

VALDOSTA STATE UNIVERSITY  
MASTER OF LIBRARY & INFORMATION SCIENCE  
MLIS 7440 Electronic Resources in Libraries  
Syllabus—Summer 2013  
Three Credit Hours

**Instructor:**

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**Catalog Description**

Prerequisite: MLIS 7000 or consent of the instructor. Policies and procedures for managing electronic information resources as a part of a library collection. Selection, budgeting, acquisitions, assessment, copyright, licensing, and preservation are considered.

**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.
- 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.

**MLIS 7440 includes an assignment on collection development that partially fulfills PO 1. The Electronic Collection Development Project (ECDP) report is that assignment. You will need a subscription to LiveText and must submit the final copy of the ECDP report to your LiveText account.**

**Student Learning Outcomes (SLOs)**

Students will:

- SLO 1. Discuss policy alternatives and application procedures for evaluation and acquisition of electronic resources.
- SLO 2. Describe access and licensing issues involved in managing electronic resources.
- SLO 3. Apply criteria for identification, selection, sustainability, and preservation of materials in electronic formats.
- SLO 4. Design workable budget scenarios for acquiring electronic products for library collections.
- SLO 5. Use relevant documentation and tools.

**Textbook**

Gregory, Vicki L. Ed. *Selecting and Managing Electronic Resources*. Revised ed.  
Neal Schuman, 2006. ISBN: 1555705480 (paperback)

Caveat Emptor: The first edition of the Gregory book published in 2000 differs significantly from this revised edition published in 2006.

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at [http://www.valdosta.edu/mlis/student\\_resources/documents/ILL\\_Textbooks.pdf](http://www.valdosta.edu/mlis/student_resources/documents/ILL_Textbooks.pdf)

### **Instructor Availability & Support**

Check with your instructor for her/his policy on how frequently e-mail and telephone messages will be returned. By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeView and VSU e-mail). If you are registered for the course as a non-degree student, a VSU email account will be assigned to you for this semester.

All discussion posts and assignment submissions for this online course must be sent via BlazeView. Your VSU email username serves as your BlazeVIEW login. The BlazeVIEW password requires at least one capital letter and at least one number in it. See the section on "Technical Requirements" on page 8 of this syllabus for contact information in the case you need technical help.

### **Attendance**

This is a Web-delivered course, with no required face-to-face meetings. The instructor will schedule real-time instruction using tools in BlazeVIEW such as Live Classroom (archives are always available).

### **Learning Outcome Measures**

The following list is a brief overview of the assessments included in this course. Recommendations and instructions for preparing each assignment are located in the BlazeVIEW course site in the **Assignment Guidelines and Grading Criteria Module** in advance of that assignment's due date.

#### **Weekly Discussion Posts**

**(SLO 2, SLO 3)**

**30 points**

You will summarize the new knowledge you gain in a weekly discussion post. Base your summary on what you learned from a combination of the assigned articles, the textbook chapter(s) for that week, and from the guest speakers. There are six summaries total (5 points each). Post each summary to the discussion board of the week. Please **do not** attach as a file.

#### **Library E-Collection Profile**

**10 points**

Describe the current state of the presence of e-resources on the website of the library for which you are developing a collection. Include entities that relate to the library's provision of e-resources such as the library's mission and its collection development policy/statement. Include a brief overview of the community of users of the fictitious library for which you are selecting material. Submit to Dropbox tool.

#### **E-Resource Selection & Evaluation Profile**

**(SLO 4)**

**20 points**

You will select a subject for your course project from a list of topics provided by the instructor, and you will choose either a public library or an academic library collection focus. Based on this topic and focus, you will investigate four products currently available to libraries as electronic resources. You will use a worksheet (provided in the **Assignment Guidelines and Grading Criteria Module**) to collect data about the features, availability, technical requirements, cost, usability, licensing restrictions, and sustainability/preservation concerns of those four electronic resources. Submit to Dropbox tool.

**Electronic Collection Development Project (ECDP) (SLOs 1, 2, 3, 4, 5) 40 points**

Assemble a report that starts by introducing the library for which you are developing a collection. Summarize your research from the Library E-Collection Profile you completed earlier in the semester. Complete each section after that in full, making sure you cover the content and discuss the issues defined in the guidelines for this project (and listed on the grading criteria). Format the data you compiled on the four products on the E-Resource Selection and Evaluation Profile worksheet into an itemized purchasing list. Submit to Dropbox tool. Submit to your LiveText account.

**Graded Course Requirements**

As a student in this class, you are expected to: (1) read or view all assigned background materials; (2) participate in class activities; (3) submit all projects on time and according to the format designated by the instructor; and (4) conduct your research and composition according to the rules of academic integrity (see Academic Honesty section on pages 8-9).

Weekly Discussion Posts (5 points each)	30 points
Library E-Collection Profile	10 points
E-Resource Selection & Evaluation Profile Worksheet	20 points
Electronic Collection Development Project (ECDP)	40 points

100 – 90 points = A      89 – 80 points = B      79 – 70 points = C

No grade below a C will be credited toward a VSU graduate degree.

**To be eligible for an A in this course requires completing every assignment and participating fully in the Electronic Collection Development Project.**

A final grade of **Incomplete** is not an option. Thursday June 27 is the last day to withdraw from Summer II term courses without academic penalty. If there are extenuating circumstances that interfere with connecting to the BlazeVIEW website or completing the assignments, you should consult your advisor about withdrawing from the course before the June 27 deadline.

**Letter Grading**

Your final grade will be one of these letter grades:

Exceptionally exceeds minimum standards	A
Exceeds minimum standards	B
Meets minimum standards	C
Barely meets minimum standards	D
Fails to meet minimum standards	F

**Assignment Calendar**

**Prelude**

Wed. June 5    Getting Started

Introduce yourself to the class on the “Meet and Greet” discussion board.

Required viewing:

Electronic Resources Introduction (PowerPoint)

(This is for general background, does **not** have to be included in your Discussion post.

You will find the explanation of a “discovery system” useful for developing your Library E-Collection Profile – due in Week 2.)

Required background reading:  
Gregory textbook, Chapter 1

Required web documents:

Satilla Regional Library System | Collection Development Policy  
<http://www.srlsys.org/collection%20development.html>

South Georgia State College Libraries | Collection Development and Maintenance Policy  
[http://www.sgc.edu/library/Policy/SGSC\\_COLLECTION%20DEV\\_POLICY.pdf](http://www.sgc.edu/library/Policy/SGSC_COLLECTION%20DEV_POLICY.pdf)

In Discussion #1: Apply what Gregory says about types of policies to compare the format of the Satilla v. South Georgia collection development policies. They both cover electronic/online resources, but how do the formats of the policies differ?

Download these documents.

Module 1: Basic Documents (*Overview, Syllabus, Reading List*)

Module 2: Assignment Guidelines and Grading Criteria:

***Academic Library Scenario***

***Public Library Scenario***

You must decide what library type (academic or public) you wish to make the subject of your Electronic Collection Development Project AND select a topic from the list on the scenario sheet. Topic due next week.

***Guidelines and Grading Criteria for Discussion Posts***

Follow these guidelines for ALL discussion posts.

**Week 1**

Mon. June 10 E-Resource Selection Considerations

Submit Discussion #1 on the previous week's reading and learning.

Due: Sunday, June 9<sup>th</sup>. One-day grace period. Deadline: Monday, June 10<sup>th</sup>, 11:59 PM.

Read and heed instructions and evaluation criteria on Weekly Discussion Posts.

Submit to the Discussion board.

Required background readings for Discussion #2:

Gregory textbook, Chapter 2.

Library Technology Reports, Techniques for Electronic Resource Management, Chapters 2 and 4.

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Download these documents.

Module 2: Assignment Guidelines and Grading Criteria:

***Guidelines and Grading Criteria for Library E-Collection Profile***

***Guidelines and Grading for E-Resource Selection and Evaluation Profile***

***E-Resource Selection and Evaluation Profile Worksheet***

***Guidelines and Grading Criteria for Electronic Collection Development Project (ECDP)***

Module 3: Tip Sheets

*Database Price List*  
*E-Books in Books in Print Tip Sheet*  
*E-Journals in Ulrichsweb Tip Sheet*  
*E-Resources in Guide to Reference Tip Sheet*  
*Finding Information and Reviews on E-Products Tip Sheet*

**Week 2**

Mon. June 17 Acquisitions, Budgeting, and Workflow

Submit Discussion #2 on the previous week's reading and learning.  
Due: Sunday, June 16<sup>th</sup>. One-day grace period. Deadline: Monday, June 17<sup>th</sup>, 11:59 PM.  
Submit to the Discussion board.

**SUBMIT\*\*\*Library Scenario and Topic\*\*\***

**Select one topic from either the Academic Library or the Public Library Scenario.**

**Due: Monday, June 17<sup>h</sup>. One-day grace period. Deadline: Tuesday, June 18<sup>th</sup>, 11:59 PM**  
**Submit to your professor's BlazeVIEW email.**

Required background readings for Discussion #3:

Gregory textbook, Chapter 3.

Library Technology Reports, Techniques for Electronic Resource Management,  
Chapters 1 and 8.

Web reference for your files (you need not discuss this in next week's post):

Guidelines for the Introduction of Electronic Information Resources to Users  
(RUSA, January 2006)

<http://www.ala.org/rusa/resources/guidelines/guidelinesintroduction>

June 18 Speaker: Kathryn Hart, Electronic & Continuing Resources Librarian, Georgia State University.  
Live Classroom, Evening lecture begins at 8 pm. Archive will be available.

June 20 Speaker: Christopher Baker, Training Manager, Gwinnett Public Library.  
Live Classroom, Evening lecture begins at 8 pm. Archive will be available.

**Week 3**

Mon. June 24 E-Book Acquisition: Differing Models

Submit Discussion #3 on the previous week's reading and learning.  
Due: Sunday, June 23<sup>rd</sup>. One-day grace period. Deadline: Monday, June 24<sup>th</sup>, 11:59 PM.  
Submit to the Discussion board.

**SUBMIT\*\*\*Library E-Collection Profile\*\*\***

**Due: Monday, June 24<sup>th</sup>. One-day grace period. Deadline: Tuesday, June 25<sup>th</sup>, 11:59 PM**  
**Submit using the Dropbox tool.**

Required background readings for Discussion #4:

Gray and Copeland article on e-book vs. print in public libraries  
Jones article on patron-driven acquisition for academic e-books  
Williams article on EPUB

Web documents for your files (you need not discuss this in next week's post):

What Patron-Driven Acquisition (PDA) Does and Doesn't Mean: An FAQ  
<http://scholarlykitchen.sspnet.org/2011/05/31/what-patron-driven-acquisition-pda-does-and-doesnt-mean-an-faq/>

Comparison of E-book Formats (Wikipedia)  
[http://en.wikipedia.org/wiki/Comparison\\_of\\_e-book\\_formats](http://en.wikipedia.org/wiki/Comparison_of_e-book_formats)

What are the differences between .epub and .mobi?  
<http://www.3dissue.com/what-are-the-differences-between-epub-and-mobi/>

5 Questions to ask when evaluating apps and ebooks  
<http://www.alsc.ala.org/blog/2011/07/5-questions-to-ask-when-evaluating-apps-and-ebooks/>

Ebook Business Models for Public Libraries (ALA, August 8, 2012)  
<http://connect.ala.org/files/80755/EbookBusinessModelsPublicLibs.pdf>

**Thur. June 27 Last day to withdraw from a Summer course without academic penalty.  
MLIS professors will be at the ALA conference June 27-July 2.**

#### **Week 4**

Mon. July 1 Aggregators of E-Resources and the 'Big Deal'

Feedback on your Library E-Collection Profile will be returned.

Submit Discussion #4 on the previous week's reading and learning.  
Due: Sunday, June 30th. One-day grace period. Deadline: Monday, July 1st, 11:59 PM.  
Submit to the Discussion board.

Required background readings for Discussion #5:

The Big Deal's Damage | Peer to Peer  
<http://lj.libraryjournal.com/2013/05/opinion/peer-to-peer-review/the-big-deals-damage-peer-to-peer-review/>

The Big Deal: Not Price But Cost  
<http://www.infotoday.com/it/sep11/The-Big-Deal-Not-Price-But-Cost.shtml>

Weicher and Zhang article on patron-driven acquisition for academic e-journals  
<http://conference.ifla.org/past/ifla77/164-weicher-en.pdf>

Web references for your files (you need not discuss this in next week's post):

Directory of Open Access Journals (DOAJ)  
<http://www.doaj.org/>

Open-access journals | Wikipedia  
[http://en.wikipedia.org/wiki/Open-access\\_journal](http://en.wikipedia.org/wiki/Open-access_journal)

Open Access Overview by Peter Stuber  
<http://legacy.earlham.edu/~peters/fos/overview.htm>

Wed. July 4 July 4<sup>th</sup> holiday observed.

### Week 5

Mon. July 8 Contracts and Licensing

Submit Discussion #5 on the previous week's reading and learning.

Due: Sunday, July 7th. One-day grace period. Deadline: Monday, July 8th, 11:59 PM.

Submit to the Discussion board.

**SUBMIT\*\*\* E-Resource Selection & Evaluation Profile Worksheet**

**Due: Monday, July 8<sup>th</sup>. One-day grace period. Deadline: Tuesday, July 9<sup>th</sup>, 11:59 PM**

**Submit using the Dropbox tool.**

Required background readings for Discussion #6:

Gregory textbook, Chapter 6

Library Technology Reports, Techniques for Electronic Resource Management, Chapter 3.

Web references for your files (you need not discuss this in next week's post):

LIBLICENSE

<http://liblicense.crl.edu/>

A site sponsored by the Council on Library and Information Resources (CLIR) and universities with an interest in educating librarians on licensing (Yale was a leader in developing this website). The site includes links to model licencing agreements

(<http://liblicense.crl.edu/licensing-information/model-license/>).

July 11 Speaker: Carolyn Klatt, Reference and Electronic Resources Librarian, Mercer School of Medicine, Memorial University Medical Center, Savannah Campus. Live Classroom, Evening lecture begins at 8 pm. Archive will be available.

### Week 6

Mon. July 15 Electronic Resource Management (ERM) and Evaluation Techniques (E-Metrics)

Feedback on E-Resource Selection & Evaluation Profile will be returned

Submit Discussion #6 on the previous week's reading and learning.

Due: Sunday, July 14th. One-day grace period. Deadline: Monday, July 15th, 11:59 PM.

Submit to the Discussion board.

July 18 Speaker: Sherrida Crawford, Systems Librarian, Odum Library, Valdosta State University. Live Classroom, Evening lecture begins at 8 pm. Archive will be available.

There is no Discussion due next week. However, study these background readings in order to prepare recommendations on evaluation of the value and usage of collections for Section 5 in your ECDP report.

Gregory textbook, Chapter 5

Library Technology Reports, Techniques for Electronic Resource Management, Chapters 5, 6 and 7.

Wical and Kishel article on strategic collection management.

These two articles include pricing information that may be of use in your ECDP:

Blecic et al. on evaluating “big deals” for journals.

<http://crl.acrl.org/content/early/2012/01/09/crl-300.full.pdf+html>

Fischer et al. study on patron-driven acquisition of e-books.

<http://crl.acrl.org/content/73/5/469.full.pdf+html>

### **Week 7**

Mon. July 22 Compile, polish, and proof your Electronic Collection Development Project.

July 26-27 Electronic Collection Development Project report due. One-day grace period.  
NOTE: BlazeVIEW closes for maintenance Friday 10 PM to Saturday 7 AM.  
Absolute Deadline: Saturday, July 27, 11:59 PM  
Submit using the Dropbox tool.  
Submit a copy of this same ECDP report to your **LiveText account**.

### **Technical Requirements**

All class materials will be placed on a password-protected Web site using the BlazeVIEW course management program. Login using your old BlazeVIEW ID and the new Single Sign-On (SSO) password.

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 now 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 meet all class requirements, you should be prepared to: (1) open and save or print all documents that are required background reading - this requires the Adobe Acrobat Reader on your computer; (2) view all PowerPoints placed on the course BlazeVIEW site – these are saved to **Powerpoint 97-2003** and will open in all higher versions; (3) participate in Live Classroom sessions or view the archives; (4) check discussion groups as needed; and (5) keep electronic backup copies of each assignment and project you submit.

Unless otherwise stated, assignments must be submitted using a word processing program compatible with Microsoft (MS) Word. BlazeVIEW accepts attached documents in **MS Word 97-2003 or higher**. If you are using WordPerfect or sharing documents with classmates who have a different version of Word, save your documents in Rich Text Format (rtf). The instructor returns documents that cannot be opened on VSU equipment.

### **Late or Missing Submissions and Grace Periods**

All discussion posts are due Sunday, 11:59 pm. Your Library E-Collection Profile and your E-Resource Selection & Evaluation Profile are due on a Monday, 11:59 pm. Your final project is due Friday, July 26<sup>th</sup>. You have a one-day grace period for all assignments. Assignments received after the grace period ending at 11:59 pm will lose points.

Completely skipping an assignment is not acceptable in graduate school. To be eligible for an A in this course requires completing every assignment and submitting within the one-day grace period.

### **Academic Honesty**

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.



The *Guide to Ethical Conduct* is a booklet created for VSU MLIS students ([http://www.valdosta.edu/mlis/student\\_resources/documents/GuidetoEthicalConductWebversion.pdf](http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf)). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science.

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/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breaches 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.

### **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 hot line is 229-245-4357.

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.

### **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 Agreements**

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://ww2.valdosta.edu/academic/turnitin.shtml>.