VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7440 Electronic Resources in Libraries
Syllabus—Summer 2014
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
Johnson, P. (2013). *Developing and managing electronic collections: The essentials.*
Chicago: American Library Association.
ISBN-10: 0838911900
ISBN-13: 978-0-8389-1190-7

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/academics/library/depts/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf

Instructor Availability & Support

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 7 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** . 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 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 <u>four</u> 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 page 7).

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 <u>every</u> assignment <u>and</u> <u>participating</u> <u>fully</u> in the Electronic Collection Development Project.

A final grade of **Incomplete** is not an option. **Thursday July 3** 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 July 3 deadline.

Course Calendar
Week 1
Wed. June 11   <u>Getting Started-Introduction, Overview and History</u>

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 which will be due in Week 3.)

Required background reading for Discussion# 1:
Johnson textbook, Chapter 1

Download these documents from *Assignment Guidelines and Grading Criteria*
1. *Academic Library Scenario*
2. *Public Library Scenario*
   You must decide what library type (academic or public) you wish to make the subject of your Electronic Collection Development Project (ECDP) AND select a topic from the list on the scenario sheet. Topic due next week

3. *Guidelines and Grading Criteria for Discussion Posts*
   Follow these guidelines for ALL discussion posts

Discussion #1   **Due date: Monday,   June 16**

Week 2
Tues. June 17   <u>E-Resource Selection Considerations</u>

Required background readings for Discussion #2:
Johnson textbook, Chapter 2

Library Technology Reports, Techniques for Electronic Resource Management, Volume 49, Number 2, February 2013. **Chapters 2: Investigation of New Content**

Download these documents from *Assignment Guidelines and Grading Criteria*
1. *Guidelines and Grading Criteria for Library E-collection Profile*
2. *Guidelines and Grading Criteria for E-Resource Selection and Evaluation Profile*
3. *E-Resource Selection and Evaluation Profile Worksheet*
4. *Guidelines and Grading Criteria for Electronic Collection Development Project (ECDP)*

Download Tip Sheets
1. *Database Price List*
2. *E-Books in Books in Print Tip Sheet*
3. *E-Journals in Ulrichsweb Tip Sheet*
4. *E-Resources in Guide to Reference Tip Sheet*
5. *Finding Information and Reviews on E-Products Tip Sheet*

<mark>**Discussion #2**   **Due date: Monday, June 23**
Library Scenario and Topic <u>Submit to instructor's BlazeVIEW email</u>   **Due date: Tuesday, June 24**</mark>

Week 3
Tues. June 24   <u>Acquisitions, Budgeting, and Workflow</u>

Required background readings for Discussion #3:
Johnson textbook, Chapters 3 and 7

Library Technology Reports, Techniques for Electronic Resource Management, Volume 49, Number 2, February 2013. **Chapter 3: Acquisition of New Content**

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

<mark>**Discussion #3**   **Due date: Monday,   June 30**
Library E-Collection Profile   **Due date: Tuesday,   July 1**</mark>

Week 4
Tues. July 1   <u>E-Book Acquisition: Differing Models</u>

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

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. July 3   Guest Speaker: Christopher Baker, Training Manager, Gwinnett County Public Library. Live Classroom, Evening lecture begins at 8 pm. Archive will be available.

Thur. July 3   **Last day to withdraw from a summer course without academic penalty**

Fri. July 4   July 4th holiday observed

Discussion #4   **Due date: Monday,   July 7**

Week 5
Tues. July 8   Aggregators of E-Resources and the 'Big Deal'

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

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

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

Discussion #5   **Due date: Monday,   July 14**
E-Resource Selection & Evaluation Profile Worksheet   **Due date: Tuesday,   July 15**

Week 6

Tues. July 15   <u>Contracts and Licensing</u>

Required background readings for Discussion #6:
Johnson textbook, Chapters 4 & 5

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

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 licening agreements (http://liblicense.crl.edu/licensing-information/model-license/).

Thur. July 17   Guest 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.

<mark>**Discussion #6**   **Due date: Monday,   July 21**</mark>

Week 7

Tues. July 22   <u>Electronic Resource Management (ERM)</u>

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

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.

Johnson textbook, Chapter 6
Library Technology Reports, Techniques for Electronic Resource Management, Volume 50, Number 3, April 2014. **Chapter 2: Elements of Electronic Resources Management**

You may find the following readings helpful for **Section 5 of your final ECDP report**:

Library Technology Reports, Techniques for Electronic Resource Management, Volume 49, Number 2, February 2013. **Chapters 5, 6, & 7**

Wical and Kishel article on strategic collection management.

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

Thur. July 24   Speaker: Sherrida Crawford, Systems Librarian, Odum Library, Valdosta State University. Live Classroom, Evening lecture begins at 8 pm. Archive will be available.

<mark>**Electronic Collection Development Project Report**   **Due date: Tuesday,   July 29**</mark>
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) participate in Live Classroom sessions or view the archives; (3) check discussion groups as needed; and 4) 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 on Monday, 11:59 pm. Your ***Library E-Collection Profile*** and your ***E-Resource Selection & Evaluation Profile*** are due on Tuesday, 11:59 pm. Your final project is due Monday, July 28th. You have a one-day grace period for all assignments. Assignments received after the grace period 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/academics/library/depts/master-of-library-and-information-science/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 behaviors are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-policies-and-procedures.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.

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 Farber 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.