**Course Description**
Management and administration of public libraries, including specific material related to organization structure, planning, budget management, human resources issues and skills, and an understanding of the manager in the context of a community environment.

**Objectives**
Upon completion of course, students will be able to:
- Identify and discuss key issues, developments, and trends in the evolution of the public libraries in general and within the state of Indiana
- Demonstrate an understanding of the mission, goals, objectives, and functions of today’s public libraries
- Utilize planning skills for public libraries with regards to staffing, technology, products and services
- Establish criteria and methods for assessing community needs, for measuring and evaluating library effectiveness, and for promoting and financing services
- Apply key principles of management and organizational theory and apply them to public library practice

**MLS Program Outcomes:**
This course supports the achievement of the following:
- Assist and Educate Users
- Manage and Lead Libraries and Other Information Organizations
- Use Research Effectively
- Approach Professional Issues with Understanding

**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

Required Readings

Required readings are assigned each week. Please see the course schedule. Lecture notes will be added weekly.

Rights & Responsibilities:

Indiana University and School of Library and Information Science policies on academic dishonesty will be followed. Students found to be engaging in plagiarism, cheating, and other types of dishonesty will receive a failing grade for each assignment found to be plagiarized.

Academic (e.g. plagiarism) and personal misconduct by students in this class are defined by and dealt with according to the procedures in the Code of Student Rights, Responsibilities, and Conduct (http://www.dsa.indiana.edu/Code).

The entire IUPUI - Code of Student Rights, Responsibilities, and Conduct is part of the syllabus. You can find the Code here: http://life.iupui.edu/conduct/procedures/

Americans with Disabilities Act: Accommodations will be made for qualified students with disabilities registered with Adaptive Educational Services. Please contact them at 317/274-3241.

Discussions & Assignments

There are many opportunities for learning in this course. Everything you do for this class is an opportunity to learn, all assignments attempted, every article you read from the course list, every new article you find, posts made to discussion forums, comments made on others posts. Knowledge sharing is an important part of management and therefore is an important part of this class. In most of the discussions, you must first post before you can see any of the other posts.

Discussions

There are ten graded discussions. LATE POSTS WILL NOT BE COUNTED FOR DISCUSSIONS. The discussions are intended to replace in-class discussion; therefore, everyone is expected to participate that week. Participating after the fact is like talking to yourself which can be rewarding but not in the case of the course. Discussion posts are graded on the following criteria: following instructions, answering all aspects of the prompt, posting early enough so that others can respond to you (again talking to yourself does not count), responding to others, and citing and integrating the readings into your posts.

Grading

Effective Fall 2010: No course in which a student receives a grade lower than C (2.0) will be counted toward requirements for any SLIS degree. Any required course on which a grade lower than B- is received must be repeated. S553 is a required course.
Late Work. **Assignments will lose 5 points for each week late.** This means you get a one-week grace period for the assignments ONLY. Those include: Needs Assessment Assignment, Cover Letter & Resume Assignment, Managing People Assignment, Policies & Procedures for Makerspace, Makerspace Implementation Plan Assignment.

All Assignments must be turned in by the close of class on April 29.

**Students are allowed to revise the following assignments for a better grade. Needs Assessment Assignment, Managing People Assignment, and the Makerspace Implementation Plan Assignment.**

Assignments must be turned in enough time to receive feedback from the instructor. Therefore, if you want feedback on the final assignment– you must turn it one week prior to the due date.

**Points and Grades**
There is a total of 305 points possible. Minimum learning points needed for each letter grade:
- 285 A
- 275 A-
- 265 B+
- 255 B
- 245 B-
- 235 C+

**Citation (style):**
Students in this course must **format all citations** in written work using the American Psychological Association Publication Manual.

**Turning in Work**
All written assignments are to be turned in via the Canvas course site using the following formats: .rft, .doc, .docx. **Please put your last name in the file name.**

**Expectations of Students**
Students are expected to complete assignments on time and in the form specified. Students are to inform the instructor before the deadline if unable to complete an assignment. Please use Canvas to email the instructor or the class.

**What You Can Expect from Us**

1. We will post each week's notes, announcements, by Monday evenings.

2. We will return assignments as soon as possible but at least within a week of the due date.

3. We usually return emails within 24 hours. If you don’t hear from us within that time, please send another message. Occasionally we have email problems in which emails are dropped or we may have inadvertently overlooked your email.

4. We regard you as colleagues and we’re very comfortable being called "Miriam" and “Andrea.” We will call you by your first name unless you tell me differently.

S553 SoIC DLIS Spring 2019 Helling and Copeland
## Overview of Assignments, Point Values, and Due Dates

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro &amp; Social Responsibility Discussion</td>
<td>10</td>
<td>Week 1: 1/14</td>
</tr>
<tr>
<td>Funding Discussion</td>
<td>10</td>
<td>Week 2: 1/21</td>
</tr>
<tr>
<td>Plan for Advocacy Discussion</td>
<td>10</td>
<td>Week 3: 1/28</td>
</tr>
<tr>
<td>Legal Issues Discussion</td>
<td>10</td>
<td>Week 4: 2/4</td>
</tr>
<tr>
<td>Needs Assessment Assignment</td>
<td>50</td>
<td>Week 5: 2/11</td>
</tr>
<tr>
<td>Management Style Discussion</td>
<td>10</td>
<td>Week 6: 2/18</td>
</tr>
<tr>
<td>Managing People Steps 1 to 7 (Discussion)</td>
<td>5</td>
<td>Week 8: 3/4</td>
</tr>
<tr>
<td>Managing People Step 8 (Discussion)</td>
<td>10</td>
<td>Week 9: 3/11</td>
</tr>
<tr>
<td>Cover Letter &amp; Resume Assignment</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td></td>
<td><strong>Week 10</strong></td>
</tr>
<tr>
<td>Managing People Assignment</td>
<td>50</td>
<td>Week 11: 3/25</td>
</tr>
<tr>
<td>Budget Exercise (Discussion)</td>
<td>20</td>
<td>Week 12: 4/1</td>
</tr>
<tr>
<td>Managing Conflict Discussion</td>
<td>10</td>
<td>Week 13: 4/8</td>
</tr>
<tr>
<td>EGovernment Discussion</td>
<td>15</td>
<td>Week 14: 4/15</td>
</tr>
<tr>
<td>P &amp; Ps for Makerspace Assignment</td>
<td>10</td>
<td>Week 15: 4/22</td>
</tr>
<tr>
<td>Makerspace Implementation Plan Assignment</td>
<td>75</td>
<td>Week 16: 4/29</td>
</tr>
</tbody>
</table>
Course Schedule

Week 1 – January 8 to January 14
History (and Future) of Public Libraries | Social Responsibility

Read

- Lecture Notes Basic Info and History on Public Libraries.doc
- Lecture Notes on Social Responsibility.docx

Optional Reading:


Review:

- Library Bill of Rights. [http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm](http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm)

Due by January 14: Introduction and Social Responsibility Discussions
Week 2 – January 15 to January 21
Advocacy and Funding

READ:

• Lecture Notes: Lecture S553 – Module 2.pdf

RESOURCES


VIDEOS


Due by 1/21: Funding Discussion
Week 3 – January 22 to January 28
Community Needs, Engagement, and Assessment

Read

Lecture Notes Community Needs, Engagement & Assessment.docx


Optional


Review


Libraries Transforming Communities: http://www.ala.org/transforminglibraries/libraries-transforming-communities

Due 1/28: Plan for Advocacy Discussion
Week 4 – January 29 to February 4
Library Governance & Legal Issues

Readings

- Governance Lecture Notes.
- Lecture Notes on Legal Issues and Public Library Management: Legal Issues and Public Library Management.pptx

Optional readings:


Review:

- New Director Information 2018 Version: http://www.in.gov/library/3310.htm

Due by 2/4: Legal Issues Discussion
Week 5 – February 5 to February 11
Strategic Planning & Partnership

Read

- **Lecture Notes: Lecture Notes Strategic Planning.pdf**

Optional


**Due 2/11**: Needs Assessment Assignment
Week 6 –February 12 to February 18
Organizational Structures & Management Styles

Read:

- Lecture Notes: Module 9: Lecture Notes-Management Style and Org Struct.pdf

Optional Reading:


Due 2/18: Management Style Discussion
Week 7 –February 19 to February 25
Direct Supervision & Mentoring

Readings:

- Lecture Notes -Direct Supervision & Mentoring.

Due 2/25: Nothing

Week 8 –February 26 to March 4
Performance Evaluation & Professional Development

Readings:

- Lecture Notes Performance Evaluation

Due 3/4: Managing People Assignment Steps 1 to 7
Week 9 –March 5 to March 11
Interviewing

READ


Optional Reading:


Review:


Due by March 11: Managing People Assignment Step 8 and Cover Letter & Resume Assignment

Week 10 –March 11 to March 18 (Spring Break)
Week 11 –March 19 to March 25
Facilities

Read:

- **Lecture Notes: Facilities**

Optional reading:

- Chapters from Makerspaces: Top Trailblazing Projects: *about makerspaces.pdf* and *Anchorage PL Makerspace.pdf* and *Brooklyn and Carnegie PLs Makerspaces.pdf* and *Cleveland PL makerspace.pdf*

Due 3/25: Managing People Assignment
**Week 12 –March 25 to April 1**

**Budgeting**

**Lecture notes budgeting.**

**CDPL annual statistics.pdf**

**CDPL board report and budget.pdf**

**Due 4/1:** Budget Exercise

**Week 13 –April 2 to April 8**

**Conflict Resolution & Decision Making**

**Read:**

- Worksheet for Ethical Decision Making: Worksheet for Ethical Decision Making.doc

**Optional Reading:**


**Due 4/8:** Managing Conflict Discussion
Week 14 – April 9 to April 15

Technology

Read:


Optional Reading


Review:


Due 4/15: eGovernment Discussion

S553 SoIC DLIS Spring 2019 Helling and Copeland
Week 15 – April 16 to April 22
Policies & Procedures, Customer Service

Read:


Review:


Due 4/22: Makerspace Policies & Procedures

Week 16 – April 23 to April 29

Due 5/1: Makerspace Implementation Plan