

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7550 Library Systems and Automation
Syllabus—Fall Semester 2014
Three Credit Hours

Instructor:

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Course Description:

Introduces fundamental concepts of computer systems automation in libraries and information centers. This course covers the historical context of applying computing systems to libraries, addresses the technologies behind integrated library systems, and surveys an array of topics related to management of automated computer systems. Prerequisite or co requisite: MLIS 7000 or consent of instructor.

Course objectives:

- To develop an essential understanding of the components of automated library systems
- To develop skills in evaluating automated library systems
- To understand the management issues involved in automated library systems
- To examine the uses of information technology in library processing functions
- To understand the linkage between library technology systems
- To increase the student's technical vocabulary by reading literature on topics related to library information technology
- To demonstrate an understanding of technology and industry standards

Class Activities:

Class activities include a set of readings, assignments, online discussions, and a term project. Students will complete weekly assignments that provide an opportunity to demonstrate familiarity with the course content.

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 for DUE DATES for all class work and the weekly folders and assignment folders for all required and supplemental readings and other materials.***

Textbook

- Title: Integrated Library Systems: Planning, Selecting, and Implementing (**Available online through VSU Library**)

Edition: First

Publisher: Libraries Unlimited Year: 2010 Authors: Webber, D., and Peters, A.

ISBN 10: 1591588979

ISBN 13: 978-1591588979

There are also required, supplemental readings to cover broad areas of library automation. These readings are made available to the student through the web as PDF files. It is expected that each student will have the ability to download and open up both PDF files and MS Word files.

Assignments and Grading:

Grades will be calculated as follows:

- Library OPAC evaluation: 15 points
- Functionality evaluation of an ILS: 20 points
- Library Technology plan: 20 points
- Library new technology proposal: 20 points
- Discussion topics: 25 points

Final grades will be assigned as follows:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

To be eligible to receive an A in the course a student must complete **every** assignment.

Assignment Submission:

- There is a one (1) day grace period for each graded activity after its original due date.

- Missing a deadline for any graded activity may result in a reduction in grade (i.e., 20% deduction from the original mark for each day after 1-day grace period) unless a mutually acceptable alternative is arranged with the instructor.
- All assignments must be submitted via assignment drop box on BlazeView.

Technological Requirements

As this is an online course that also focuses its attention on online information services, students must have almost daily access to the Internet. That access will use email and the web (through the student's browser) for class-related communication. It is expected that each student will be capable of dealing with PDF files and MS Words documents.

To meet all class requirements, you should also be prepared to: (1) check the BlazeVIEW course homepage several times a week, sometimes daily, if a course discussion is in progress; (2) keep electronic backup copies of each assignment and project you submit.

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. Instructor checks his e-mail.

By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeView and VSU Email). Opening and finding the BlazeView account is, therefore, required. For instructions on using a student BlazeView account, go to IT Helpdesk at <http://www.valdosta.edu/administration/it/its/css/helpdesk/>.

Distance Learning Support

The university's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hotline is 229-245-4357. BlazeVIEW is powered by the Desire2Learn (D2L) course learning system. D2L provides 24/7 support 365 days a year. To contact D2L, go to <https://D2LHelp.view.usg.edu> or call the hotline at 855-772-0423.

To ask questions about **availability or location of VSU online resources**, use the VSU Library's Live Chat or E-mail at: <http://www.valdosta.edu/library/ask.php>. You may also phone the VSU Library's reference service at (229) 333-7149.

University Policies

- **Academic Honesty at Valdosta State University**

Valdosta State University expects that graduate 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.

Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

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.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

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. This, of course, does not apply to group projects that require collaboration on a final product.

- **Special Needs Statement**

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

- **Student Conduct**

All interactions related to this class are to be conducted respectfully and professionally whether during face to face meetings, online interactions, small group work, e-mail or telephone communication according to the Student Code of Conduct as presented in the Valdosta State University Student Handbook, beginning on page 60: <http://www.valdosta.edu/studentaffairs/StudentHandbook.shtml>

- **Student Agreement**

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Enrollment in this class signifies that you agree to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it if extraordinary circumstances arise during the course of the semester.

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to TurnItIn, a tool within BlazeVIEW. For more information on the use of TurnItIn at VSU, go to <http://ww2.valdosta.edu/academic/turnitin.shtml>.