

MASTER OF LIBRARY AND INFORMATION STUDIES PROGRAM

Valdosta State University

Government Information Sources

MLIS 7120

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SPRING 2002 SYLLABUS

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Course Purpose

Contact

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Office Hours and Class Meetings

This is a Web-based class.

What does that mean? We will NOT meet in a classroom. There will be no F2F (face to face) lectures, no DE-TV lectures. Instruction will be conducted via these pages, through e-mail, and using courseware for discussion and group communications.

There are those of us who believe that the Web-based class is here to stay. There are both positive and negative elements to this mode of instruction. On the plus side, students need not come to campus for class meetings and, for the most part, they can choose their learning time.

This class follows the university calendar. Assignments are due when they are due. The course is quasi self paced. By that I mean, there are weekly assignments. You are expected to complete those assignments during the scheduled week, when during the week you choose to do them is up to you.

It is my opinion that process and informational instruction can be conducted effectively using Web-based instruction. Skills based instruction is more problematic. For that reason, when we turn to the use of various electronic search and retrieval tools like GILS, LEXIS, and Dialog, we will use streaming video for demo purposes. I have set aside a three week block of time for familiarization with these services.

We will conduct electronic office hours. I will reply as quickly as possible to e-mail. If you wish to consult with me by telephone, we can set up appointments via e-mail. I will place any long distance calls - just give me your phone number and we will negotiate a call time. You can call me anytime (8 to 5 weekdays) at the office.

Policy

We will follow official policy of the University concerning the following issues:

Sexual Harassment Policy/Sexual Assault Policy
Racial and Ethnic Harassement Policy
Discrimination Policy - Other than Racial/Ethnic or Sexual
Religious Holidays
Reasonable Accomodation
Academic Misconduct

Please feel free to discuss these with me at any time. If any of these policies apply to you, please do not hesitate to bring your concerns or requirements to my attention. We will adhere to both the spirit and the letter of these policies.

Text Books

Two texts are assigned for this course

Joe Morehead, **Introduction to United States Government Information Sources**, 6th. ed. Libraries Unlimited, 1999

and

Peter Hernon, John Shuler, and Robert Dugan, **US Government on the Web**, Libraries Unlimited, 1999

These books are available in the VSU bookstore and can also be ordered from online booksellers like [Amazon](#), [Barnes and Noble](#), and [Borders](#).

You will note that these books address United States government information sources. They do a fine job of what they do. What they don't do is address state and local government or non-US governments.

You may find the course lectures a little light in the last three weeks of the course. It is, in fact, not light. We will lean heavily on the texts. For me to in effect copy what the texts do so well is at best redundant and most likely represents a waste of time for us all.

One final note on these books. As with all things, these books out date rapidly. These books may out date more rapidly than some. We are moving as new administration. Web links to change, although government links are stable as links go. New resources are created. Old ones are modified or disappear. The model persists however. Governments are moving more and more to electronic media, our courses and texts need necessarily to keep pace.

Class Schedule

<u>Week 1</u> Jan 7	<u>Week 2</u> Jan 14 A₂	<u>Week 3</u> Jan 21 A₃	<u>Week 4</u> Jan 28
<u>Week 5</u> Feb 4	<u>Week 6</u> Feb 11	<u>Week 7</u> Feb 18 A₇	<u>Week 8</u> Feb 25
<u>Week 9</u> March 4 A₉	<u>Week 10</u> March 11	<u>Week 11</u> March 18	<u>Week 12</u> April 1
<u>Week 13</u> April 8	<u>Week 14</u> April 15 A₁₄	<u>Week 15</u> April 22 FP₁₅	

Note: the alphanumeric **A_x** links to an assignment due at the end of the indicated week.


For a set of resources, indexes, and the like, go to the [Resources Page](#)

A. Course Expectations and Requirements

B. The Metamorphosis of Gov Docs.

C. Document Types

Document Formats: Print, Microfiche, CD-ROM, Internet

Week 1	Document Locations: <u>Library of Congress</u> , <u>GPO</u> , <u>Depository Libraries</u> , <u>On-line</u> , <u>SuDoc Tour</u> (requires RealPlayer ) , etc.
Week 1	General <u>Catalogs</u> , <u>Bibliographies</u> , <u>Indexes</u> , etc.
	D. What are we dealing with
Week 1	Historical Documents - <ul style="list-style-type: none">• <u>Organic Documents</u>• <u>Documents of Principles</u>
Week 1	Legal Documents - <ul style="list-style-type: none">• Statutes/Laws• Judicial Decisions• Regulations• Treaties and Executive Agreements• Executive Orders
Week 1	Procedural Documents - Statistical Documents -
	Reading: Hernon, Shuler & Dugan, Ch 1 Morehead, Ch 1, 2

Week 2	Field Trip to a Depository Library <u>photo tour</u>
Week 2	<i>Video Tour of Bizzell Gov Docs Library - <u>Part 1</u>, <u>Part 2</u></i>
Week 2	From print to digital The GPO Catalog of US Government Documents: http://www.access.gpo.gov/su_docs/dpos/adpos400.html
Week 2	Key Resources for US are: Government Documents Collection At Bizzell Library, University Of Oklahoma -- http://www-lib.ou.edu/depts/govdocs/index.htm
Week 2	Readings: Hernon, Shuler & Dugan, Ch 4, 5, 6, 7 Morehead, Ch 3
Week 3	A. Document Classification <u>SuDoc Classification</u>
Week 3	<u>UN Document Classification</u> <u>EC Document Classification</u>
Week 3	<u>Depository Libraries</u>
Week 3	B. What Do Governments Do and What Do They Look Like -- or <u>Political Science 101</u>
Week 3	Readings: Hernon, Shuler & Dugan, Ch 2 Morehead, pp. 35-41, Ch 5-8
Week	

4 Week 4 Week 4 Week 4 Week 4	<p>A. What Do Governments Do and What Do They Look Like -- or <u>Political Science 101</u> #2</p> <p><u>Terms and Concepts</u></p> <p>Readings:</p> <p>Hernon, Shuler & Dugan, Ch 4, 5, 6, 7 - and continued to the following week</p> <p>Morehead, Ch 5-8 (same as last week)</p>
	SEARCH TOOLS
Week 5 Week 5 Week 5 Week 5 Week 5	<p>A. "Traditional" Finding Tools</p> <p>Discuss lessons learned from the library tour. How do depository libraries manage their collections?</p> <p>B. Electronic Finding Tools</p> <p><u>GILS</u></p> <p>Reading:</p> <p>Hernon, Shuler & Dugan, Ch 3, 14</p> <p>Morehead, Ch 4.</p> <p>Jeffrey Wilhite, the Government Documents Reference Librarian at Bizzell has done a very nice job of describing electronic access to government documents. Take a look at his Web site, including:</p> <p>TOP TEN MOST FREQUENTLY USED GOVERNMENT DOCUMENT SOURCES at: http://www-lib.ou.edu/depts/govdocs/TOP10.htm</p> <p>See also a proposed initiative to facilitate e-government at http://www.fcw.com/fcw/articles/2000/0918/web-bank-09-22-00.asp</p>

<p>Week 6</p>	
<p>Week 6</p>	<p><u>Electronic Finding Tools</u></p>
<p>Week 6</p>	<p><i>Reading:</i> Hernon, Shuler & Dugan, Ch 3, 14 Morehead, Ch 4.</p>
<p>Week 6</p>	
<p>Week 7</p>	
<p>Week 7</p>	<p><u>Electronic Finding Tools</u></p>
<p>Week 7</p>	<p>Reading: Hernon, Shuler & Dugan, Ch 3, 14 Morehead, Ch 4.</p>
<p>Week 7</p>	<p><u>CLINIC</u></p>
<p>Week 7</p>	
	<p>Government Documents By Organization</p>

<p>Week 8</p>	<p>The United States <u>federal government</u></p>
<p>Week 8</p>	<p>The US federal government is a very complex series of institutions. Simply put, it consists of the executive (President, Cabinet, Departments, etc.), the legislative branch (Congress: House of Representatives and the Senate), and the Judiciary (Supreme Court, Courts of Appeals, District Courts, etc.). Each of these has a</p>
<p>Week 8</p>	<p>multitude of document sources, document purposes, document nomenclature, etc.</p>
<p>Week 8</p>	<p>Readings Morehead, Ch 11</p>
<p>Week 9</p>	<p>National Governments (other than the United States), including Tribal and Indigenous Peoples Governments</p>
<p>Week 9</p>	<p>Just when you thought it was getting easy -- there are some 200 plus countries -- sovereign nations-- each with its own system, document stream, structures, printing, publishing, and cataloging schemes. If it were ever true that government documents librarians were not required to be aware of and pay attention to these documents, those</p>
<p>Week 9</p>	<p>days are over. Note for example that many US federal depository libraries are also depository libraries for the UN, the EC, state governments, and other entities.</p>
<p>Week 9</p>	<p><u>National government -Link</u></p>
<p>Week 9</p>	<p><u>NativeAmerican-Link</u></p>
<p>Week 9</p>	
<p>SPRING BREAK</p>	
<p>Week 11</p>	

<p>Week 11</p> <p>Week 11</p> <p>Week 11</p>	<p>State and Local Documents</p> <p><u>Stategov-Link</u></p> <p>Readings</p> <p>University of Oklahoma Student Association Student Congress at http://www.ou.edu/uosa-congress/ Tulsa City Council at http://www.tulsacouncil.org/</p>
<p>Week 12</p> <p>Week 12</p> <p>Week 12</p> <p>Week 12</p> <p>Week 12</p>	<p>Comparative and International Documents</p> <p>International and Regional Government Documents</p> <p><u>IGO-Link</u></p> <p>Regional and Local Governments (Non-US)</p> <p><u>Gov-Link</u></p> <p>Non Governmental Organizations</p> <p><u>NGO-Link</u></p>
	<p>Government Documents By Function</p>
	<p>Statistical Sources</p>

Week 13	Nearly all governments and IGOs publish a statistical yearbook. All are available in <u>paper</u> and many are now <u>on-line</u> (or summaries are): see for example <u>Japan</u> , <u>Greenland</u> , or <u>Romania</u> .
Week 13	The Yearbooks are abbreviated statistics. Almost every agency of every government produces statistical reports of one kind or another. We explore these at some length.
Week 13	Readings: Hernon, Shuler & Dugan, Ch 12, 13 Morehead, Ch 10
Week 14	The Technical Literature <u>NTIS</u> , <u>National Labs</u> , <u>OSTI</u> , etc.
Week 14	<u>NTIS Search</u> Readings:
Week 14	Hernon, Shuler & Dugan, Ch 8. Morehead, Ch 9
Week 15	Geographic Literature <u>CIA World Factbook</u>
Week 15	<u>Geographic Pages</u> Readings:
Week 15	Hernon, Shuler & Dugan, Ch 11 Morehead, Ch 12.
Week 16	Intellectual Property <u>Issues</u> Patents Trademarks Copyright Readings: Morehead, Ch 10 Hernon, Shuler & Dugan, Ch 12