have provided appropriate times for the readings. Both are indicated in the Course Outline, below

Other lectures and materials are to be found within the WebCT shell.

DISCUSSIONS

I will pose starting questions for discussion. Post responses within the discussion arena of WebCT. Discuss that question as well as other related issues.

Frequency and quality of responses will make up the discussion portion of the grade.

COURSE OUTLINE

The Summer II Semester begins June 6, 2007 and ends July 27. Graduation is scheduled for July 28, 2007. This permits about 7.5 weeks for the course.

Week 1 - Role of Public Libraries in Society

History, Purpose and Theory

- John Cotton Dana
- S.R. Ranganathan

As compared to academic and special libraries

Marketing and Outreach

Libraries and Book Challenges

- Banned books
- Policing the Internet

Into the Future

- Computers, the Internet, and their place in the library
- On the evolution of the public library, looking backward, looking forward.

McCook ? Ch 1, 2, 5, 10

Lecture 1

Week 2 - Governance of Public Libraries

Boards

- Governing Boards
- Advisory Boards

State-level Oversight and Regulation

- Certification and Licensing
- Regulation

Guiding Documents and Their Value

- Vision Statements
- Strategic Planning

Administrative Structures

- Hierarchical
- Flat
- Other

Personnel Management

Budgeting and Funding

- Accountability and Audits
- Sources of funds

✍ Government ?

O&M

Salaries

Other

✍ Grants

Government

Private

✍ Gifts and Bequests

✍ Fees for Services or What Shall We Charge For?

✍ Friends of the Library

✍ Fines and other collections

✍ Other

✍ Bonds and other borrowing

McCook Ch 4, 5, 6, 7, 10

Weeks 3 - Selection and Weeding

Theory

Sources

- Vendors
 - ✍ Online sources
 - ✍ Traditional
- Reviews

Process

Non-Print

Donations

Weeding

Week 4 - Patron Relations

Demographics and Patron Needs

Friends of the Library

Volunteers

The Problem Patron

Weeks 5 - Technical Services

Definitions and Theory

Retrospective Cataloging?

- Does Dewey Do It?

Copy and Original Cataloging

- Vendors and Resources

- ✍ OCLC and LC

- ✍ Other

Digital mark up (Dublin Core and the rest)

Weeks 6 - Specialty Collections and Services

Children, Youth, and Young Adults

Adults

Foreign Language

Handicapped

- Vision impaired
- Hearing impaired

- Other

Media and Non-print

McCook Ch 8-9

Weeks 7 - Digital Resources and Services

OPACs

Online Services

Online Resources

- Databases
- Union Catalogs
- Library Consortia
- Materials
- The WWW

Week 7 - Spillover, Review and Examination

Final Exam

McCook Ch 11, 12

Lecture 2

RECOMMENDED & SUGGESTED READINGS

Camelia, Alice. *Library Disaster Planning and Recovery Handbook*. NY: Neal Schuman, 2000.

Cotts, David G. *The Facility Management Handbook*. Second edition. NY: American Management Association, 1999.

Gorman, Michael. *Our Enduring Values/Librarianship in the 21st Century*. Chicago: American Library Association, 2000.

Habich, Elizabeth Chamberlain. *Moving Library Collections: A Management Handbook*. Westport, CT: Greenwood Press, 1998.

Merkow, Mark and Breithaupt, James. *Internet: The Complete Guide to Security*. NY: American Management Association, 2000.

Sannwald, William W., *Checklist of Library Building Design Considerations*, 4th Edition. Chicago & London: A. L. A., 2001

Steele, Gloria and Elder, Stephen. *Becoming a Fundraiser*, 2nd ed. Chicago: ALA., 2000.

Sutton, Dave, *So You're Going to Run a Library*. Englewood, CO: Libraries Unlimited, Inc., 1995.

Weingand, Darlene E., *Administration of the Small Public Library*, 4th ed. Chicago: ALA, 2001

Williams, Lorraine M., *The Library Trustee and The Public Librarian*. Metuchen, N. J., The Scarecrow Press, Inc., 1993.

Willis, Mark, *Dealing With Difficult People in The Library*, Chicago: ALA 1999.

Wozny, Jay, *Checklists for Public Library Managers* Metuchen, N.J: The Scarecrow Press, Inc., 1989.