COURSE DESCRIPTION

This course is an introduction to management of an acquisitions unit in libraries and other information agencies of all sizes and types. Content will include an overview of acquiring, providing access to, administering, supporting, and monitoring access to print and electronic resources. Principles of licensing, purchasing methods, and pricing models will be explored along with the complex relationships between vendors, publishers, platform providers, and information agencies.

GOALS & OBJECTIVES

- Understand the concepts and procedures involved in the acquisition of materials of various types and formats in libraries and other information agencies.
- Demonstrate knowledge of issues surrounding access to information.
- Understand the interrelationships between acquisitions units and other operations in libraries, information centers, and business environments.
- Identify the organizations and individuals prominently associated with acquisitions of resources for libraries and other information agency: publishers, vendors, aggregators, and consortia.
- Be familiar with accepted and developing terminology and engage with the professional literature in the field.
- Identify important issues, areas of research or problems in need of research in resource management; be able to critically evaluate the solutions that have been adopted or proposed for these problems.

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.

METHOD OF CLASS INSTRUCTION

• Synchronous and asynchronous learning environments.
• Student research and presentations on important topics and issues in technical services.
• Presentations/Webinars by guest lecturers.
• Webinars from technical services departments and related units.

SUGGESTED TEXTBOOKS - ON RESERVE at University Library and or available as an online resource via IUCAT (NOT REQUIRED FOR PURCHASE)


Other suggested readings can be found in Oncourse folders or searchable in IU databases of library literature as journal articles.

Oncourse

Oncourse will be an integral part of S504. If you are not familiar with Oncourse, go to https://Oncourse.iu.edu/lms-prd/app. If you have problems accessing Oncourse, please contact the University Information Technology Services (UITS) Support Center at 317-274-HELP. All course announcements will be found in Oncourse along with the class syllabus, course schedule, exercises for grade, practice exercises, answers keys, and other course documents. We will make use of the following Oncourse features:

**Syllabus**
*Resources.* All course materials stored here.
*Grades.* 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 exercises for grade and final projects.
*Discussions.* Post designated cataloging assignments.
*Chat.* Live sessions with instructor.
*Wiki.* Course instructions. (if available in Oncourse)
STUDENT EVALUATION and GRADING:

Student progress in meeting the course objectives will be evaluated on the basis of a four assignments: 1 project, one written report, forum discussion and one written/oral presentation. Students are expected to word process all assignments and keep an electronic or paper copy. Except for emergencies, assignments not received on due dates will be penalized. Assignments can be given to instructor via the Oncourse Assignments as an e-mail attachment. Paper copies are also welcome. I encourage you to discuss with me any special circumstances that will affect your ability to perform your assignment or turn in your assignment on time. The major assignments and presentation for the course will be:

Exercises (For Grade) Schedule

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic Paper and PowerPoint Presentation</td>
<td>20%</td>
<td>TS Current Issues and Trends</td>
<td>October 5</td>
</tr>
<tr>
<td>Vendor Decision Paper</td>
<td>30%</td>
<td>Vendor Selection</td>
<td>November 16</td>
</tr>
<tr>
<td>TS Department Observation Paper</td>
<td>30%</td>
<td>TS Department Visit</td>
<td>December 2</td>
</tr>
<tr>
<td>Participation/Forums (5)</td>
<td>20%</td>
<td>Participation in Class Discussion</td>
<td>Every Monday First 5 weeks of semester</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
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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 and the final project. 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. Grades of I (Incomplete) may be assigned in this course after discussion with the instructor.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
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</thead>
<tbody>
<tr>
<td>96-100</td>
<td>A</td>
</tr>
<tr>
<td>91-95</td>
<td>A-</td>
</tr>
<tr>
<td>90-86</td>
<td>B</td>
</tr>
<tr>
<td>89-82</td>
<td>B-</td>
</tr>
<tr>
<td>87-70</td>
<td>B+</td>
</tr>
<tr>
<td>79-72</td>
<td>C</td>
</tr>
<tr>
<td>78-72</td>
<td>C-</td>
</tr>
<tr>
<td>Below 68</td>
<td>F</td>
</tr>
</tbody>
</table>

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/

**DLIS GRADING POLICY**

A: 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. The grade of A+ is not granted in DLIS, except in very exceptional cases.
A-: Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B+: Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks defined in the course syllabus.
B: Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and has performed at an acceptable level.
B-: Marginal work. Student performance demonstrates incomplete understanding of course materials.
C+, C, C-: Unsatisfactory work and inadequate understanding of course materials.
D+, D, D-: Unacceptable work; course work completed at this level will not count toward the MLS degree.
F: Failing. May result in an overall grade point average below 3.0 and possible removal from the program.

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
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](http://www.iupui.edu/~uwc/OWC.html)

**Administrative Withdrawal**

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](http://registrar.iupui.edu/withdrawal-policy.html)