

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7440 Electronic Resources in Libraries
Syllabus—Summer 2009
Three Credit Hours

Instructor:

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Catalog Description

Prerequisite: MLIS 7300 or MLIS 7400 or consent of the instructor. Policies and procedures for managing electronic information resources as a part of a library collection. Selection, budgeting, acquisitions, cataloging, assessment, copyright, licensing, and preservation are considered.

Course Outcomes

At the conclusion of the course, the students will be able to:

- Discuss policy alternatives and application procedures for selecting, acquiring, cataloging, and assessing library materials in electronic formats.
- Design workable budget scenarios for library collections that include electronic formats.
- Contribute to decision-making and negotiation of licensing agreements for electronic resources.
- Identify and implement appropriate preservation methods for electronic resources.

Textbook

Gregory, Vicki L. Ed. *Selecting and Managing Electronic Resources*. Revised ed.
Neal Schuman, 2006. ISBN: 1555705480 (paperback)

A copy of the textbook (listed above) is on Reserve for this semester in the Odum Library on the Valdosta State University campus. By mutual agreement between the MLIS Program and the Interlibrary Loan (ILL) office in the Odum Library, required textbooks for courses offered this semester will not be available for interlibrary loan. ILL staff in the Odum Library are **not** responsible for obtaining books that are required texts for any VSU student during any given semester.

Caveat Emptor: The first edition of the Gregory book published in 2000 differs significantly from this revised edition published in 2006.

Instructor Availability & Support

Dr. Ondrusek checks her e-mail and telephone messages at least once daily throughout normal business hours (M-F, 9-5). By institutional policy, instructors communicate with students online through VSU accounts (BlazeVIEW and BlazeNet e-mail). If you are registered for the course as a Non-degree or Continuing Education student, a BlazeNet account will be assigned to you for this semester. Your BlazeNet login and password serve as your BlazeVIEW login and password. The BlazeNet login page is at <http://luminis.valdosta.edu/cp/home/loginf>.

All discussion posts and assignment submissions for this online course must be sent via BlazeVIEW. In the case that we encounter technical problems with the BlazeVIEW software, the instructor will route group e-mail assignments through BlazeNet.

Attendance

This is a Web-delivered course, with no required face-to-face meetings. Three “meetings” will require synchronous online sessions using Live Classroom. See the section below on “Technical Requirements”. All Live Classroom sessions will be archived (recorded) and will remain available on the BlazeVIEW course page for the duration of the course.

Activities Descriptions

Discussion Groups

Join a Discussion group in the first week of class. Give your group a name. Use this Discussion group as the place to submit your 3 journal reviews. Working with your group-mates, you will also select e-resources and develop profiles on these e-resources. Each person in the group will be responsible for a different e-resource. Instructions on how to select and research the e-resource you choose will be posted in the BlazeVIEW course site in the **Week 1: Starting Gate Instructions** file.

Journal Article Reviews

Over the course of six weeks, you will read and write reviews for three journal articles.

You will find citations for the articles from which you may choose in the BlazeVIEW site under the week before the abstract is due. All the articles are available in full-text free on the Web or from online VSU subscriptions. Due dates of assignments are listed in the **Assignment Calendar** (below). Instructions on how to format your reviews for submission are located in the BlazeVIEW course site in the **Week 1: Starting Gate Instructions** file.

Post your reviews to your group discussion board. Your instructor will read and grade each review. Read the reviews submitted by your group-mates. Posting reactions to your group-mate’s reviews on that same discussion board is OPTIONAL. Reactions are not graded.

Guest Speakers

Three speakers will present on topics related to the management of electronic resources using the Live Classroom tool in BalzeVIEW. All Live Classroom sessions will be archived (recorded) and will remain available on the BlazeVIEW course page for those of you who cannot attend the Live sessions.

E-Knowledge Checks

You will submit 2 reaction reports on what you have learned from the readings and speakers to the discussion board called E-Knowledge Checks. Guidelines on what to include in your posts and how to submit them are located in the BlazeVIEW course site in the **Week 1: Starting Gate Instructions** file.

E-Resource Selection Profile

For this project, you and your group partners will play the roles of a material selection team. Imagine that you must review an assortment of e-resources either for initial purchase or for continuation in a library collection.

Establish a theme or topic that is of mutual interest among group members. Your e-resource selection must relate to that theme. You will find sample themes and recommended resources listed in the **Week 1: Starting Gate Instructions** file.

Each one of you will investigate one product currently available to libraries as an electronic resource. You will use a worksheet (to be provided) to answer questions about your selected e-resource's features, availability, cost, usability, etc. Along with the individual profiles, the group will prepare and submit ONE executive summary that shows an approximation of the budget you would need and the vendors you would use to acquire these products.

Graded Course Requirements

Journal article reviews - Read and review 3 articles (Earn 16 points for each review)	48 points
E-Knowledge Checks – Synthesize what you have learned in 2 posts (Earn 11 points for each post)	22 points
*E-Resource Selection Profile	30 points

100 - 91 points = A 90 - 81 points = B 80 - 71 points = C 70 - 61 points = D Below 60 points = F

*You must submit your E-Resource Selection Profile to receive credit for the course. Not submitting the E-Resource Selection Profile will result in a grade of F for the course regardless of accumulated points.

No grade below a C will be credited toward a VSU graduate degree.

There will be no Incompletes for this course. Thursday July 2nd is the last day to withdraw from this course without academic penalty. If you are affected by extenuating circumstances that interfere with connecting to the BlazeVIEW website or completing the assignments, you should consult your advisor about withdrawing from the course before the July 2nd deadline.

Assignment Calendar

Week 1

Wed. June 10 Starting Gate Instructions

Introduce yourself to the class.

Follow instructions on how to sign up for a Group.

Sign up for a group – Name your group.

Read and heed instructions and evaluation criteria on Journal Article Reviews.

Read and heed instructions and evaluation criteria on the E-Knowledge Checks.

Save and step through the guide sheets on using these e-resource selection aids:

Charleston Advisor

“E-Reference Ratings” published by *Library Journal*

Week 2

Mon. June 15 Collection Development and E-Resource Selection

Background reading: Gregory textbook, Chapters 1 and 2

Review the journal article named in this week’s BlazeVIEW folder.

Journal article Review #1 due: Monday, June 22nd

Deadline: 11:59 PM

Submit using the assignment tool.

Week 3

Mon. June 22 Organization and Access Part 1: E-Journals

Required reading: Gregory textbook, Chapter 4

Required viewing: PowerPoint presentation in this week’s folder

Wed. June 24 Speaker: Ann Snoeyenbos, Coordinator for International Sales and Special Markets
Project MUSE (Live Classroom, Evening. Time: To be announced)

E-Knowledge Check #1: Reactions to readings and speaker.

Due: Monday June 29th

Deadline: 11:59 PM

Post to your group discussion board.

Topic lists for your E-Resource Selection Profiles will be posted for your consideration and the worksheet to be used for this project will be available.

Week 4

Mon. June 29 Organization and Access Part 2: E-Books

Journal articles listed in this week's BlazeVIEW folder.

Review ONE of the journal articles named in this week's BlazeVIEW folder.

Journal article Review #2 due: Monday, July 6th

Deadline: 11:59 PM

Submit using the assignment tool.

Thurs. July 2 Last day to withdraw without academic penalty.

Fri. July 3 July 4th holiday observed. All VSU offices are closed.

Week 5

Mon. July 6 Acquisitions and Budgeting

Required reading: Gregory textbook, Chapter 3

Day of week Speaker: Jack Fisher, Head of Acquisitions at Odum Library
TBA (Live Classroom, Evening. Time: To be announced)

Post the titles of the E-Resources your group will review to your group discussion board.

Week 6

Mon. July 13 Evaluation and Assessment Techniques (E-Metrics)

Required reading: Gregory textbook, Chapter 5

Review ONE of the journal articles named in this week's BlazeVIEW folder.

Journal article Review #3 due: Monday, July 20th

Deadline: 11:59 PM

Submit using the assignment tool.

Week 7

Mon. July 20 Contracts and Licensing

Required reading: Gregory textbook, Chapter 6

Mon. July 20 Speaker: Carolyn Klatt, Reference and Electronic Resources Librarian,
Mercer School of Medicine, Memorial University Medical Center, Savannah Campus
(Live Classroom, Evening. Time: To be announced)

E-Knowledge Check #2: Reactions to readings and speakers.

Due: Monday July 20th

Deadline: 11:59 PM

Post to your group discussion board.

Mon. July 27 Discuss and proof your E-Resource Profiles and the group's Executive Summary
& Tues. July 28

ALL Discussion boards close at noon on July 27th.

Wed. July 29 All E-Resource Selection Profile worksheets and group executive summaries due.
Deadline: 8 PM
Post to your group discussion board.

Technical Requirements

All class materials will be placed on a password-protected Web site using the Vista/BlazeVIEW course management program. If you are a new Vista user, go to the Vista help pages at <http://www.valdosta.edu/vista/>. On the right margin are "Self Help" links. View the "Getting Started" tutorial first. Then return to the Vista page and login using your BlazeNet email ID and password.

To meet all class requirements, you should be prepared to: (1) check the BlazeVIEW course homepage several times a week, sometimes daily, if a course discussion is in progress; (2) open and save/print all documents that are required background reading - this requires the Adobe Acrobat Reader on your computer; (3) locate additional course readings using the GALILEO databases and download or print these out (this also requires the Adobe Acrobat Reader on your computer); and (4) keep electronic backup copies of each assignment and project you submit.

Unless otherwise stated, assignments must be submitted using a word processing program compatible with Microsoft (MS) Word. BlazeView requires the format for **MS Word 97-2003**. If you are using MS Word 2007, save it down to the 97-2003 format. If you are using WordPerfect or sharing documents with classmates who have a different version of Word, save your documents in Rich Text Format (rtf). Documents that can not be opened on VSU equipment will be returned to you for re-formatting.

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 acknowledgement of external sources."

Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

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.

Academic Honesty (continued)

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded 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. This, of course, does not apply to group projects that require collaboration on a final product.

Distance Learning Support

The university's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

To ask questions about **availability or location of VSU online resources**, use the VSU Library's Live Chat or E-mail at: <http://www.valdosta.edu/library/ask.php>. You may also phone the VSU Library's reference service at (229) 333-7149.

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 the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as 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 requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

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.