

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7200 Management of Information Organizations
Syllabus--Fall Semester 2009
Three Credit Hours

Instructor:

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Course Description:

Prerequisite or co-requisite: MLIS 7000. This course is an introduction to the functions of library management and its underlying theoretical concepts. The course provides an overview of the history of management, an introduction to management theory and functions, including planning, leading, organizing, staffing, controlling, budgeting, human resource issues, and an understanding of management as a system involving all staff.

Learning Outcomes:

Students will:

- Review the administrative process of a library or information center.
- Identify budgeting concepts.
- Compare leadership principles.
- Recognize management issues for different types and sizes of libraries.
- Examine effective personnel practices.
- Identify concepts and methods for library assessment and evaluation.
- Propose a strategic plan.
- Discuss the central research findings and research literature related to library and information center management

Class Activities:

Class activities include a set of readings, assignments (e.g., exercises, case studies, and group projects), and online discussions. Students should participate in class discussions to share their opinions of the week's topics, assignments, and readings.

Class participation will be an important component of this course. You are responsible to read the text and other pertinent materials and to apply these materials to class projects. Several Wimba (Live) Classroom meetings may be scheduled, if needed. Meeting dates will be posted on the class calendar on BlazeView.

Textbook: There is one required text for the course,

- Stueart, R., & Moran, B. (2007). *Library & Information Center Management* (7th ed.). Littleton: Libraries Unlimited.

There may be supplemental readings for each of the course's topical units. These readings are made available to students through the web, as either HTML documents (websites) or PDF files. It is expected that each student will have the ability to download and open up both PDF files and Word (doc) files.

Suggested Readings:

- Trotta, M. (2006). *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman.
- Evans, G., & Ward, P. (2007). *Management Basics for Information Professionals* (2nd ed). New York: Neal-Schuman.
- Evans, G. E. (2003). *Beyond the Basics: The Management Guide for Library and Information Professionals*. New York: Neal-Schuman.
- Matthews, J. (2005). *Strategic Planning and Management for Library Managers*. Westport: Libraries Unlimited.
- Snyder, H. (2006). *Small Change Big Problems: Detecting and Preventing Financial Misconduct in Your Library*. Chicago: ALA.

Instructor Availability & Support

Instructor checks his e-mail and telephone messages at least once daily throughout normal business hours (M-F, 9-5) and extends e-mail checks to at least twice daily and on weekends during those periods when graded assignments are pending. By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeView and BlazeNet e-mail). All discussion posts and assignment submissions for this online course must be sent via assignment drop box in BlazeView. In the case that we encounter technical problems with the BlazeView system, group e-mail assignments will be routed through BlazeNet. Opening and finding the MLIS 7200 IA & IC BlazeNet account is, therefore, required. For instructions on using a student BlazeNet account, go to IT Helpdesk at <http://www.valdosta.edu/helpdesk/> .

Graded Activities:

Case Study Analysis (50 points)

There will be five case study analysis assignments. Groups of three students are expected to suggest the best alternative(s) for resolving the problem and propose an implementation plan if this is appropriate.

Exercises (25 points)

There will be five exercises based on the field experience in a library. These exercises are intended to provide each student with a direct contact with a librarian and to provide comparative data for focused class discussions. Each student is to find a library willing to host them for this assignment. This will involve contacting the library director and scheduling an appointment with the library director to discuss your assignment. While some exercises may require some independent research, most of the information required will come from interviewing the director. This assignment may probably require multiple sessions or follow-ups with the library director. In addition to providing answers to the specific questions, you will also evaluate the information provided in terms of the course readings. These exercises will be submitted via assignment drop box.

Strategic Plan (15 points)

Groups of three students will prepare a strategic plan for a real or mythical library. The plan should be about 5 pages double-spaced.

As the Librarian of a library of your choice you are required to submit a strategic plan for approval by your Board of Trustees or administrator. (Your time, staff, and funds are limited but realistic for a library of your type and size.) First page should outline the process of HOW to design a strategic plan for a library of your choice (e.g., school, public, or academic).

Pages one and two: Outline the process you will use and who will serve on the planning team. Include a timeline. Include the HOW and WHO for each step.

Page three-: After you identify the process, write a mission statement (You may choose an existing mission statement for a library.) Write at least 2 goals and 2 objectives for each goal for the library. Include 2 action steps for each objective explaining how each activity helps the library implement these goals and objectives. (See Chapter 5 of the text and the Stueart and Moran website for samples at <http://lu.com/management/examples.cfm#strat>).

Weekly discussions on Practical Questions (5 points)

Discuss and share your thoughts on weekly practical questions on the Discussion Board. Your engagement with the topics and with your fellow students will deepen your knowledge and be reflected on your grade. You are also expected to actively participate in other discussions (e.g., course content, readings) on the discussion board.

Moderating a Practical Question discussion (5 points)

One or two students will be assigned by the Instructor to moderate a discussion on class discussion board on a practical question every week. Moderator(s) is(are) expected to initiate the discussion, monitor the discussion thread, and respond to answers, questions, or feedback posted by other students.

Grades will be calculated as follows:

- Case Study Analyses: 50
- Exercises: 25
- Strategic Plan: 15
- Weekly Discussions: 5
- Moderate a Discussion: 5

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 clearly stated on the MLIS 7200 Course Calendar posted on the course home page on BlazeView.
- There is 1-day grace period for each graded activity after its original due date.
- Missing a deadline for any graded activity may result in a reduction in your grade (i.e., 5% deduction from the original mark for each day after 1-day grace period) unless you can arrange a mutually acceptable alternative with the instructor.

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. As mentioned above, it is expected that each student will be capable of dealing with PDF files and MS Word documents.

Course communications will use . . .

1. BlazeView email system and discussion board are official means of communication in this class. In addition, VSU email system may be used alternatively in case BlazeView fails.
2. A BlazeView website, used by the instructor to make links available for each unit of the topical units

Distance Learning Support:

To help address concerns of off-campus and online students, the library maintains the Library Services and Resources for Distance Education Student webpage at <http://www.valdosta.edu/library/services/distancestudents.shtml> . If at any time you have general questions about the library or specific questions about library resources, please call the Odum Library Reference Desk at (229) 333-7149 or email at library@valdosta.edu . Chat reference is available at <http://www.valdosta.edu/library/forms/disted.php> . Chat reference is available at <http://www.valdosta.edu/library/ask.shtml> .

VSU Policies:

Please become aware of and be guided by these VSU policies.

- Access Office for Students with Disabilities: <http://www.valdosta.edu/access/>
- Academic Dishonesty, p. 269 of Graduate Catalog, 2008/09: <http://www.valdosta.edu/catalog/0809/grad/documents/grad266-296.pdf>
- Student Code of Conduct, p. 56: <http://www.valdosta.edu/studentaffairs/StudentHandbook.shtml>
- Equal Opportunity Statement: <http://www.valdosta.edu/eopma/aboutus/eos.shtml>
- Sexual Harassment: <http://www.valdosta.edu/legal/shp.shtml>

Student Agreement:

Enrollment in this class signifies that the student has agreed 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 according to circumstances that may arise during the course of the semester.