VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7200
Management for Libraries & Information Centers
Spring Semester 2011
Three Credit Hours

Instructor:

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Course Description :

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.

Course Objectives:

Students will:

- Review the administrative process of a library or information center
- Identify budgeting concepts.
- Compare leadership principles.
- Recognize management issues for different types and sizes of libraries.
- Examine effective personnel practices.
- Identify concepts and methods for library assessment and evaluation.
- Propose a strategic plan.
- Discuss the central research findings and research literature related to library and information center management.

Required Text:

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

Recommended Supplemental Text:

Green, R. (2007). Library Management: A Case Study Approach. Oxford: Chandos.
Highly Recommended:

Attendance:

This is a web-based course, with no required face-to-face meetings.   Synchronous online chat sessions may be scheduled in consultation with the students. It is the responsibility of the students to monitor the Discussion Board and *Assignments Folder* and submit work on a timely basis.

Discussion Board Assignments:

A schedule for weekly reading assignments is posted in the *Assignments Folder*. Discussion questions related to the readings will be posted throughout the semester. Students must participate in the discussions to receive credit for this portion of the course requirements.

Course Project:

The purpose of the Course Project is to provide students an opportunity to learn about library management from a professional who manages a library. Each student must choose a library (public, academic, or special library) for the course project. Contact the director or librarian who manages the library and confirm that he or she is willing to be interviewed for this project. ***Do not select a library where you are an employee***. You will apply knowledge gained from the text and other sources, as well as data gathered from your interview to compile a report about your library's management style, governance, budgeting, staffing, and other elements of management. ***Full details of this assignment are found in the Course Project Folder.***

Case Study Article:

Write a brief case study article about a current management issue affecting your project library. Read at least one article found in a peer-reviewed journal and follow the same format. Check requirements for references. You may choose any management topic; however, your case study must not include real names or information that would reveal the identity of individuals employed at your project library. You must explain your case and propose possible management solutions. ***Full details of this assignment are found in the Course Project Folder.***

REQUIREMENTS:

Course Project	50 Points		Discussion Board	20 Points
Case Study	30 Points			

General Grading Scale:

A – 90-100 Points-- Excellent work—among the best work seen at the graduate level
B—80-89 Points-- Satisfactory work—better than average work at the graduate level
C—70-79 Points-- Honest attempt—needs moderate to major revisions to be satisfactory
D—60-69 Points-- Perfunctory or missing work
F – Fewer than 60 points—Lacking even an attempt to learn or do, dishonesty, plagiarism

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

Technical Requirements:
All assignments must be submitted using computer programs that are compatible with VSU supported products. *MS Word* is the preferred format for document processing. PDF documents will be accepted.

Please follow the instructions in your assignments regarding:
- Pasting your response into a message box
- Using a file attachment
- Replying to a message or creating a new message.

When your assignment requires posting into a BlazeVeiw message box, compose your work in your word processor, then copy and paste it into BlazeVeiw. This prevents the loss of your work if you are 'timed-out.' Remember to use spell check, and be sure your work is grammatically correct. Points will be deducted for poor grammar and/or spelling.

BlazeView It Help: http://www.valdosta.edu/helpdesk/
Phone: 229-245-4357

Distance Learning Support: Odum Library web site:
http://www/valdosta.edu/library/services/distanceeducation .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 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

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 **MLIS7200 Syllabus for** Spring 2011 and 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.