

**Dewar College of Education and Human Services
Valdosta State University
Department of Library and Information Studies**

**MLIS 7510
Essential Technologies in Libraries
Three Credit Hours**

Guiding Principles (DEPOSITS)

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a lifelong process of development and growth.

Ownership Principle: Professionals are committed to and assume responsibility for the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community-building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

ALA's Core Competences of Librarianship

(extracted from ALA's Core Competences of Librarianship 2009, available from
<http://www.ala.org/educationcareers/sites/ala.org/educationcareers/files/content/careers/corecomp/corecompetences/finalcorecompstat09.pdf>)

1. Foundations of the Profession: The librarian understands the role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience), the legal framework within which libraries and information agencies operate; and the certification and/or licensure requirements of specialized areas of the profession.
2. Information Resources: The librarian understands the concepts and issues related to the lifecycle of recorded knowledge and information; the acquisition and disposition of resources; and the management and maintenance of various collections.
3. Organization of Recorded Knowledge and Information: The librarian understands and uses the principles involved in the organization, representation, and classification of recorded knowledge and information.
4. Technological Knowledge and Skills: The librarian understands and uses information, communication, assistive, and related technologies consistent with professional ethics and prevailing service norms and applications.
5. Reference and User Services: The librarian understands and uses the concepts, principles, and techniques of reference and user services to provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups.
6. Research: The librarian understands and uses the fundamentals of quantitative and qualitative research methods to evaluate and assess the actual and potential value of new research.
7. Professionalism: The librarian understands the necessity of continuing professional development of practitioners in libraries and other information agencies; the role of the library in the lifelong learning of patrons; and the application of learning theories, instructional methods, and achievement measures in libraries and other information agencies.
8. Administration and Management: The librarian understands the principles of planning and budgeting in libraries and other information agencies; the principles of effective personnel practices and human resource development; the assessment and evaluation of library services and their outcomes; and the issues relating to, and methods for, principled, transformational leadership.

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]*

Instructor

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Course Description

Introduction to technologies defining or influencing library operations and services with an emphasis on essential library technologies. Course activities center upon conceptual and practical application of information technologies.

Required Textbooks / Resource Materials

Title: *More Technology for the Rest of Us: A Second Primer of Computing for the Non-IT Librarian*

Edition: First

Publisher: Libraries Unlimited

Year: 2010

Editor: Nancy Courtney

ISBN-13: 978-1591589396

ISBN-10: 1591589398

There are also required, supplemental readings to cover broad areas of integrated library management systems. It is expected that each student will have the ability to download and open up both PDF files and MS Word files.

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/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>

Student Learning Outcomes

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

1. Describe major technologies used in today's libraries.
2. Develop strategies for keeping pace with emerging technologies.
3. Report on the impacts of recent technological developments on library practices.
4. Evaluate information technology applications.
5. Discuss current technology issues relevant to libraries.

Course Activities

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.

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. Topic Discussions & Activities – 20% of Course Grade [Objective(s): 1, 3, 4, 5]
2. Learning Journal - 25% of Course Grade [Objective(s): 2, 5]
Keep a log of self-learning activities and reflection throughout the semester.
3. Developing a User Guide -20% of Course Grade [Objective(s): 1, 4]
Develop a user guide for a selected technology.
4. Shadowing Assignment - 20% of Course Grade [Objective(s): 3, 5]
Identify an information center that uses major technologies and shadow a tech-savvy worker who uses these technologies on a regular basis.

5. Library Technology Proposal - 15% of Course Grade [Objective(s): 4, 5]

Choose an emerging technology that can be applicable to libraries now or in the future. Write a report as if you are recommending that your library adopts the technology.

Course Evaluation – Grading scale

- A: Excellent work - among the best at the graduate level (90%+ of possible points)
- B: Satisfactory work - better than average work at the graduate level (80%-89%)
- C: Honest attempt – needs moderate to major revision to be satisfactory (70%-79%)
- D: Unsatisfactory, perfunctory, or missing work (60%-69%)
- F: Lacking full or completed attempts to learn or do, dishonesty, plagiarism (Below 60%)

To be eligible to receive an A in this course requires completing every assignment.

Policies Affecting This Course

Course Policy on Late Submissions: Late work automatically will drop 10% of the assignment’s value for each day it is late.

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>.

Attendance Policy

All course meetings and activities will be conducted through BlazeView, Valdosta State University’s electronic course management system. Course content is delivered asynchronously according to the course calendar. It is the student’s responsibility to follow the course calendar and participate via BlazeVIEW as indicated at the appropriate times. The instructor reserves the right to schedule real-time delivery of instruction using tools available inside BlazeVIEW. It is in the student’s best interest to log into the BlazeVIEW course delivery system daily to check for announcements and e-mail messages related to the course

Withdrawal

You may drop the course without academic penalty on or before the official withdrawal date.

Technical Requirements

All assignments must be submitted using computer programs that are compatible with VSU supported products. MS Office 2010 is officially used by the VSU faculty and administration. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor, you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). Work submitted in non-compatible formats will not be accepted and will not be graded. 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://www.valdosta.edu/administration/it/helpdesk/> Their telephone hotline is 229-245-4357.

Grammar, punctuation, and spelling count. Use spell check. *The Publication Manual of the American Psychological Association*, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

Communication:

Faculty Office discussion board: The faculty office discussion board will be available for the duration of the semester. Please post course-related questions that may be relevant to your classmates on the discussion board. Please read the faculty office discussion board regularly. If you have a personal question please send it to me via BlazeView course e-mail. By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeView and VSU Email).

Professionalism

The Department of Library and Information Studies expects that MLIS 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 student will be timely and complete with their assignments and other engagements. The student will communicate in a professional manner in both speech and writing. The student will maintain a professional attitude, being respectful to others and their viewpoints, and seek to maintain objectivity. The student will exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

Dewar College of Education & Human Services Policy on Plagiarism

<http://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>

MLIS Guide to Ethical Conduct

<http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf>

Accessibility Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the age, sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

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 Farber Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit <http://www.valdosta.edu/access> or email: access@valdosta.edu.

Student Opinion of Instruction

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 on BANNER. 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, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. Instructors will not be able to view individual responses or to access any of the responses until after final grade submission. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.