



James L. & Dorothy H. Dewar  
COLLEGE of EDUCATION  
& HUMAN SERVICES  
VALDOSTA STATE UNIVERSITY

Department of Library and Information Studies  
MLIS 7200 – Management of Libraries & Information Centers  
Fall Semester 2022  
Three Credit Hours

### INSTRUCTOR INFORMATION

Name: Changwoo Yang, PH.D.

Office Number: Online

Website: <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/faculty.php>

Office Hours: Phone or Chat by appointment

### COURSE DESCRIPTION

Prerequisite or co-requisite: MLIS 7000. 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.

### TEXTBOOKS / RESOURCE MATERIALS

Textbook: *(Required)*

Moran, B. & Morner, C. (2018). *Library & Information Center Management* (9th ed.). Littleton: Libraries Unlimited.

Additional readings from the professional and research literature: Selected journal articles and/or other resources are listed on the course calendar, reading list, and in the weekly folders.

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at <https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>.

### COURSE OBJECTIVES

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs). The SLOs are aligned with MLS program objectives:

(<https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/>)

SLO 1. Review the administrative process of a library or information center (PO 1).

SLO 2. Identify budgeting concepts (PO 1).

SLO 3. Compare leadership principles (PO 1, PO 4).

SLO 4. Recognize management issues for different types and sizes of libraries (PO 1).

SLO 5. Examine effective personnel practices (PO 1).

SLO 6. Identify concepts and methods for library assessment and evaluation (PO 3).

SLO 7. Propose a strategic plan (PO 1).

SLO 8. Discuss the central research findings and research literature related to library and information center management (PO 3).

### **COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS**

Course activities include a set of readings, assignments (e.g., consultant report, case studies, and group projects), and online discussions. Details for each week are posted in the appropriate folder on the course website. *It is the student's responsibility to check the course calendar, the weekly content folders, and assignment folders for DUE DATES for all class work and for all required and supplemental readings and other materials.* Full descriptions of all required course work are provided in the assignments section of the course website.

Graded Activities: (All assignments are necessary to fulfill requirements for this course.)

#### Weekly discussion board postings: (SLO 1,2,3,4,5,6,7,8) 30 points

Your posts must be made to the weekly discussion topics during the week the topic is active as described in the assignment details section of the course website. *No Grace period for Discussions. Points will not be awarded for posts made after the due date/time.*

#### Management consultancy project: (SLO 1,4,6,7,8) 30 points

*Before beginning this assignment, you must complete the CITI Students in Research Training. Instructions are found in the Course Resources Folder.*

- Client description: Secure a management client and describe his/her institutional environment and role: (No points for this requirement; however, 5 points will be deducted for failing to submit this information.) (Part 1)
- Management consultant interview report including issue, weakness, or threat and bibliography of relevant literature: (MCSP Part 2) 10 points
- Consultant's report to manager: (MCSP Part 3) 15 points
- Reaction paper reporting manager's response to your recommendations and your self-assessment of the experience: (MCSP Part 4) 5 points

#### Case study analyses: (SLO 3,4,5) 20 points

There will be two case study analysis assignments. Students are expected to suggest the best alternative(s) for resolving the problem and propose an implementation plan if this is appropriate.

Strategic plan: (SLO 6,7) 17 points

Groups of three or four students will prepare a strategic plan for a real or mythical library.

Professionalism: (3 points)

Student will discuss professional ethics

**SUBMITTING ASSIGNMENTS**

All written work must be submitted as attachments to the assignment modules in the BlazeView course website using Word formats (.doc or .docx suffixes only). The university's Information Technology department provides step-by-step guides on how to use VSU's e-mail system and other resources. The IT Help Desk is at <http://ww2.valdosta.edu/helpdesk/index.shtml> Their telephone hotline is 229-245-4357.

**LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS**

All course work is due inside BlazeView on the date and time indicated on the course calendar. Any exception without penalties must be negotiated in advance. Technological crises are not acceptable excuses for submitting work late unless BlazeView is down at the time the work is due.

Up to 20% of the possible assignment grade will be deducted from the student's score for every additional 24 hours or increment thereof that the work is late up until the day the BlazeView assignment submission window closes. If you need additional time to work on an assignment or if you have a scheduling conflict you must contact your instructor BEFORE the assignment is due to discuss your situation. The instructor WILL NOT accept work after the assignment submission window closes without prior consent.

**MLIS PROGRAM E-PORTFOLIO REQUIREMENT**

An E-Portfolio is required for graduation by all students. Assignments from this course that you might consider including in your portfolio include the Library Consultancy Project Report.

**COURSE GRADES**

Students can earn a maximum of 100 points in this course as indicated above.

Course grades will be awarded as follows:

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – Fewer than 60 points

No grade below a C will be credited toward a VSU graduate degree and students must receive a grade of B or better to earn credit in core courses and the required collection development elective.

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 **or copied into a paper or project from a source without proper citing**. 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.

### **COURSE EVALUATION**

Students in this course are expected to: 1) Read or view all assigned materials; 2) Participate in class activities; 3) Submit all projects on time and according to the format designated by the instructor; 4) Conduct all research and composition according to the VSU Academic Honesty Policy.

### **ATTENDANCE POLICY**

VSU requires that you attend class in the first week. *Student must use the General Discussion Board to introduce themselves to their classmates (no post by the end of the first week will result in the student being dropped for the class)*. All course activities will be conducted through BlazeVIEW. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails.

### **COMMUNICATION**

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

If you would like to speak with the instructor by telephone, please email your instructor to arrange a mutually convenient time.

### **PROFESSIONALISM**

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

### **ACADEMIC INTEGRITY**

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>) and the COEHS Policy Statement of Plagiarism (<https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsui.php>).

### **STUDENT OPINION OF INSTRUCTION SURVEY (SOI)**

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (<https://www.valdosta.edu/academics/academic-affairs/sois/>).

### **NON-DISCRIMINATION AND TITLE IX STATEMENT**

Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an individual's sex/gender. The designated Title IX Coordinator for VSU is Mr. Darius Thomas. To view the full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

### **ACCOMMODATION STATEMENT**

Students with disabilities who are experiencing barriers in this course may contact the Access Office (<https://www.valdosta.edu/student/disability/>) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office or email: [access@valdosta.edu](mailto:access@valdosta.edu). To request reasonable accommodations for pregnancy and childbirth, contact Christina Kidd, Student Conduct Coordinator at [chkidd@valdosta.edu](mailto:chkidd@valdosta.edu). Please note, you will be required to provide

documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.

### Helpful Links

Technical Support (IT helpdesk)	<a href="https://www.valdosta.edu/administration/it/solutions/">https://www.valdosta.edu/administration/it/solutions/</a>
Center for eLearning (support for BlazeVIEW)	<a href="https://www.valdosta.edu/academics/elearning/">https://www.valdosta.edu/academics/elearning/</a>
Academic Support Center	<a href="https://www.valdosta.edu/asc/">https://www.valdosta.edu/asc/</a>
Hope Connect (Mental Health Services)	<a href="https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php">https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php</a>