MLIS 7200 Management of Libraries and Information Centers
Syllabus – Spring 2010 – Section IA and IB - 3 hours credit

Instructor

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Course Description: An introduction to the functions of library management and its underlying theoretical concepts. This 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.

Core (required) course. **Prerequisite or corequisite: MLIS 7000.**

Learning Outcomes:
Students will:
- Review the administrative processes of a library or information center.
- Identify budgeting concepts.
- Compare leadership principles.
- Examine effective personnel practices.
- Recognize management issues for different types and sizes of libraries.
- Identify concepts and methods for library assessment and evaluation.
- Propose a strategic plan.
- Discuss the central research findings and research literature related to library and information center management.

Required text: Stueart, Robert D. and Barbara B. Moran (2007) *Library and Information Center Management, 7th ed.* Westport, CT: Libraries Unlimited.
ISBN: 978-1-59158-406-3 (paper).
Companion website: http://lu.com/management/index.cfm

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.

Suggested readings:

- Trotta M. (2006). *Supervising Staff: A How-to-Do-It Manual for Librarians.* New York: Neal-Schuman.

- Evans, G., & Ward, P. (2007). *Management Basics for Information Professionals* (2nd ed). New York: Neal-Schuman.

- Evans, G. E. (2003). *Beyond the Basics: The Management Guide for Library and Information Professionals.* New York: Neal-Schuman.

- Matthews, J. (2005). *Strategic Planning and Management for Library Managers.* Westport, CT: Libraries Unlimited.

- Snyder, H. (2006). *Small Change, Big Problems: Detecting and Preventing Financial Misconduct in Your Library.* Chicago:ALA.

Course requirements and resources

This course assumes that you are familiar with Valdosta State University's online learning technologies. The course is designed for the online learning environment and all course activities will take place inside the course website in BlazeView. Distance learning support is available from VSU. Please see: http://www.valdosta.edu/vista/students.shtml

All required readings are summarized on the course calendar and listed in full on the reading list and in the weekly folders. All readings other than the textbook chapters are accessible through Valdosta State University's Odum Library online journal access **or** through public access websites **or** will be provided inside the course website in pdf format.

Students are expected to be able to obtain materials from the Odum Library's electronic collections and resources or their equivalents as part of their successful participation in this course. An online services guide for distance education students is on the Odum Library web site at http://www.valdosta.edu/library/services/distanceeducation.shtml

Supplemental readings and resources may be listed on the course website by topic. They are, by definition, not required but can help you broaden and deepen your understanding of topics of interest to you and of the subject area of the course in general. They may be of great help to you in successfully completing the course assignments.

Submitting your Written Work

All written work is due on the date and time specified in the course calendar. Any exceptions must be negotiated in advance. Technological crises are not an acceptable excuse for submitting work late unless BlazeView is down.

Late work: A grace period of 24 hours is offered without penalty. After 24 hours one point will be deducted from the student's score for every additional 24 hours or increment thereof that the work is late.

All written work must be submitted through the BlazeView course website using Word 2003 or rtf formats. If you use Word 2007 please save your document as Word 2003. If you use any other word processing program please save your document in Rich Text Format (rtf). **All written work file names should begin with your last name and include the assignment name as the file name, for example: MostLbestmgr.doc**

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/helpdesk/guides/ Their telephone hotline is 229-245-4357.

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. If you would like to speak with me by telephone please let me know via e-mail so we can arrange a good time for both of us to talk.

If you are in Valdosta and would like to meet face to face please let me know so we can arrange a time. If I am on campus and my door is open please feel free to come in.

COURSE ACTIVITIES

The course calendar provides a summary of all course readings, assignments, and activities for each week of the semester. 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.*** Full descriptions of all required course work are provided in the assignments section of the course website.

Summary of Graded Activities

Weekly Discussion Board Postings   Total Points Possible: 20
Week 1 – Required - Please introduce yourself on the Introductions discussion board by Monday of Week 2.
Weeks 1 – 16: For full credit for the Discussion Board activity you must post substantively 20 times during the semester, ideally 2x per week. 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. Each substantive post is worth 1 point (A post saying "I agree" or "that's interesting" is not a substantive post). You are encouraged to read and post every week to stay involved with the course. A full explanation of how to post appropriately is included in the course website.

Assignment streams
This course has two sets of graded assignments with components due at intervals throughout the semester. In the first set of four assignments you will function as a management consultant for a manager in a library or information center setting. In the second set of assignments you will complete two written exercises and a group project. *The following is a SUMMARY description of the assignments. Full details for each assignment are provided in the assignments section of the course website.*

Management consultancy project summary – 50 points possible
- Client description: Secure a management client and describe his/her institutional environment and role: 10 points
- Management consultant interview report including problem, weakness, or threat and bibliography of relevant literature: 10 points
- Consultant's report to manager: 15 points
- Reaction paper reporting manager's response to your recommendations and your self-assessment of the experience: 15 points

Written exercises summary – 30 points possible
- Management theory analysis and evaluation: 10 points
- Best manager/supervisor/leader profile: 5 points
- Propose a strategic plan (group project): 15 points

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 points
B: 80 –   89 points
C: 70 –   79 points
D: 60 –   69 points
F: fewer than 60 points.

UNIVERSITY POLICIES

Academic Dishonesty
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 acknowledgment of external sources. Specific regulations related to student conduct and behaviors are contained in the *Student Handbook, Student Code of Ethics.* See http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml

It is your responsibility to make sure you understand how to avoid breeches of academic integrity. If you are unsure about the parameters of an assignment, ask for clarification.

If you need help with citations and research resources and techniques, the university provides extensive resources for students. For help please start at the Odum Library's "how to" page: http://www.valdosta.edu/library/learn/howto.shtml

Equal Opportunity 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 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 Act of 1974, Age Discrimination of Employment Act of 1967, and the Rehabilitation Act of 1973.

Accommodations Statement
Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). The Access Office for Students with Disabilities (Access Office) serves students who have documented disabilities, have met the Valdosta State University (VSU) admission criteria, and are otherwise qualified. Students requesting accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 229-245-2498 (V/VP) and 229-219-1348 (TTY). The website is http://www.valdosta.edu/access/

Student Agreement
Enrollment in this class signifies that the student has agreed 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 according to circumstances that may arise during the course of the semester.