Valdosta State University
Master of Library and Information Science
MLIS 7400: Collection Development
Syllabus--Fall 2011
Three Credit Hours

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Office Hours: By appointment

Description
Principles and processes for building and maintaining library and information center collections. Identification, evaluation, selection, acquisition, and preservation of materials in all formats will be emphasized. The contexts of all types of libraries, needs of diverse patrons, and legal and ethical issues will be considered. Prerequisite or corequisite: MLIS 7000 or consent of instructor.

Learning Outcomes (LO)
At the completion of the course students will be prepared to

- LO1 Explain principles that inform collection development decisions
- LO2 Discuss processes of building and maintaining collections of diverse material
- LO3 Formulate collection development policy
- LO4 Identify methods of collection evaluation and assessment
- LO5 Write a selection and acquisition plan based on needs for a particular library type
- LO6 Incorporate knowledge of professional and ethical standards into practice
- LO7 Discuss current topics in collection development

Required Materials
Textbook
Vicki L. Gregory. *Collection Development and Management for 21st Century Library Collections: An Introduction.* New York: Neal-Schuman, 2011. (ISBN 978-1555706517).

Hardware

- A headset with attached microphone for use with Live Classroom software.

Graded Assignments

Mid-Term Exam	25%	Due October 2
Selection Project Paper	50%	Due November 13
Final Exam	25%	Due December 6

Assignment Synopses

- **Mid-term**: A written exam of explanations, identifications, and definitions on topics in Gregory Chapters 1-5 & 7-8 and other assigned readings

- **Selection Project Paper**: A simulated selection project for a particular library type and subject

- **Final**: A written exam of explanations, identifications, and definitions on topics in Gregory Chapters 9-12. The final is optional. Not taking it means that the midterm and paper each will count 50% of the course grade.

Additional Assignment Information

- Details about each assignment will be provided in a handout on BlazeView
- Questions about assignments should be emailed to the professor
- Assignments receive a numerical score but a letter grade is used to calculate the course grade
- All assignments are individual
- Unless an extension is provided, assignments submitted late automatically will lose 10 points for every 24-hour period: an assignment submitted 5 minutes late will be lowered by 10 points, one submitted 25 hours later will be reduced another 20 points, and so on
- Requests for an extension are to be handled in a phone call to the instructor
- Assignments are to be completed in Microsoft Word using Times New Roman or Georgia 12 point, saved as a doc or docx file, and submitted in the assignment tool
- All assignments are to be completed in order to pass the course

Grade Scales

General Grade Scale

 A = excellent work, among the best work seen at the graduate level
 B = satisfactory work, better than average work at the graduate level
 C = honest attempt, needs moderate to major revisions to be satisfactory
 D = unacceptable, perfunctory or missing work

Points Grade Scale

 A = 93-100
 B = 85-92
 C = 77-84
 D = 69-76
 F = 68 and below

Final Grade Scale

 A = always satisfactory, often excellent
 B = mostly satisfactory, occasionally excellent
 C = sometimes satisfactory, often needs revisions
 D = rarely satisfactory, often perfunctory, late or missing
 F = lacking even an attempt to learn or do, dishonesty, plagiarism

Communicating with the Professor
See "Communicating with the Professor" on the course homepage in BlazeView.

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.

Equal Opportunity Statement
VSU 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 Assistance Act of 1974, Age Discrimination in 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).

Student Agreement
Per the VSU Vice President for Academic Affairs: 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. See SafeAssign at VSU: SafeAssign for Students (http://www.valdosta.edu/academic/SafeAssignforStudents.shtml).

Student Conduct
Student behavior, which includes all communications to class members and the instructor as well as postings to the discussion board in BlazeVIEW, is to be respectful and professional. Guidelines are specified in the VSU Student Code of Ethics. http://www.valdosta.edu/studentaffairs/documents/SAF_Student_Handbook2009-050809.pdf

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Points Grade Scale
A=93-100
B=85-92
C=77-84
D=69-76
F=Below 69

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D = rarely satisfactory, often perfunctory, late or missing
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Attendance
This is an online course and no face-to-face meetings are scheduled.

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http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml

Special Needs
Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the instructor at the fist class meeting. Students not registered with Special Services Program should contact Special Services in Nevins Hall, Room 2164, (229) 245-2498.

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Note: The instructor may adapt or change the syllabus and assignments according to circumstances that might arise during the course of the semester.

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Syllabus

Week 1	**The Impact of New Technologies on Trends in Collection Development and Management**
Aug 15-21	Read Gregory Chapter 1

Week 2
Aug 22-28

Needs Assessment in Collection Development
Read Gregory Chapter 2

Week 3
Aug 29-Sep 4

Collection Development Policies
Read Gregory Chapter 3
Read "Give 'em What They Want" by Rawlinson and "The Case for Quality Book Selection" by Bob in PDFs in BlazeView
Browse Policies on Gregory CD-ROM and on Acqweb

Week 4
Sep 5-11

Selection Sources and Processes
Labor Day Sep 5
Read Gregory Chapter 4 and Spreadsheet on CD-ROM

Week 5
Sep 12-18

Acquisitions
Read Gregory Chapter 5

Week 6

Sep 19-25

Cooperative Collection Development and Resource Sharing
Read Gregory Chapter 8

Week 7

Sep 26-Oct 2

Assessment and Evaluation of the Collection, including Deselection (Weeding)
Read Gregory Chapter 7
Midterm Due Oct 2

Weeks 8-13
Oct 3-Nov 13

Work on Selection Project Paper
Fall Break in Week 11 Oct 24-25
Selection Project Paper Due Nov 13

Week 14

Nov 14-20

Budgeting and Fiscal Management; Legal Issues in Collection Development; Professional Ethics and Intellectual Freedom
Read Gregory Chapters 6, 9, and 10

Week 16
Nov 21-27

Preservation
Thanksgiving Holiday Nov 24-27
Read Gregory Chapter 11

Week 17
Nov 28-Dec 4

The Future of Collection Development
Read Gregory Chapter 12

Week 18
Dec 5-Dec 9

Final
Last day of classes Dec 5
Final Exam Due Dec 6

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