

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7580 Digital Libraries
Syllabus--Spring Semester 2014
Three Credit Hours

Instructor:

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Course Description:

Prerequisite or corequisite: MLIS 7000 or consent of the instructor.

Current trends in digital libraries research and practice. The impact of digital libraries on society will be emphasized.

MLIS Program Objectives (PO)

Graduates of the VSU MLIS Program will:

- PO 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.
- PO 2. Use existing and emerging technologies to meet needs in libraries and information centers.
- PO 3. Integrate relevant research to enhance work in libraries and information centers.
- PO 4. Demonstrate professionalism in their work in libraries and information centers.

Learning Outcomes:

Students will:

- Explain basic concepts of digital libraries
- Discuss digitization, preservation, and dissemination of digital content
- Describe processes to develop a digital library system
- Develop metadata guidelines for digital collections
- Recognize current trends in digital library technologies and standards
- Assess digital library technologies and standards

Class Activities:

Class activities include a set of readings, assignments, online discussions, and digital collection development projects. 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 for DUE DATES for all class work and the weekly folders and assignment folders 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.

Textbooks and Required Readings:**Required textbook:**

Lesk, M. (2005). *Understanding Digital Libraries* (2nd ed). Morgan Kaufmann Publisher. ISBN: 9781558609242

Grading:

Grades will be calculated as follows:

- Participation (weekly reading discussion board) = 20pts
- Discussion Moderation = 10 pts
- Three Assignments = 40 pts
- Digital Library Project = 30 pts

Final grades will be assigned as follows:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Assignment Submission:

- Deadlines for each graded activity are stated on the MLIS 7580 Course Calendar posted on the course website on BlazeView.
- There is a one (1) day grace period for each graded activity after its original due date: No grace period for discussion postings
- Missing a deadline for any graded activity may result in a reduction in grade (i.e., 20% deduction from the original mark for each day after 1-day grace period) unless a mutually acceptable alternative is arranged with the instructor.
- All assignments must be submitted via assignment drop box on BlazeView.

Course Requirements:**Participation (20 points) / Discussion Moderation (10 points)**

- **Moderating a class discussion / Discussion posts**
 - A student will be assigned by the instructor to lead/moderate a discussion based on a reading on the class discussion board. The student (moderator) is expected to initiate the discussion, monitor the discussion threads and respond to answers, questions, or feedback by other students. (10 points)
 - Student should respond to questions posted by the discussion moderator (20 points)

Assignment (40pts)

- Students will complete three assignments that provide an opportunity to demonstrate familiarity with the course content.
- Collaboration on homework assignments is encouraged (keep in mind that collaborative work on assignments doesn't mean that one can plagiarize another person's work).
- You may consult outside reference materials, other students, or the instructor. However, all of your solutions should reflect your understanding of the subject matter at the time of writing.
- Assignments will provide students with conceptual and practical understanding of digital libraries.

Digital Library Project (30 pts)

- Students will build a small-scale digital library.
- Materials (text, video, images) for collections in digital format will be prepared by students
- Open sources content management system will be used.

Technological Requirements:

As this is an online course that also focuses its attention on online information services, students must have almost daily access to the Internet. That access will use email and the web (through the student's browser) for class-related communication. It is expected that each student will be capable of dealing with PDF files and MS Words documents.

To meet all class requirements, you should also be prepared to: (1) check the BlazeVIEW course homepage several times a week, sometimes daily, if a course discussion is in progress; (2) locate additional course readings using the GALILEO databases and download or print these out (this may require a PDF reader application on your computer); and (3) keep electronic backup copies of each assignment and project you submit.

Communication

Faculty Office discussion board: The faculty office discussion board will be available for the duration of the semester. Please post course-related questions that may be relevant to your classmates on the discussion board. Please read the faculty office discussion board regularly.

If you have a personal question please send it to me via BlazeView course e-mail. Instructor checks his e-mail and telephone messages at least twice daily throughout normal business hours (M-F, 9-5).

By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeView and VSU Email).

Distance Learning Support:

The university's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hotline is 229-245-4357. BlazeVIEW is powered by the Desire2Learn (D2L) 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.

To ask questions about **availability or location of VSU online resources**, use the VSU Library's Live Chat or E-mail at: <http://www.valdosta.edu/library/ask.php>. You may also phone the VSU Library's reference service at (229) 333-7149.

University Policies

Academic Honesty at Valdosta State University

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*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

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.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

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. This, of course, does not apply to group projects that require collaboration on a final product.

Special Needs Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our 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, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Student Conduct

All interactions related to this class are to be conducted respectfully and professionally whether during face to face meetings, online interactions, small group work, e-mail or telephone communication according to the Student Code of Conduct as presented in the Valdosta State University Student Handbook, beginning on page 64:

<http://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>

Student Agreement

Enrollment in this class signifies that you agree to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it if extraordinary circumstances arise during the course of the semester.

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to TurnItIn, a tool within BlazeVIEW. For more information on the use of TurnItIn at VSU, go to <http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-at-vsu.php>.