VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7400 Collection Development
Syllabus—Fall Semester 2012
Three Credit Hours

Instructor:
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                                                          (use BlazeVIEW email for course correspondence)

Course Description
Principles and processes for building and maintaining library and information center collections. Identification, evaluation, selection, acquisition, and preservation of materials in all formats will be emphasized. The contexts of all types of libraries, needs of diverse patrons, and legal and ethical issues will be considered. Prerequisite or corequisite: MLIS 7000 or consent of instructor.

Grade Requirements
All students admitted fall 2012 and thereafter must earn a grade of "B" or better in these core courses: MLIS 7000, 7100, 7200, 7300, 7700, and 7800.

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.

MLIS 7400 includes an assignment on collection development that partially fulfills PO 1. Other guided electives that include the required collection development assessment are: MLIS 7130, MLIS 7150, MLIS 7440, and students in the Youth Services Track may count MLIS 7420.

Student Learning Outcomes (SLO)

Students will:
    SLO 1. Discuss principles of collection development in any type of library or information center
    SLO 2. Conduct a needs assessment that effectively can inform a collection development process
    SLO 3. Contribute to the identification, evaluation, selection, acquisition, and preservation of materials
           in all formats.
    SLO 4. Formulate collection development practices that meet the needs of diverse patrons
    SLO 5. Incorporate knowledge of legal and ethical issues into collection development
    SLO 6. Use relevant documentation and tools.

    (measures that assess these student learning outcomes appear on page 2 of this syllabus)

Assignments in Brief

The following list is a brief overview of the assessments used to measure learning outcomes included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date.

Principles of Collection Development Paper　　　　**(SLO 1, SLO 5)**　　　**20 points**

Adopt-a-Library Needs Assessment　　　　　　　　**(SLO 2)**　　　　　**10 points**

Debates on Methods of Collection Development　　　**(SLO 3)**　　　　　**15 points**
You will work in small groups to prepare and present arguments on the pros and cons of a particular method used in collection development. There will be two debates – one in the first half of the semester on acquisitions methods and one in the second half of the semester on collection evaluation methods. Choose **one** of these debate periods. See the section on Attendance (below) for participation requirements.

Reactions to Debates　　　　　　　　　　　　　　**(SLO 3)**　　　　　　**5 points**

Collection Development Project (CDP)　　　　　**(SLO 3, SLO 4, LO 6)**　　**40 points**
This project assesses your overall abilities to contribute to the development of a small-scale collection on a self-selected topic suitable for adult users of a public, academic, or special library. Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes.

Marketing Tool Project　　　　　　　　　　　　**(SLO 1, SLO 4)**　　　　**10 points**
Using the collection and user base that you describe in your CDP, create a presentation supported by PowerPoint slides that you would use as a marketing tool to reach an inclusive audience.

Textbook

Johnson, Peggy. (2009). *Fundamentals of Collection Development and Management.* 2nd Edition.
　　　ISBN-10: 0838909728   **ISBN 13**: 978-0838909720

Note: Excerpt from the book (Chapter 1 and Index) may be previewed at:
http://www.alastore.ala.org/pdf/9780838909720_excerpt.pdf.

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

Instructor Availability & Support

By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeVIEW and VSU e-mail). All discussion posts and assignment submissions for this online course must be sent via BlazeVIEW. Your VSU email username serves as your BlazeVIEW login. See the section on 'Technical Requirements" on pages 3-4 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 Chat or Live Classroom. To receive full credit for your participation in the Live Classroom debates, you must remain present for the entire session in which you present your debate and either attend or view the archives of all other debates.

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 including one Live Classroom debate; (3) attend or view archives for all debates and all lectures presented in Live Classroom; (4) visit a library to examine its collection and policy on collection development; (5) attain an acceptable score (35-40 points) on the Collection Development Project (CDP); (6) submit all projects on time and according to the format designated by the instructor; and (7) conduct your research and composition according to the rules of academic integrity (see Academic Honesty section on page 4).

Principles of Collection Development Paper	20 points
Adopt-a-Library Needs Assessment	10 points
Participation in a Live Debate	15 points
Discussion Post Reaction to Debates	5 points
Collection Development Project (CDP)	40 points
Marketinting Tool Project	10 points

Your final grade will be a letter grade.   100 – 90 points = A   89 – 80 points = B   79 – 70 points = C

Standards for core courses: **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.

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 or copied into a paper or project from a source without proper citing. **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.

Late or Missing Submissions and Grace Periods

Most graded assignments are due Tuesday, 11:59 pm. You have a one-day grace period to submit assignments for full credit. Assignments received after Wednesday, 11:59 pm, lose points. You have three (3) days to submit your reaction posts to the debates. These are due by 11:59 pm on the Saturday following each debate. There is no grace period for these posts.

Completely skipping an assignment is not acceptable in graduate school. To be eligible for an A in this course requires completing <u>every</u> assignment and submitting within the specified deadlines.

A grade of Incomplete is not an option unless a non-academic situation interferes with completion of assignments <u>after</u> the option to withdraw without academic penalty passed (October 4). A petition for an Incomplete must be submitted with documentation to the professor at the time an assignment is missed. Withdrawal from a course after October 4 requires a petition to the VSU Dean of Student Affairs.

Technical Requirements

All class materials reside on a password-protected Web site using the BlazeVIEW course management program. 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**; (3) participate in Live Classroom sessions – login links and instructions will be available through your BlazeVIEW course homepage; (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 documents in **MS Word 97-2003 and all higher versions**. 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). Documents that cannot be opened on VSU equipment will be returned to you for re-formatting.

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/downloads/reference.shtml and their phone hot line is 229-245-4357.

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). 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 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.

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.

Distance Learning Support

If you are a new BlazeVIEW user, go to the BlazeVIEW help pages at http://www.valdosta.edu/vista/students.shtml. Then return to the BlazeVIEW page and login using your BlazeView passwords.

The VSU Odum Library provides help pages for distance students at: http://www.valdosta.edu/library/services/distanceeducation.shtml.

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 SafeAssign, a tool within BlazeVIEW**.** For more information on the use of SafeAssign at VSU see SafeAssign for Students (http://www.valdosta.edu/academic/SafeAssignforStudents.shtml).

Assignment Calendar

You will find a week-by-week assignment calendar that highlights readings and activities and lists due dates for all assignments in the BlazeVIEW website.

Important Dates

Monday, August 13: First day of classes. BlazeVIEW sites open for distance learning students.

Friday, August 17: Drop-Add period ends.

Monday, September 3: Labor Day. All VSU services closed, including the Odum Library.

Thursday. October 4: Midterm. **Last day to withdraw from a class without academic penalty.**

October 3-5: GA COMO conference in Macon. All MLIS faculty attending. If you have questions about your progress in this course, schedule a consultation with your instructor before October 3rd.

October 15-16: Fall Break – Most University services closed. The Odum Library is open.

November 21-23: Thanksgiving break. All VSU services closed, including the Odum Library.

December 7: Fall semester ends. Graduation ceremony for the VSU Graduate School begins at 6 pm.