



James L. & Dorothy H. Dewar  
COLLEGE of EDUCATION  
& HUMAN SERVICES  
VALDOSTA STATE UNIVERSITY

**Department of Library and Information Studies**  
**MLIS 7540**  
**FALL 2021**  
**Three Credit Hours**

**INSTRUCTOR INFORMATION**

Name: Gordon N. Baker, MLIS, SLS, Ed.D.

Office Number: Online

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Website: <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/faculty.php>

Office Hours: Phone or Chat by appointment

**COURSE DESCRIPTION**

Introduction to fundamental concepts of library management systems, with an emphasis on integrated library systems and electronic resource management systems. Topics include aspects of managerial practices related to planning, selection, and implementation of library management systems.

**TEXTBOOKS / RESOURCE MATERIALS**

**REQUIRED TEXT:**

Webber, D., & Peters, A. (2010). *Integrated Library Systems: Planning, Selecting, and Implementing* (1<sup>st</sup> ed.). Littleton: Libraries Unlimited. ISBN 10: 1591588979 ISBN 13: 978-1591588979

**Additional readings from the professional and research literature:** Selected journal articles and/or other resources are listed on the course calendar, reading list, and in the weekly folders. It is expected that each student will have the ability to download and open both PDF files and MS Word files.

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at <https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>

**COURSE OBJECTIVES**

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs). The SLOs are aligned with MLS program objectives

(<https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/>):

### **MLIS Program Objectives (PO)**

Graduates of the 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. *[ALA CORE COMPETENCES 1,2,3,5,8]*
- PO 2. Use existing and emerging technologies to meet needs in libraries and information centers. *[ALA CORE COMPETENCE 4]*
- PO 3. Integrate relevant research to enhance work in libraries and information centers. *[ALA CORE COMPETENCE 6]*
- PO 4. Demonstrate professionalism in their work in libraries and information centers. *[ALA CORE COMPETENCE 7]*

### **STUDENT LEARNING OUTCOMES (SLO)**

Upon completion of this course, the student will be able to:

1. Evaluate components and features of library management systems.
2. Describe all the steps and processes involved in purchasing and implementing library management systems.
3. Identify managerial issues involved in library management systems.
4. Discuss trends in library management systems.

### **COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS**

This is a web-delivered course. All other course communications, activities, and materials will be available exclusively through the BlazeVIEW web site and require weekly checks for assignments. Class activities include a set of readings, streaming videos, assignments, and asynchronous online discussions.

Details for each learning module 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.

**Graded Activities: (All assignments are necessary to fulfill requirements for this course.)**

#### **Course Assignments**

The following descriptions provide an overview of the course assignments and the course objectives to which they relate. Additional details for each assignment are provided within the course.

1. Evaluation of Discovery Tools - 20% of Course Grade [Objective(s): 1]  
Evaluate features and functionalities of selected Discovery Tools.
2. Comparison of Integrated Library Management System Products- 20% of Course Grade [Objective(s): 1]  
Compare and evaluate the features of the selected library management system.
3. Technology Plan- 20% of Course Grade [Objective(s): 2, 3]  
Working in a group, describe the planning process for a new integrated library management system and
4. RFP - 20% of Course Grade [Objective(s): 2,3]  
Prepare a RFP for library management system vendors.
5. Topic Discussions & Activities- 20% of Course Grade [Objective(s): 1, 2, 3, 4]

### **SUBMITTING ASSIGNMENTS**

All written work must be submitted as attachments to the assignment modules in the BlazeView course website using Word formats (.doc or .docx suffixes only). All written work file names should begin with your last name and first initial and include the assignment name as the file name, for example: BakerG\_tour.docx The university's Information Technology department provides step-by-step guides on how to use VSU's e-mail system and other resources. The IT Help Desk is at <http://ww2.valdosta.edu/helpdesk/index.shtml> Their telephone hotline is 229-245-4357.

### **LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS**

All course work is due inside BlazeView on the date and time indicated on the course calendar. Any exception without penalties must be negotiated in advance. Technological crises are not acceptable excuses for submitting work late unless BlazeView is down at the time the work is due.

Up to 20% of the possible assignment grade will be deducted from the student's score for every additional 24 hours or increment thereof that the work is late up until the day the BlazeView assignment submission window closes (noon on Friday unless otherwise identified). If you need additional time to work on an assignment or if you have a scheduling conflict you must contact your instructor BEFORE the assignment is due to discuss your situation. The instructor WILL NOT accept work after the assignment submission window closes without prior consent.

***Students in this course are expected to:*** 1) Read or view all assigned materials; 2) Participate in class activities; 3) Submit all projects on time and according to the format designated by the instructor; 4) Conduct all research and composition according to the VSU Academic Honesty Policy. See the COEHS *Policy on Plagiarism* on page 6 and the *MLIS Guide to Ethical Conduct* at <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf>).

## COURSE GRADES

Course grades will be awarded as follows:

**A: 90%–100%** - (Excellent work - among the best at the graduate level (90%+ of possible points))

**B: 80%–89%** - (Satisfactory work - better than average work at the graduate level (80%-89%))

**C: 70%–79%** - (Honest attempt – needs moderate to major revision to be satisfactory (70%-79%))

**D: 60%–69%** - (Unsatisfactory, perfunctory, or missing work (60%-69%))

**F: Lower than 60%** - (Lacking full or completed attempts to learn or do, dishonesty, plagiarism (Below 60%))

**No grade below a C will be credited toward a VSU graduate degree** and students must receive a grade of B or better to earn credit in core courses and the required collection development elective.

## ATTENDANCE POLICY

VSU requires that you attend class in the first week. *Student must use the General Discussion Board to introduce themselves to their classmates.* All course activities will be conducted through BlazeVIEW [and/or other platform(s) as designated by the instructor]. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails.

## COMMUNICATION

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

[Insert any other information as appropriate]

## PROFESSIONALISM

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a

professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

### **ACADEMIC INTEGRITY**

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>) and the COEHS Policy Statement of Plagiarism (<https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsuhp.php>).

### **STUDENT OPINION OF INSTRUCTION SURVEY**

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (<https://www.valdosta.edu/academics/academic-affairs/sois/>).

### **TITLE IX STATEMENT**

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Dr. Sherolyn Hopkins, [titleix@valdosta.edu](mailto:titleix@valdosta.edu), Student Union, Suite 3106, Valdosta State University, Valdosta, Georgia 31698, 229-333-5941. To file a report (not make an inquiry) please visit [https://cm.maxient.com/reportingform.php?ValdostaStateUniv&layout\\_id=7](https://cm.maxient.com/reportingform.php?ValdostaStateUniv&layout_id=7)

### **ACCOMMODATION STATEMENT**

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office (<https://www.valdosta.edu/student/disability/>) or email [access@valdosta.edu](mailto:access@valdosta.edu)

## Helpful Links

Technical Support (IT helpdesk)	<a href="https://www.valdosta.edu/administration/it/solutions/">https://www.valdosta.edu/administration/it/solutions/</a>
Center for eLearning (support for BlazeVIEW)	<a href="https://www.valdosta.edu/academics/elearning/">https://www.valdosta.edu/academics/elearning/</a>
Academic Support Center	<a href="https://www.valdosta.edu/asc/">https://www.valdosta.edu/asc/</a>
Hope Connect (Mental Health Services)	<a href="https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php">https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php</a>