Department of Library and Information Studies
MLIS 7230
Special Libraries and Information Centers
Spring 2023
Three Credit Hours

INSTRUCTOR INFORMATION

Professor: Anita Ondrusek
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Office Hours: Wednesdays, 2-4 pm, or by appointment.

COURSE DESCRIPTION

An examination of the contexts and administrative functions of special libraries and information centers. Management policies and practices, user services, technical services, collections, facilities, and outreach are addressed. Prerequisite or corequisite: MLIS 7200 or consent of instructor.

TEXTBOOKS / RESOURCE MATERIALS

The purchase of a commercial textbook is not required for this course. The instructor provides ClassNotes that will serve as background for assignments. Print or download these files and organize them sequentially. Additional reading and viewing will be outlined in assignments.

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at https://www.valdosta.edu/academics/library/general/about/policies/ill/borrowing.php

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 which can be viewed on this page: https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/.

SLO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information. *[ALA CORE COMPETENCES 1,2,3,5,8]*

SLO 2. Use existing and emerging technologies to meet needs in libraries and information centers. *[ALA CORE COMPETENCE 4]*

SLO 3. Integrate relevant research to enhance work in libraries and information centers. *[ALA CORE COMPETENCE 6]*

SLO 4. Demonstrate professionalism in their work in libraries and information centers. *[ALA CORE COMPETENCE 7]*

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

Special Library Crawl.   (SLO 3)   10 points

Select five (5) special libraries from the Week 1 ClassNotes. Examine the websites. Follow the guidelines in the Week 2 content folder for annotating each website. Post your annotated list to Discussion Board 1. Submit the name of a special library, archive, or other comparable specialized information center to serve as a field site for your future observation/interview project.

Profile of an Extraordinary Librarian.   (SLOs 3, 4)   15 points

Choose one of the two information professionals described in the Guidelines in the Week 2 content folder. Use that person as the subject of your research. Details on the purpose of the research, finding content, formatting findings, and notating references are provided.

Enroll in a Community of Practice.   (SLO 4).   Required.

You will be expected to contribute ongoing posts to Discussion Board 2 called Communities of Practice. Dr. Ondrusek will assign you to a Community of Practice that fits the library type you plan to visit and observe. Enroll yourself into the Community of Practice discussion board during the week designated on the Course Calendar. Concurrently, obtain a copy of a monograph from the ***Recommended Monographs Booklist*** located in the Week 3 folder. Use this as one of the resources for background in future assignments.

Learning about Your Community of Practice | Report CoP Findings.   (SLOs 3, 4).   14 points

Use ClassNotes and the monograph you chose last week to complete the ***Community of Practice Findings Worksheet*** provided in Week 4. Submit follow-up comments to your CoP discussion board.

Field Site Visit, Observations, and Mentor Interview.   (SLO 1).   12 points.

Plan to spend at least 7-8 hours in the facility you chose for observations and an interview. Prior to your visit, you are expected to examine the facility's website and introduce yourself to your mentor with a formal cover letter. Conduct an interview with the site's director either in person or by email or teleconference. Submit a copy of your final, polished cover letter and a transcript or detailed summary of the interview you conducted. Follow Guidelines in the Weeks 7-8-9 content folder.

Reporting What You Have Learned about Your Field Site.   (SLOs 3, 4).   14 points.

Draw upon your field site observations, interview, and any other pertinent sources to complete the ***Field Site Findings Worksheet*** provided in the Week 10 content folder.

Specialized Library Type Presentation.   (SLOs 1, 2, 3).   15 points.

Identify a theme or topic and an intended audience for presenting a specific aspect of the specialized library type you have been researching. Create and record a PowerPoint presentation. Follow Guidelines in the Weeks 11-12 content folder.

A Plan for Adding Value to Specialized Information Services. (SLOs 1, 2, 3).   10 points.

Create a business plan (rationale) for enhancing or adding services, resources, staffing, or other elements that would increase the value of a specialized information service unit. Follow Guidelines in the Weeks 13-14 content folder.

Community of Practice Communications Reactions and Reflections. (SLOs 3, 4).   10 points.

View two presentations of your classmates as assigned by Dr. Ondrusek. In a final post to Discussion Board 3, submit reviews of these presentations – one from your CoP and one from another specialized practice area. These should be reactions in which you comment upon salient similarities and differences between the two specialized information profession settings represented. End with a personal reflection on your learning throughout the course. Follow Guidelines in the Week 15 content folder.

SUBMITTING ASSIGNMENTS
Both discussion boards and the assignment tool in BlazeView are used to submit assignments. Blackboard Collaborate will be used for submitting the PowerPoint presentation. All assignments are due on Wednesdays.

LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS
Late submissions or make up assignments are allowed on rare occasions where exceptional circumstances occur (e.g., illness or a family emergency) and should be discussed with Dr. Ondrusek. Three of the eight graded assignments in this course plus approval and preliminary arrangements for your required field site assignment are due before midterm. Missing any of these assignments is a serious setback in terms of completing the course; consult with your advisor about withdrawing without academic penalty if arrangements cannot be made with your professor before midterm. Petitioning for a hardship withdrawal after midterm requires an application to the Office of Central Advising. A request for an Incomplete grade requires satisfactory fulfillment for at least 75% of course assignments, a plan for making up the remaining 25% coursework mutually agreed upon by student and professor, and enough lead time to submit an Incomplete request form. The request must be authorized by the department head, your professor, and entered into Banner by the Registrar <u>before</u> the last day of class.

MLIS PROGRAM E-PORTFOLIO REQUIREMENT
An E-Portfolio is required for graduation by all students. Details may be found on the department website (https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/) under SLOA 2.3 Career E-Portfolio Website. Assignments from this course that you might consider including in your portfolio include the **Specialized Library Type Presentation** complemented by your **Business Plan**.

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.

ATTENDANCE POLICY

VSU requires that you attend class in the first week. [Insert first week attendance requirement for this course.] All course activities will be conducted through BlazeVIEW and Blackboard Collaborate. 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.

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 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. 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