

**University of Wisconsin-Milwaukee
School of Information Studies**

**The Academic Library
540-770-201
Course Syllabus**

Uwinterim (January 2nd-January 19, 2007)

**Course Instructor:
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Make sure you take advantage of the UWM Library resources and services available online. Visit the Library home page at www.uwm.edu/libraries

(Course Prerequisites: 510, 520, 530, 540, or 550 and graduate standing, or consent of instructor)

Office Hours: Virtual (e-mail me anytime at aman@sois.uwm.edu. Or you can make an appointment to speak with me on the phone, by e-mailing me your phone number and the nature of your question. For technical assistance e-mail Mr. Milton Wong at wong@sois.uwm.edu

If you are a student with special needs, please discuss this with the instructor as soon as possible.

Course Description:

An overview of operations and administration of the college and university library, including a study of budgets, personnel, building and planning, collection development, cooperative programs, information technology, user services, physical planning, evaluation and accreditation.

Course Objectives:

- Introduce students to various aspects of academic libraries and librarianship;
- Prepare students for a career in the academic library world;
- Engage students in discussions of issues dealing with higher education, management, problem solving, managing changes in academic libraries and ethical issues

Course Materials

Required Textbook (available from UWM Bookstore, e-mail or call the Bookstore, or acquire it from other sources):

Coughlin, C. and A. Gertzog. *Lyle's Administration of the College Library*. Lanham, MD: Scarecrow Press, 1997. (Makes sure you are using/buying the full and not the text edition).

There will be materials (lecture notes, video lectures, and readings) available through 'course materials' link on the course site and additional readings on e-reserve.

Course Requirements:

The final project will be a culmination of your work on the questions following each unit of the class. This will require you to select a college library nearest to where you live, work, or study and answer weekly discussion questions dealing with that library. Your answers to the discussion questions will be posted to the discussion board for further class discussion and information sharing. The accumulation of these weekly postings will be combined to make up your final portfolio which you will submit to your student files after you edit, synthesize and present in a coherent fashion according to the sequence of the course.

Length of the report 15-20 pages double space. Grade value for the final class project is 50 points.

If you have a problem finding a library or having access to one then you may write a paper, the topic of which has to be approved by me before your start writing. Click below on the samples of portfolio reports submitted by former students in this course. If you have any questions or need further clarification on the final or other assignments, feel free to e-mail me at aman@sois.uwm.edu.

Sample portfolios: [770.colorado.doc](#); [Denver Seminary Library.doc](#) [770.westernmichigan.doc](#); [The Academic Library Final portfolio.doc](#)

For all your submitted papers use the *Chicago Manual of Style* (latest edition), or APA. A title page should list your name, and e-mail address, the course number and the title of your paper. Insert page numbers in your Word document. Use subheadings and write a conclusion or summary at the end of the paper. Your cited references should be listed at the end under References.

In addition to the assignments (see list and due dates for submission under "Assignments" to your left, participation in online discussions and presence on D2L are expected and are required components of the course (Grade value for class participation 30 points). At the end of each Unit you are asked to relate the topic of lectures to your discussion on a given library situation (the library that is the subject of your portfolio, where you work, visit or studied). Participation is an integral part of this course. Your participation will be evaluated accordingly:

PARTICIPATION LEVEL	POINTS
Participates regularly, comments are clear, concise, and relevant	30

Volunteers information and usually makes pertinent and relevant comments	25
Rarely comments, but does contribute relevant information occasionally	15
Contributes only irrelevant material, comments are not on point, or the student never contributes unless called upon	5

Suggested List of Readings on Academic Libraries

Avery, Elizabeth Fussler (2003). *Assessing Student Learning Outcomes for Information Literacy Instruction in Academic Institutions*. Chicago: ALA. 229p.

Bazillion, Richard and Connie L. Braun (2001). *Academic Libraries as High-Tech Gateways: A Guide to design and Space Decisions, 2nd. Ed.* Chicago: ALA.

Berot, John Carlo and Denise M. Davis. *Planning and Evaluating Library Networked Services and Resources*. Libraries Unlimited, 2004. 200p.

Bishop, Nancy A. and Barbara P. Battenfield (2003). *Digital Library Use: Social Practice in Design and Evaluation*. Mass.: MIT Press. 341p.

Bosch, Stephen, et al (2005). *Guide to Licensing and Acquiring Electronic Information*. Scarecrow Press. 112p.

Budd, John (2005). *The Changing Academic Library: Operations, Culture, Environments*. ACRL Publications in Librarianship #56 323p.

Burgett, James (2004). *Collaborative Collection development: A Practical Guide for Your Library*. ALA. ISBN 0-8389-0881-0

Collins, Boyd and others (1999). *Building a Scholarly Communications Center: Modeling the Rutgers Experience*. Chicago: ALA. 161p. ISBN 0-8389-0765-2

Cristopher, Connie (2003). *Empowering Your Library: A Guide to Improving Services, Productivity and Participation...* ALA. ISBN 0-8389-0858-6

Durances, Barbara, Karen E. Fisher with Marian Bouch Hinton (2004). *How Libraries and Librarians Help: A Guide to Identifying User-Centered Outcomes*. ALA. ISBN 0-8389-0892-6

Evans, G. Edward, Anthony J. Amodeo, and Thomas L. Carter. *Introduction to Library Public Services*. Libraries Unlimited, 1999. 301p.

Gorman, G. E. and Ruth H. Miller. *Collection Management for the 21st Century: A Handbook for Librarians*. Libraries Unlimited, 1997. 360p.

Gorman, Michael (2004) *Our Own Selves: More mediation For Librarian...* ALA. ISBN 0-8389-0890-X

Hardesty, Larry (2000) *Books, Bytes and Bridges: Libraries and Computer Centers in Academic Institutions*, ALA. ISBN 0-8389-0771-7

Hernon, Peter and Robert E. Dugan (2004). *Outcome Assessment in Higher Education: Views and Perspectives*. Westport, CT: Libraries Unlimited. 368p. ISBN 1-59158-098-6

Konrad, Allison (2005). *Cases in Gender & Diversity in Organizations*. Thousand Oaks, CA: Sage Publications.

Lee, Sul H. (2005). *Management and Strategic Access to Digital Resources: The New Challenges for Research Libraries*. Norman: Oklahoma: University of Oklahoma. Simultaneously published as the *Journal of Library Administration*, vol. 42, no. 2. Haworth Press. 151p.

Leighton, Philip D. and David Weber (1999). *Planning Academic and Research Library Buildings*, 3rd. ed. Chicago: ALA. 887p. ISBN 0-8389-0747-4

Laughlin, Sara (2003). *The Library's Continuous Improvement Fieldbook: 29 Ready-to-Use Tools*. Sara, et al. ALA.

Mathews, Joseph. *Technology Planning: Preparing and Updating a Library Technology Plan*. Libraries Unlimited, 2004. 200p.

Nisonger, Thomas. *Evaluation of Library Collections, Access and Electronic Resources: A Literature Guide and Annotated Bibliography*. Libraries Unlimited, 2003. 336p.

Schuman, Bruce (1999). *Library Security and safety Handbook: Prevention, Policies, and procedures*. Bruce A.. ALA. ISBN 0-8389-0714-8

Seijts, Gerard (2005). *Cases in Organizational Behavior*. Thousand Oaks, CA: Sage Publications.

Simmons-Welburn, Janice (2004). *Human Resource Management in Today's Academic Library: Meeting Challenges and Creating Opportunities*. Libraries Unlimited. 200p. ISBN 0-313-32076-4

Thenell, Jan. *The Library's Crisis Communications Planner: a PR Guide for Handling Every Emergency*, ALA, 2004. ISBN 0-8389-0870-5

Wallace, Danny and Connie Van Fleet. *Library Evaluation: A Casebook and Can-Do Guide*. Libraries Unlimited, 2001. 237p.

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