

IS 560 Development and Management of Collections

Fall 2009

Section 001

Thursdays 6:30 PM – 9:10 PM CENTRA

Instructor: Kimberly Black

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Office Hours: Thursdays 5:30 – 6:30 p.m. and by appointment

Course Description:

Selecting and preserving a variety of items (tangible and intangible) to meet needs of particular users; community analysis; policies and procedures; evaluation; purchasing

Prerequisites: None

Course Objectives:

At the end of this course, you will understand:

- the intellectual, ethical and administrative aspects of building, maintaining, and evaluating library, information center and other types of collections
- contemporary trends in library collection management
- how to evaluate user community needs and how to write and implement a collection policy based on those needs
- how to select, deselect, maintain and evaluate a collection
- contemporary trends in publishing, the book trade and digital information resources as they relate to library collections

Required Text:

Developing Library and Information Center Collections: Fifth Edition

G. Edward Evans, and Margaret Zarnosky Saponaro

Libraries Unlimited; 5th edition (September 30, 2005)

ISBN-10: 1591582199 (soft cover)

ISBN-13: 978-1591582199 (soft cover)

List Price: \$45.00 USD

Street Price: around \$35.00

Method of Instruction:

The course will consist of lectures, discussion, in-class and written assignments. The Blackboard course management system will also be used extensively in the course. Please log into Blackboard **at least once every week** to see if any new

information from the course has been posted and to participate in online discussions.

The course will be delivered online synchronously using the Centra symposium system which can be accessed from the following URL:
<http://www.liveonline.utk.edu/>

Academic Honesty:

The highest standards of academic honesty and integrity are expected; cheating and plagiarism are simply unacceptable. Any student found guilty of cheating or plagiarism on any class assignment or test will be given a grade of F for the course. Definitions and details of the university policy on academic honesty can be found in *Hilltopics* Student Handbook 2009-2010. The policy specifically states (p. 41):

“The university expects that all academic work will provide an honest reflection of the knowledge and abilities of both students and faculty. Cheating, plagiarism, fabrication of data, providing unauthorized help, and other acts of academic dishonesty are abhorrent to the purposes for which the university exists. In support of its commitment to academic integrity, the university has adopted an Honor Statement (see page 11).”

Adaptations or Accommodations:

If you need course adaptations or accommodations because of a documented disability, please contact the Office of Disability Service at 2227 Dunford Hall, Knoxville, TN 37996-4020, Phone: (865) 974-6087 (v/tty), Fax: (865) 974-9552, Email: ods@utk.edu.

Attendance:

Regular class attendance is strongly encouraged.

Assignments and Grading:

The following grading scale will apply to all assignments and to the final course grade:

A	100 - 92
B+	91 - 84
B	83 - 76
C+	75 - 68
C	67 - 60

D 59 - 52
F 51 - 0

The assignments and due dates for the course are as follows:

Assignment	Percentage of Final Grade	Date Due
Short Essays	30% total (10% each)	September 10 September 24 October 8
Budgeting Game	20%	October 22
Final activity (choose one): A. Small collection project OR B. Research paper In Class Presentation (both)	50%	December 13 November 19

Short Essay and In-Class Discussion - (30%) Dues Dates: Essay 1 Due Sep 10 (10%), Essay 2 Due Sep 24 (10%), Essay 3 Due Oct 8

Each short essay should be original, written in English and be approximately one to two pages in length (double spaced, 12 point, Times or Times New Roman, 1 inch margins). The topic for each essay will be announced in class at least one week before the essay is due. An 'essay' is defined as: "A short literary composition written in expository prose addressed to the general reader, usually dealing thoughtfully and in some depth with a single theme, seen from the personal point of view of the essayist who does not necessarily attempt the systematic or comprehensive analysis one would expect in a dissertation or treatise." (from "ODLIS: Online Dictionary for Library and Information Science by Joan M. Reitz" http://lu.com/odlis/odlis_e.cfm accessed January 6, 2005).

Budgeting Game - (20%) Due Oct 22, 2009 – IN CLASS

Materials budgets are often subject to larger financial pressures upon or within an institution or agency. This is an in-class, group assignment where you must collectively construct a budget given a number of constraints and potential compromises and then present and discuss the completed budget to the class.

Choose **ONE** of the following Assignments, either A **or** B:

Due Dec 13, 2009

- A. Develop a Small Collection Project (50% of total grade)
- Part I & II 15%
 - Part III 15%
 - Part IV & V 15%
 - Part VI 5%

OR

B. Research Paper

50% of total grade

You will provide a small, informal presentation about your collection or research paper topic on the last day of class. **Due November 19**

***** Develop a Small Collection Project – (50%) Due Dec. 13, 2009**

This project may be completed either alone or in a small group of no more than three individuals. You will identify an agency, club, organization or library and develop a small collection for them. This exercise is composed of several smaller exercises with separate due dates.

***** Research Paper – (50%) Due December 13, 2009**

A final research paper written on a collection development topic of your choice is an option for a culminating activity for the course. A list of suggestions will follow. The paper should be a minimum of ten pages and a maximum of twenty pages (papers should be original, written in English, double spaced, 12 point, Times or Times New Roman, 1 inch margins and should include a page of references in any major style guide).

Calendar:

A calendar of lectures and assignments is on the following table.

Week	Date	Topics
1	Aug 20	Welcome Introduction Overview of Course
2	Aug 27	The Politics of Collecting Preliminary Concepts Communities and User Needs
3	Sept 3	Collection Development Policies
4	Sept 10	Materials and Formats Publishing
5	Sept 17	Selection Acquisition
6	Sept 24	Serials & Electronic Resources
7	Oct 1	Legal & Ethical Issues
8	Oct 8	Vendors Staffing Budgets
9	Oct 15	Fall Break
10	Oct 22	<i>Budgeting Game (in class assignment)</i>
11	Oct 29	Evaluating Collections
12	Nov 5	Cooperation and Consortia Marketing
13	Nov 12	Deselection Conservation/ Presrvation
14	Nov 19	Last class meeting - Presentations
15	Nov 26	Thanksgiving Break
16	Dec 3	Final Exam Week

Please Note: The instructor reserves the right to modify the course schedule, readings and requirements.