

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY AND INFORMATION SCIENCE
MLIS 7230 Special Libraries and Information Centers
Syllabus—Summer Semester 2010
Three Credit Hours

Instructor:

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Course Description:

Prerequisite or Co-requisite: MLIS 7200 or consent of the instructor. An examination of the administration and context of special libraries and information centers. Management, user services, technical services, collections, facilities, and marketing are addressed.

Course Objectives:

The student will:

- Describe the role and functions of several disparate special libraries and information centers
- Write a cover letter and resume appropriate for a job search in a special library or information center
- Design a marketing plan for a special library or information center.
- Discuss the ethical obligations that are specific to special librarians.

Required Text:

Matthews, Joseph R. *The Bottom Line: Determining and Communicating the Value of the Special Library*. Westport, Conn.: Libraries Unlimited, 2002. ISBN: 1591580048.

You must have access to current periodicals and professional journals. These materials will be available through Odum Library and other university libraries, and in many public libraries.

Recommended Supplemental Text:

Mount, Ellis, and Renee Massoud. *Special Libraries and Information Centers: An Introductory Text*, 4th Edition. Washington, D.C.: Special Libraries Association, 1999. ISBN: 0871115018.

(You are not required to purchase this text; however it will be a useful resource for this course.)

Attendance:

This is a web-based course with no face-to-face meetings required.

Assignments:

Text assignments and Discussion Board Participation: Students will be required to read the assigned text materials and respond to posted questions related to the readings. *A schedule of the reading assignments will be posted in the Assignments Folder.*

Article Reviews: During the semester you will find four (4) current articles in professional journals related to the services of Special Libraries and Information Centers. You will write a brief review of each article and discuss its relevance to topics covered in the textbook. *Full details of this assignment will be found in the assignment folder.*

Course Project: You will select a Special Library or Information Center that will be your focus for this course. Your choice must be approved by the instructor. You will arrange a tour of the library and an interview with the director or a librarian knowledgeable about the library programs and services. Using the techniques and concepts learned in this course:

- Write an essay describing the library’s purpose and mission including a brief sketch of the programs and services offered. In addition, you essay must address the ethical issues and obligations specific to special libraries.
- Create a basic marketing plan for this library
- Write a job description for a position in your special library.
- Write a cover letter to the library director and apply for the position you created in your job description.

(You will find detailed information about the Course Project in the Course Project Assignment Folder.)

Discussion Board: In addition to the Text assignments, other posts involving interacting with the instructor and classmates will be announced.

Final Exam: The final exam will be 2-3 short essay questions. The exam release date will be announced.

REQUIREMENTS:

Weekly Readings/ Discussion Board--30 Points
Course Project--30 Points
Articles--20 Points
Final Exam--20 Points

General Grading Scale:

A (91-100 Points)	Excellent work seen at the graduate level
B (81- 90 Points)	Satisfactory work—better than average work at the graduate level
C (71- 80 Points)	Honest attempt—late or missing work
D (61- 70 Points)	Perfunctory or missing work
F (Below 61 Points)	No attempt to learn; No credit hours earned

Note: Assignments submitted one week or less past the due date will be dropped one letter grade. Assignments submitted more than one week after the due date will be declined.

Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. *MS Word 2007* is the preferred format for document processing, please save your documents in Rich Text Format (raft) or as a PDF file.

Please follow the instructions for your assignments regarding:

- Pasting your response into a message box
- Using a file attachment
- Replying to a discussion post or creating a new post

When your assignment requires posting into a BlazeVIEW message box, compose your work in your word processor, then copy and paste it into BlazeVIEW. This prevents the loss of your work if your session 'times-out.' Remember to use SpellCheck, and be sure your work is grammatically correct. *Points will be deducted for spelling and grammar errors.*

Distance Learning Support: Odum Library Website:

<http://www.valdosta.edu/library/services/distanceseducation.shtml>

Academic Dishonesty:

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*.

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 handicap of the individual. It is the intent of the institution to comply with 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 not registered with the Special Services Program should contact Special Services in Nevins Hall, Room 2164. Phone: 229-245-2498.