COURSE DESCRIPTION

This course examines the principles and techniques that guide the acquisition, management, and evaluation of library collections and the selection of knowledge and information in various types of libraries. The course provides students with experience in the major phases involved in developing collections of print and non-print materials: the formulation of collection development plans and policies, the selection of library materials and vendor relationships, and the evaluation of library collections. It enables students to recognize and respond to challenges and opportunities of special interest to collection developers: intellectual freedom, new information formats, copyright, and resource sharing.

COURSE LEARNING OUTCOMES

At the end of the semester students successfully completing the course will have acquired:

- Experience in formulating collection development plans and policies.
- Understanding of library budgets.
- Familiarity in selecting materials in various formats based on an institution’s plan.
- A heightened sense of handling library material challenges.
- Understanding of library material vendor operations.
- Enhanced engagement in evaluating library collections.
- Awareness of how to determine the value of sharing resources.
- Foundation in licensing and copyright issues.

MLS Program Outcomes

All of these goals tie into the Indiana University MLS program outcomes:

Develop and Manage Collections of Information Resources

- Design and apply policies and procedures that support the selection and acquisition of information resources for particular communities of users
• Manage, evaluate, and preserve physical and virtual collections of information resources
• Uphold ethical and legal standards in acquiring, leasing, preserving, and providing access to information resources

This course supports the achievement of the following **Core Competencies of Librarianship** as formulated by the American Library Association. Approved and adopted as policy by the ALA Council, January 27 2009. A person graduating from an ALA accredited master’s program in library and information science should know and, where appropriate, be able to employ the following:

2. Information Resources
2A. Concepts and issues related to the lifecycle of recorded knowledge and information, from creation through various stages of use to disposition.
2B. Concepts, issues, and methods related to the acquisition and disposition of resources, including evaluation, selection, purchasing, processing, storing, and de-selection.
2C. Concepts, issues, and methods related to the management of various collections.
2D. Concepts, issues, and methods related to the maintenance of collections, including preservation and conservation.

**Principles of Graduate and Professional Learning**

This course addresses the following:

• Demonstrating mastery of the knowledge and skills expected for the degree and for professionalism and success in the field.
• Thinking critically, applying good judgment in professional and personal situations.
• Communicating effectively to others in the field and to the general public.
• Behaving in an ethical way both professionally and personally.

**COURSE TEXTS**

**Required Textbook**


*Note:* the 2nd edition is also acceptable as well. All chapter headings are basically the same.


**Readings**
Recommended readings will be listed on the Agenda. Students should read items from the list and other materials that best fit their preferred type of library.

Webinars are available on special topics.

Other readings such as PowerPoint presentations are listed in Oncourse along with some suggested readings found on the Agenda.

ONCOURSE

Oncourse will be an integral part of S502. If you are not familiar with Oncourse, see "What is Oncourse" by clicking here. Students enrolled in S502 are automatically granted access to Oncourse via IUPUI. If you have problems accessing Oncourse, please contact the University Information Technology Services (UIT) Support Center at 317-274-HELP. All course announcements will be found in Oncourse along with the class syllabus, course schedule, exercises for grade, and other course documents. We will make use of the following Oncourse features:

Syllabus. Course goals and objectives.
Resources. All course materials stored here
Gradebook. Used to calculate course grades and keep the running total grade.
Messages (Email). Ask questions and clarify issues.
Announcements. Find weekly course announcements here.
Assignments. Used to upload all assignments for grade and instructor comments.
Chat Room. Live sessions with instructor.
Wiki. General course information.

TECHNOLOGY REQUIREMENTS

1. Internet service provider (ISP). The most important component is a high quality Internet connection. Cable Modem, DSL, ISDN or other high speed, broadband service is strongly recommended. Dial-up modems, while usable, will result in frustrating results during “live” conferencing or other multimedia activities. Using wireless connection when signal is weak will cause similar frustrating results.

2. Computer Requirements. Students need to have access to a properly functioning computer throughout the semester. Because this is a web-based class, it is assumed that every student has daily, reliable, high-speed Internet access. Lack of access WILL NOT be accepted as an excuse for timely participation or late assignments. You should have access to:

   A Pentium 4 or later Windows computer with Windows XP or Vista

OR

   An Apple PowerPC G4 or later Apple computer with Mac OS X 10.5 – Leopard or later
Note: the use of a tablet or mobile device will not give you all the functionality needed for the course.

- Minimum 2 GB of memory (RAM)
- A current word processing software, latest version of MSWord preferred Note:
  software downloads free to students at https://iuware.iu.edu/
- Sound capability to listen to audio files
- A headset if you are working in a public place to listen to audio files

3. Browser Requirements

- Current versions of Internet Explorer or Firefox for Windows computers
- Current versions of Firefox, Safari or Chrome for Apple computers

4. Software. Student computers need to be capable of running the latest versions of plug-ins, recent software and have the necessary tools to be kept free of viruses and spyware. Some courses require special software that students may have to purchase or check for free access from IUWare. URL: http://iuware.iu.edu/

5. Technical Assistance. For help with Oncourse technical issues or if you are having difficulty with any of the technology used for the course, contact HELPnet 317-274-3087. URL: http://helpnet.iu.edu/apps/hnet/main/

EVALUATION & GRADING

ASSIGNMENTS

Follow directions, suggested formats, page and word limits. Use a 12-point font. Documents should be in MSWord and always Proofread. Attach all written assignments in the specified Oncourse Assignments link. All assignments are due by 4:00 pm EST on the date they are due. Points will be taken off for late assignments. Due dates can be found in the course agenda.

Assignments for grade:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Due Date</th>
<th>Where to Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic for CDPs</td>
<td>NA</td>
<td>Week 2</td>
<td>Oncourse Email to Instructor</td>
</tr>
<tr>
<td>CDP1</td>
<td>30</td>
<td>Week 5</td>
<td>Oncourse Assignments</td>
</tr>
<tr>
<td>CDP2</td>
<td>40</td>
<td>Week 10</td>
<td>Oncourse Assignments</td>
</tr>
<tr>
<td>CDP3</td>
<td>30</td>
<td>Week 15</td>
<td>Oncourse Assignments</td>
</tr>
</tbody>
</table>

NOTE: Students admitted to the DLIS program beginning fall 2011 and forward are required to complete the electronic portfolio. In the Oncourse-based e-portfolio, you are asked to upload materials from courses to address each of the MLS program goals. A full
collection development plan would be an option for you to submit under the “Developing and Managing Library Collections” goal area.

Letter Grade Equivalence:

Letter grades will be assigned according to definitions in the DLIS grading policy (adopted by the Faculty of the Department of Library and Information Science, Indiana University. Complete information is available at [http://www.bulletin.iupui.edu/](http://www.bulletin.iupui.edu/) (click on General Information – Grade Computation). To receive a passing grade in this course, you must turn in all of the assignments. You cannot pass this course without doing all of the assigned work, however, turning in all of the work is not a guarantee that you will pass the course. Your work must meet the criteria of the assignment. Grades of I (Incomplete) may be assigned in this course after discussion with the instructor and Chair of the program.

- A: 95-100
- A-: 91-94
- B+: 88-90
- B: 84-87
- B-: 80-83
- C+: 76-79
- C: 73-75
- C- or lower, below 73

Points will be taken off for assignments that do not use standard English syntax and grammar, don’t cite sources, or are turned in late.

THE DLIS GRADING POLICY:

- A (4.0): Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.
- A- (3.7): Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
- B+ (3.3): Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.
- B (3.0): Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.
- B- (2.7): Marginal work. Student performance demonstrates incomplete understanding of course materials.
- C+ (2.3): Unsatisfactory work. Student performance demonstrates incomplete and
C (2.0) inadequate understanding of course materials.
C- (1.7) Unacceptable work. Course work performed
D+ (1.3) at this level will not count toward the MLS or MIS degree;
D (1.0) for the course to count toward the degree, the student
D- (0.7) must repeat the course with a passing grade.
F (0.0) Failing. Student may continue in the program only with permission of the dean.

ACADEMIC DISHONESTY

Academic (e.g. plagiarism) and personal misconduct by students in this class are defined and
dealt with according to the procedures in the Code of Student Rights, Responsibilities, and Conduct (http://www.dsa.indiana.edu/Code). It is your responsibility to properly cite your sources. The intellectual property of others that is used and not properly cited will result in a failing grade in that assignment and could result in dismissal from the program.

ATTENDANCE

Graduate students are expected to complete at least three hours outside class for each hour in class. For a web-based class, that works out to a MINIMUM of twelve hours a week committed to this course. This class does not require you to log in during a specific time. In order to keep up with the pace of the class, I suggest you log in at least twice a week. Attendance will be reflected in the amount and quality of work you perform during the course of the semester.

AES

Americans with Disabilities Act. Students needing accommodations because of a disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 317/274-3241. Visit http://aes.iupui.edu/ for more information.

COURSE EVALUATIONS

DLIS provides a means for course evaluation. We have moved to an electronic format and the survey can be found at the following URL. Please complete the evaluation at the end of the semester.  https://soic.iupui.edu/app/course-eval/index.php

ELECTRONIC PORTFOLIO PARTICIPATION

Students admitted to the DLIS, program beginning fall, 2011 and forward are required to participate in the electronic portfolio or ePortfolio system. In this Oncourse site, you will
upload materials from courses that address each of the MLS program goals. Talk to your instructor for guidelines and suggestions for submission of course work to this system.

ONLINE WRITING CENTER

The Online Writing Center is an experimental service that will allow you to meet with a writing center tutor in cyberspace if you are taking one of the selected online courses.  http://www.iupui.edu/~uwc/OWC.html

ADMINISTRATIVE WITHDRAWEL

A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with me if you are unable to attend class or complete an assignment on time. If you miss more than half our class assignments without contacting me, you will be administratively withdrawn from this section. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.” Learn more at http://registrar.iupui.edu/withdrawal-policy.html
S502 Acquisitions and Management of Knowledge and Information

Agenda

Week 1  Lesson 1, Overview/Context of Course

Week 2  Lesson 2, Collection Development Planning

Week 3  Lesson 3, Developing Collections/Selection of Library Materials

Week 4  Lesson 4, Censorship and Challenges

Week 5  Lesson 5, Budgets

Week 6  Lesson 6, Formats

Week 7  Lesson 7, Electronic Resources

Week 8  Lesson 8, Vendors

Week 9  Lesson 9, Deselection

Week 10  Lesson 10, Evaluation of Library Collections

Week 11  Lesson 11, Resource Sharing and Collaboration

Week 12  Lesson 12, Preservation and Conservation

Week 13  Lesson 13, Scholarly Communication, Copyright

Week 14  Lesson 14, Future Trends

Week 15  Course Wrap Up, Course Evaluations and EPQrtofolio Completion