Department of Library and Information Studies
MLIS 7400 IA
Spring 2023
3 Credit Hours

INSTRUCTOR INFORMATION

Dr. Xiaoai Ren (she/her)
Odum Library, Suite 4600
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Office Hours: By appointment

COURSE DESCRIPTION

Prerequisite or Corequisite: MLIS 7000 or consent of instructor. 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/ethical issues will be considered.

TEXTBOOKS / RESOURCE MATERIALS

REQUIRED TEXT
The main text for this course is Johnson, P. (2018). *Fundamentals of collection development and management* (4th ed.). ALA Editions. This textbook is available for no cost to VSU students as an eBook through GALILEO.

Additional resources (readings, videos, websites, etc.) will be available electronically via GALILEO databases, on Odum Library course reserve, or through the BlazeVIEW course website.

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

SLO 1. Discuss principles of collection development in any type of library or information center (PO 1).
SLO 2. Conduct a needs assessment that can effectively inform a collection development process (PO 1).
SLO 3. Contribute to the identification, evaluation, selection, acquisition, and preservation of materials in all formats (PO 1).

SLO 4. Formulate collection development practices that meet the needs of diverse patrons (PO 1).
SLO 5. Incorporate knowledge of legal and ethical issues into collection development (PO 1).
SLO 6. Use relevant documentation and tools (PO1)

This course covers the following American Library Association Core Competences of Librarianship (http://www.ala.org/educationcareers/careers/corecomp/corecompetences):

1. Foundations of the Profession
2. Information Resources
8. Administration and Management

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

The following list is a brief overview of the assessments used to measure learning outcomes included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeVIEW course site in advance of that assignment's due date.

Weekly Discussions (30%)
Respond to discussion prompts and read and reply to fellow students' posts.

Collection Policy Evaluation (10%)
Evaluate a collection development policy for library of a library type that interests you (excluding school libraries and archives).

Library & Community Profile (10%)
Identify the internal and external factors that affect or may influence collection development in the library you designated as the site you plan to "adopt."

Collection Analysis Assignment (12%)
Evaluate the library's resources in a topic area.

Selection Draft List (8%)
Using the knowledge you have developed about the library and the topic area, you will identify a draft list of resources to acquire for the collection.

Collection Development Project (CDP) (20%)
This project assesses your overall abilities to contribute to the development of a small-scale collection on a self-selected topic suitable for users of a public, academic, or special library. This assignment is necessary to fulfill requirements for this course.

Marketing Tool (10%)
You will create a media-based marketing tool to market your CDP small collection. This assignment is necessary to fulfill requirements for this course.

SUBMITTING ASSIGNMENTS
All assignments must be submitted as instructed on the BlazeVIEW course website using Word formats (.doc or .docx suffixes only) or other formats designated by the instructor. The university's Information Technology (IT) 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://www.valdosta.edu/administration/it/helpdesk/. Their telephone hotline is 229-245-4357. BlazeVIEW is powered by the Desire2Learn (D2L) Brightspace course learning system.

D2L provides 24/7 support 365 days a year. To contact D2L, go to https://D2LHelp.view.usg.edu or call the hotline at 855-772-0423.

LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS
Assignments due dates are posted in the BlazeVIEW course site. Late submissions will not be accepted or graded. However, if you are having trouble completing an assignment on time, contact me before the due date so that we can discuss a possible extension. I will not grade or give credit for discussion activity completed after the due date/time.

Completely skipping an assignment is not acceptable in graduate school. To be eligible to receive an A in this course requires completing every assignment and submitting within the specified deadlines. All course work is due inside BlazeVIEW on the date and time indicated on the course calendar (based on the BlazeVIEW clock). Technology problems are not an acceptable excuse for submitting work late unless BlazeVIEW is down at the time the work is due.

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 accessibility assessment report and presentation.

COURSE GRADES
Course grades will be awarded as follows:

A: 90%–100%
B: 80%–89%
C: 70%–79%
D: 60%–69%
F: Lower than 60%

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. You must complete all assignments to earn an A in this course.

ATTENDANCE POLICY
VSU requires that you attend class in the first week. All course activities will be conducted through BlazeVIEW [and/or other platform(s) as designated by the instructor]. 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. I do my best to answer email and discussion board questions within 48 hours, Monday through Friday.

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-vsu.php).

STUDENT OPINION OF INSTRUCTION SURVEY

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

refs 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/

ACCOMMODATIONS 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. To request reasonable accommodations for pregnancy and childbirth, contact Christina Kidd, Student Conduct Coordinator at 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)	https://www.valdosta.edu/administration/it/solutions/
Center for eLearning (support for BlazeVIEW)	https://www.valdosta.edu/academics/elearning/
Academic Support Center	https://www.valdosta.edu/asc/
Hope Connect (Mental Health Services)	https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php