S551 Library Management

Fall 2015


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Contact Information

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Please contact me by email using the Messages tool inside this course tab.
I will try to respond within 24 hours. In an emergency, please call the DLIS office.
Please contact me right away if you have questions or concerns about any aspect of this class.

Where and When

This web-based course is delivered asynchronously via Oncourse. There are no scheduled class meeting times but there are assignments and/or online posts due each week. Some assignments will require visiting a library near you in person. All course materials are grouped by week in the Modules tool (click on the icon in the tools at the left of your screen). Written assignments are uploaded to and graded within the Assignments tool. Discussions (class participation) are held in the Forums tool. Grades and feedback are available in the Gradebook tool.

I will correspond with you through the Messages tool and in the Forums. If you don’t already have your IU email forwarded to your personal email account, I recommend doing that, at least for the duration of this course. You may find valuable information in those messages that will help you succeed in this course.

I will also post Announcements at least once a week. You will receive those as messages, and can also see them when you go into the course tab. They will include any updates and instructions you need to know for participation and assignments. Please contact me right away if you have questions or concerns about any aspect of this class.

About This Course

There is no required textbook.
Consistent with the course description approved by IU DLIS, the purpose of this course is to familiarize you with the management and administration of all types of libraries. These are the course objectives:

- Understand a wide range of organizational structures and management and leadership styles.
- Demonstrate positive attitudes and constructive actions that characterize innovative leadership.
- Recognize the value of collaborative planning and project management.
- Apply the interpersonal and organizational skills necessary to manage and evaluate projects and personnel successfully.
- Work effectively within and across a variety of organizational structures.
- Communicate an organization’s values and contributions, and identify resources that will support the organization’s activities.

Learning Outcomes

Students who successfully complete this course will be able to

- Characterize organizational structures, managerial styles, and managerial/supervisory roles in the context of a library or other information organization.
- Create an organizational structure that reflects the diversity of a service population through staffing, professional development, and marketing.
- Explain the roles and responsibilities of organizational governing bodies.
- Predict the importance of advocacy to the future of all information organizations.
- Confirm the value of ethical behavior and transparent communication to leadership.
- Appraise any aspect of an organization's operations for strengths and weaknesses.
- Collaborate on, implement, and evaluate strategic plans in order to anticipate and manage change.
- Estimate the financial impact of change on an organization's budget.
- Demonstrate management expertise as an effective employee, colleague, advocate, and leader.

IU M.L.S. Outcomes

Students who successfully complete this course will be able to

- Perform basic managerial functions, including planning, budgeting, and performance evaluation
- Communicate effectively to a variety of audiences
- Apply theories of organizational behavior and structure
- Anticipate emerging trends and respond proactively
IU M.L.S. Outcomes

*Students who successfully complete this course will be able to meet objectives related to the following M.L.S. Competences established by the American Library Association:*

1. Foundations of the Profession

   - 1A. The ethics, values, and foundational principles of the library and information profession.
   - 1B. The role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience).
   - 1H. The importance of effective advocacy for libraries, librarians, other library workers, and library services.
   - 1I. The techniques used to analyze complex problems and create appropriate solutions.
   - 1J. Effective communication techniques (verbal and written).

8. Administration and Management

   - 8A. The principles of planning and budgeting in libraries and other information agencies.
   - 8B. The principles of effective personnel practices and human resource development.
   - 8C. The concepts behind, and methods for, assessment and evaluation of library services and their outcomes.
   - 8D. The concepts behind, and methods for, developing partnerships, collaborations, networks, and other structures with all stakeholders and within communities served.
   - 8E. The concepts behind, issues relating to, and methods for, principled, transformational leadership.

**Participation = Attendance!**

Because this class is held entirely online, participation is crucial to your success. You will want to check the course tab for S551 as well as your IU email often. I recommend that you check once a day for messages and announcements that may affect your participation and assignments. Always be well prepared to participate in discussions and activities based on readings and assignments, as that is the way you will demonstrate mastery of the course objectives. Failure to participate every week is the same as not being in attendance in the classroom. You may lose points when you don’t participate or don’t turn in an assignment on time. If you know you will be absent briefly, or if you have a short-term illness, please contact me as soon as possible about deadline extensions.

Be sure to allow time to work online. Because there is no face-to-face interaction, an online course requires a greater commitment to demonstrating your mastery of the course objectives in written posts and papers. It takes much more time to type than to talk! If you will be without web access for more than 72 consecutive hours, you may want to enroll in S551 in another
semester. In order to do well in this course, it is absolutely necessary to stay on top of readings, discussions, and assignments. If it helps to keep paper copies of anything in the Modules, just click on the little printer icons there to print out any part you need.

Student Responsibilities

- **Read this syllabus thoroughly and ask any questions you may have about its content.**
- **Read all instructions and follow directions!** The most common reason for marked-down grades is failure to do what was asked.
- **Complete all course work on or before the due date.** Course work includes (1) reading and viewing online resources and completing related exercises; (2) conducting individual in-person observation and analysis of a library of your choice; (3) completing written assignments; and (4) participating in Forums. Written assignments and posts submitted late without advance permission may be reduced a half-grade for each day late. Extraordinary circumstances may warrant an extension. Incompletes are not awarded except in extraordinary circumstances.
- **Participate in online discussions as you would in face-to-face meetings with colleagues in the workplace.** Please be professional and courteous, and stay on topic. Contact me right away if you have concerns about any discussion or messages posted.
- **Look at issues from a variety of organizational roles to understand different perspectives.** Online communication lacks the nonverbal cues of face-to-face conversations, so choose your words carefully and write your sentences clearly. Don’t forget to proofread your messages before you post them.
- **Include your full name somewhere in the body of each assignment you upload as an attachment, and include your last name in all file names** (a sample file name: SS51-Paper4-Lastname.doc). If you include photos, charts, or other graphic images in your work, please save your documents in PDF before uploading them. **Always keep backup copies of your work outside of this learning management system,** just in case it crashes or you lose power while you're working.
- **Contact me if you will not be able to meet a deadline.** Late assignments may lose points if you have not communicated with me.

Academic Ethics and Course Policies

- **Academic dishonesty (such as plagiarism) and personal misconduct by students in this course are defined and dealt with according to the procedures in the Code of Student Rights, Responsibilities, and Conduct,** which can be found at [http://www.iupui.edu/code/](http://www.iupui.edu/code/).
- **You are responsible for providing complete citations in all written assignments** for materials you consult, quote, or otherwise borrow ideas from (short citations are acceptable for materials assigned in the Modules). The style for presenting citations is up to you (such as Chicago, MLA, or APA), but please use one style consistently throughout each assignment.
• There are a number of campus-wide policies governing the conduct of courses at IUPUI. These cover attendance, academic policy, and personal conduct, and can be found by clicking the Campus Course Policies link in the toolbar at the left of this page.

Schedule and Due Dates
A complete list of assignment due dates is available in the Assignments tool. Copy all due dates into your personal calendar and check Announcements regularly for updates.

What you should do each week: Go to the Modules tool and read all the sections for that week. In the first section each week, I provide instruction on one or more topics and links to related articles or videos. The topics are tied to each of the library study papers due. After you complete the required reading/viewing, read the instructions for the Forums and post there. Because Forum discussions are the online equivalent of meeting in a classroom to share ideas, there are Forum post requirements every week. Make your original post (at least 1) no later than Friday, and post your responses to classmates (at least 2) no later than Monday, unless the instructions say otherwise. The earlier in the week you post, the more interesting the discussions will be. During the week, gather information for your papers. A paper is due every three weeks beginning Monday, Sept. 14. Turn papers in to me by uploading them as attachments in the Assignments tool. Again, look at the Modules outline to see when those are due, or go into the Assignments tool to see the full list with due dates.

Each week's readings and assignments, and the four short papers, are designed to help you analyze the library or organization information you choose to study so that you can prepare your final project. The key to success is to plan ahead. Don’t procrastinate! Look ahead and anticipate upcoming assignments. Keep up with discussion posts and check the Announcements for any schedule changes. Work ahead whenever you can. If you want copies of anything in the Modules, click on the printer icons to save and/or print out what you need.

• All papers are due on Mondays before 11:55 p.m. Eastern Time. Your Final Paper is due by 11:55 p.m. Eastern Time on Monday, December 14, 2015.
• Forum posts are due no later than Fridays at 11:55 p.m. Eastern Time, with responses due no later than Mondays at 11:55 p.m. Eastern Time. Make your original posts as early in the week as possible, and then check back to respond to your classmates' posts and encourage discussion.
• IUPUI on-campus classes take a Fall Break on October 19 and 20. Because this course is online, we won't observe that time off. Instead, we will add two days to the campus Thanksgiving holiday and take the entire Thanksgiving week off (Monday, Nov. 23 through Sunday, Nov. 29).

Grading
There are no tests in this course. Your achievement of the course objectives will be measured based on your online participation and written work. Grades are posted with feedback in the Gradebook tool. You will receive a letter grade for each of the following areas:
• Weekly Forums participation (10 points each week x 12 weeks = 60% of course grade)
• Three short papers (10 points each = 15% of course grade)
• Library board report (10 points = 5% of course grade)
• Final paper (40 points = 20% of course grade)

The assessment rubric for Forums is as follows:
10  Posts integrate class readings and individual study with classmates’ posts in order to further discussion of the topic.
6   Posts reflect individual opinion and/or classmates' ideas but do not reflect assigned or other readings.
4   Posts reflect individual opinion but do not reflect assigned readings or incorporate classmates’ ideas.
2   Posts are simple acknowledgements or comments (such as "Great post!" or “That’s an awesome idea!”) that do not demonstrate individual study and do not further discussion.
0   No posts, or posted late without permission.

The assessment rubric for short papers and the library board report:
10  Goes beyond the basic questions suggested to demonstrate understanding of the connections among weekly topics, and shows careful observation and analysis. Shows original research and uses appropriate citations.
6   Addresses all relevant assigned topics and makes connections and appropriate citations to assigned readings.
4   Fails to address all assigned topics or relies too much on one source of information, which may not be appropriately cited.
2   Does not follow assignment instructions, or fails to use appropriate citations, or fails to demonstrate mastery of the course objectives.
0   No paper, or paper turned in late without permission.

The assessment rubric for the Final Paper:
40 Paper goes beyond the basic questions suggested to present a thorough rationale and plan for change through integration of class readings, group work, and/or forum discussions with new material based on appropriately cited observations, research, statistical data, and personal interviews.
30 Paper addresses all relevant study topics and presents a plan of action by presenting individual observations and interviews, and makes connections and appropriate citations to assigned readings and some additional sources.
20 Paper fails to address all relevant study topics or relies too much on some sources of information, which may not be appropriately cited.
10 Paper does not follow assignment instructions, or fails to use appropriate citations, or fails to demonstrate mastery of the course objectives.
0 No paper, or paper turned in late without permission.
Course grades are based on the following total point score out of 200:

190 and above = A
180–189 = A–
170–179 = B+
160–169 = B
150–159 = B–
149 and below = unsatisfactory work; course must be repeated

Meeting the expectations for the course counts as a B; you must exceed expectations in order to earn a higher grade. Your final grade must be B-minus or above for this core (required) course to count toward your degree.

IU Grading Scale
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 inadequate understanding of course materials.
C: 2.0, Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
C-: 1.7, D+: 1.3, D: 1.0, D-: 0.7, Unacceptable work. Coursework performed at this level will not count toward the MLS or MIS degree. For the course to count toward the degree, the student must repeat the course with a passing grade.
F: 0.0, Failing. Student may continue in program only with permission of the Dean.

Questions?
Please contact me by email using the Messages tool inside the course tab for S551. I will try to respond within 24 hours.

Ready to Get Started?
Class starts Monday, August 24, 2015. Please go to Week 1 in the Modules tool to begin your study of library management. See you there!