



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

Department of Library and Information Studies
MLIS 7740, Intro to Rare Books & Special Collections
Sections IA & IB
Summer II, 2024
3 Credit Hours

INSTRUCTOR INFORMATION

Linda R. Most, MSLIS, MA, Ph.D.
Office Hours: Phone or Teams Chat by appointment
lrmmost@valdosta.edu

COURSE DESCRIPTION

Prerequisite or corequisite: MLIS 7000. An overview of the principles and practices of rare book and special collections librarianship. Topics include book collecting, acquisitions and access, support for teaching and research, professional ethics and competencies, outreach and programming, preservation, ethics, and current issues and trends.

Additional information about this course:

NOTE: Effective this summer, the name of the course and the course description have been updated to *Introduction to Rare Books and Special Collections* and the course description has been updated as above to better address the scope of the course content.

This course provides an introduction to many aspects of Rare Book and Special Collections Librarianship including history of the book, arrangement and description, and collections care. We also will explore how rare books and special collections librarians use collections not only to support researchers but also to connect with the community at large through exhibitions, programming, and other outreach activities.

TEXTBOOKS / RESOURCE MATERIALS

All course materials will be provided on the course website.

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at
<https://www.valdosta.edu/academics/library/general/about/policies/ill/borrowing.php>

COURSE OBJECTIVES

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs).

1. Understand best practices for work with special collections materials.
2. Identify resources to stay up to date on those best practices.
3. Understand how to support researchers, including best practices for materials handling and offering reference support.
4. Articulate preservation, conservation, and security concerns for special collections.
5. Identify ways to connect collections to researchers, students, and community members.
6. Create and share concepts for an exhibit and an outreach program that can be used to publicize the collection and educate visitors.
7. Think creatively and collaboratively about serving existing audiences and building relationships with new audiences.

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

Complete reading lists and links to course materials, discussion prompts, and instructions for all course assignments will be provided on the course website.

Course modules:

- I. Collections and Exhibitions
 - a. What is rare books librarianship?
 - b. Exhibits
- II. History of the Book
 - a. Brief overview of book history
 - b. Teaching the history of the book with artifacts
- III. People
 - a. Instruction sessions and community outreach
 - b. Research support with special collections.

Assignments:

- Course Discussions (4), 40 points total
- Exhibit Concept, 20 points
- Outreach Program Plan, 20 points
- Final Essay, 20 points

SUBMITTING ASSIGNMENTS

All course assignments must be submitted through the BlazeVIEW course assignment submission tool. All course discussion participation must be posted to the appropriate discussion forum.

LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS

Because this is a summer II seven-week course, there is no time for late work or make-up assignments. Any requests for extensions must be submitted before the assignment is due.

MLIS PROGRAM E-PORTFOLIO REQUIREMENT

An E-Portfolio is required for graduation by all students. Details may be found on the department website. Assignments from this course that you might consider including in your portfolio include the Exhibit Concept and/or the Outreach Program Plan.

COURSE GRADES

Course grades will be awarded as follows:

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|-------------------------|---|
| A: 90 - 100 points | A Always satisfactory, often excellent |
| B: 80 - 89 points | B Mostly satisfactory, occasionally excellent |
| C: 70 - 79 points | C Sometimes satisfactory, often needs revisions |
| D: 60 - 69 points | D Rarely satisfactory, often perfunctory, late or missing |
| F: fewer than 60 points | F Lacking even an attempt to learn or do, dishonesty, plagiarism |

NO grade below a C will be credited toward a VSU graduate degree. To be eligible to receive an A for the course a student must complete every assignment.

ATTENDANCE POLICY

VSU requires that you attend class in the first week. Because this is a seven-week Summer II course, you must post your Introduction by midnight on the first Sunday after the semester begins.

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.

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.

VSU's Academic Student Conduct Code states that "no student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own." Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper citation is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me as soon as possible.

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

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/>).

NON-DISCRIMINATION AND TITLE IX STATEMENT

Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an individual's sex/gender. The designated Title IX Coordinator for VSU is Mr. Darius Thomas. To view the full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

ACCOMMODATION STATEMENT

Students with disabilities who are experiencing barriers in this course may contact the Access Office (<https://www.valdosta.edu/student/disability/>) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more

information, please visit VSU's Access Office or email: access@valdosta.edu. To request reasonable accommodations for pregnancy and childbirth, please see <https://www.valdosta.edu/administration/student-affairs/title-ix/pregnant-and-parenting-students.php> Please note, you will be required to provide documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.

Helpful Links

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