



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

**Department of Library and Information Studies**  
**MLIS 7200 – Management of Libraries & Information Centers**  
**Fall Semester 2021**  
**Three Credit Hours**

**INSTRUCTOR INFORMATION**

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

Office Number: Online

Telephone Number: 404/444-0251

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

Office Hours: Phone or Chat by appointment

**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.

**TEXTBOOKS / RESOURCE MATERIALS**

**REQUIRED TEXT**

**Textbook: (Required)**

Moran, B. & Morner, C. (2018). *Library & Information Center Management* (9th ed.). Littleton: Libraries Unlimited.

**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.

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/>

**SLO 1.** Review the administrative process of a library or information center **(PO 1)**.

**SLO 2.** Identify budgeting concepts **(PO 1)**.

**SLO 3.** Compare leadership principles **(PO 1, PO 4)**.

**SLO 4.** Recognize management issues for different types and sizes of libraries **(PO 1)**.

**SLO 5.** Examine effective personnel practices **(PO 1)**.

**SLO 6.** Identify concepts and methods for library assessment and evaluation **(PO 3)**.

**SLO 7.** Propose a strategic plan **(PO 1)**.

**SLO 8.** Discuss the central research findings and research literature related to library and information center management **(PO 3)**.

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

Course activities include a set of readings, assignments (e.g., consultant report, case studies, and group projects), and online discussions. Details for each week are posted in the appropriate folder on the course website. ***It is the student's responsibility to check the course calendar, the weekly content folders, and assignment folders for DUE DATES for all class work and for all required and supplemental readings and other materials.*** Full descriptions of all required course work are provided in the assignments section of the course website.

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

#### **Weekly discussion board postings: (SLO 1,2,3,4,5,6,7,8) 30 points**

Your posts must be made to the weekly discussion topics during the week the topic is active as described in the assignment details section of the course website. ***No Grace period for Discussions. Points will not be awarded for posts made after the due date/time.***

#### **Professionalism Self-Assessment: (5 points)**

Student will complete a professional behavior self-assessment checklist at the beginning of the semester and near the end of the semester to measure growth in professional skills.

#### **Management consultancy project: (SLO 1,4,6,7,8) 30 points**

***Before beginning this assignment, you must complete the CITI Students in Research Training. Instructions are found in the Course Resources Folder.***

- Client description: Secure a management client and describe his/her institutional environment and role: (No points for this requirement; however, 5 points will be deducted for failing to submit this information.) (Part 1)

- Management consultant interview report including issue, weakness, or threat and bibliography of relevant literature: (MCSP Part 2) 10 points
- Consultant's report to manager: (MCSP Part 3) 15 points
- Reaction paper reporting manager's response to your recommendations and your self-assessment of the experience: (MCSP Part 4) 5 points

### **Case study analyses: (SLO 3,4,5) 20 points**

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

### **Strategic plan: (SLO 6,7) 15 points**

Groups of three or four students will prepare a strategic plan for a real or mythical library.

### **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.

### **LIVETEXT REQUIREMENT**

There are a number of assessments developed to meet ALA MLIS Program Accreditation requirements for measuring program performance in terms of student learning outcomes. These assessments are embedded in all MLIS core courses and the required collection development elective. LiveText is the online platform that has been selected to track these assessments and all MLIS students are REQUIRED to purchase a license for the LiveText system (if you already own a license our domain can be added to your current license). The

LiveText Student Membership Standard Edition offers you full access to LiveText for the entire time you are enrolled in a program (a maximum of 7 years).

This course includes an assignment called **Management consultancy project, part 3** that fulfills the **Program Objectives 1 and 3** which are marked as “necessary to fulfill requirements for this course.” You must submit the final copies of this assignment to BOTH your LiveText account and BlazeVIEW.

### COURSE GRADES

Students can earn a maximum of 100 points in this course as indicated above. Course grades will be awarded as follows:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – Fewer than 60 points

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.

**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.

### COURSE EVALUATION

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.

### 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, view the Orientation Presentation; and complete the “How Do I Succeed in an Online Class?” assignment.* 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. Synchronous online chat sessions may be scheduled in consultation with the students.

### 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.

If you would like to speak with the instructor by telephone, please email your instructor to arrange a mutually convenient time.

### **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>).

### **STUDENT OPINION OF INSTRUCTION SURVEY (SOI)**

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>