LIS S575 - Public Library Services
Department of Library and Information Science IUPUI
Indiana University School of Informatics and Computing
Fall 2016

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Catalog Course Description
This course provides an overview of the broad range of cultural, educational, and social library services and programming initiatives available for children, teens, and adults in public libraries. It also teaches community analysis, planning, and evaluation while emphasizing the collaborative nature of developing and implementing library programs and providing library services.

Course Outcomes
Upon successful completion of this course, a student will be able to:
• Identify exemplary library programming and service initiatives
• Perform community analysis
• Develop programming policies, guidelines, and procedures
• Design library programming and service initiatives that align with the library’s mission
• Evaluate library programs and services to measure their effectiveness

Rights & Responsibilities: Indiana University 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 an F for the course. 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.

The entire Code of Student Rights, Responsibilities, and Conduct is part of the syllabus and an expectation of this course. You can find the Code at: http://studentcode.iu.edu/

Americans with Disabilities Act: Accommodations will be made for qualified students with disabilities registered with Adaptive Educational Services. Please contact them at via telephone at (317) 274-3241 or video phone at (317) 278-2052.

Readings:
There is no text book for this course.
Mandatory Weekly Readings are required and will be found in the Modules. Some article links may warn about viruses; as these have been carefully selected, you should proceed as normal.

Work Schedule:
Class is conducted Monday through Friday.
Modules (lecture notes, selected readings, videos, discussion posting, etc.) will be added weekly to the Modules section of Canvas on Monday evenings.
Due dates for discussion postings and other assignments are on Sundays by midnight unless special permission has been previously issued. Grades will be posted no later than the following Wednesday.

Assignments:
Use the Assignment link and “View details” or attachments for full description of each assignment. Discussions for the week may be found in the Discussions section of Canvas.
Use the readings and your own discoveries to support your assignments and discussions.

No style (MLA or APA) for papers is preferred or requested over another. Whatever you use, be consistent in style.
Always denote a title, a “series” or a name of a program with underline, bold, italics, quotations or some other consistent marking.

You are required to utilize a mix of resources on all the bibliographies. This program emphasizes using the resources via IUPUI to learn what you may need in your professional collections. Do not use a majority of websites (more than 75%) for any assignment unless requested or points will be removed. Use authoritative sources, databases via IUPUI University Link, books at University Library and your local public and academic libraries.

Grading
Each assignment is given a point value and a score of 150 is possible in this course.
Five points will be taken off for each day an assignment is late unless previously excused.
Assignments are due by midnight of the due date.

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.

Rights & Responsibilities
The entire IUPUI - Code of Student Rights, Responsibilities, and Conduct is part of the syllabus. You can find the Code here:
Assignments:

I. Public Programming Plans – 50 points each for 100 points possible
Several of the outcomes of this course are for all students to successfully design library programming and service initiatives that align with the library’s mission as well as evaluate library programs and services to measure their effectiveness. In order to achieve these outcomes, all students are asked to design and complete two program plans. Each program should be designed for distinctly different audiences, i.e. All Ages or Families, Children (infants, toddlers, preschoolers, school age), Teens (middle schoolers, high schoolers), New Adults, Adults, Older Adults or those who serve any of these specific demographics. More details including timelines, bibliographies, promotional requirements, etc., will be posted in the Assignments section of Canvas.

II. Public Library Visit Paper – 20 points possible
Students who complete this course should be able to effectively identify exemplary library programming and service initiatives, perform community analysis and evaluate library programs and services to measure their effectiveness. While this course is entirely online, a real life interaction is key to achieving these outcomes. Questions will be given; students are responsible for locating an appropriate public library, identifying and observing a program and services as well as interview no less than two staff members. The results of this visit will be documented in a paper that is supported by 3-5 quotes from the readings posted. More details will be posted in the Assignments section of Canvas.

III. Discussions (formerly known as Forums) – total 30 points possible
You will find complete directions for all discussion posts on Canvas. Read directions carefully before posting. It is preferred to read other posts and reply to the discussion early in the week, rather than last minute.

Course Schedule

- August 22, 2016
  Module 1: Introduction to Public Library services, review syllabus and assignments

**Due Sunday, August 28: Discussion #1 - Introduce Yourself (no grade, but required to post, read and reply to one classmate)**

- August 29, 2016
  Module 2: Public Library systems and their branches

- September 5, 2016: No class
• September 12, 2016
Module 3: Library Missions, Goals, and Objectives / Library Policies vs. Procedures

**Due Sunday, September 18: Discussion #2 - Library Mission Statements - 5.0 points**

• September 19, 2016
Module 4: Demographics: Understanding Your Community and Its Needs / Census and Community Assessment

**Due Sunday, September 25: Discussion #3 - Evaluate Me! - 5.0 points**

• September 26, 2016
Module 5: Serving the community / Customer service from a Library perspective

• October 3, 2016
Module 6: Staffing, Collections, and Programming

**Due Sunday, October 9: Discussion #4 - Programming Policies - 5.0 points**

• October 10, 2016
Module 7: Programming

• October 17, 2016: Fall Break

• October 24, 2016
Module 8: Programming, continued

**Due Sunday, October 30: Public Library Visit Paper**

• October 31, 2016
Module 9: Publicizing Programs and Services

**Due Sunday, November 6: Discussion #5 - Program Promotion - 5.0 points**

• November 7, 2016
Module 10: Collaboration, Partnerships and Outreach

**Due Sunday, November 13: Program Plan #1**

**Discussion #6: Post to Discussion about either Plan #1 or Plan #2. Share briefly about one of the programs you planned for class. Share as soon as possible, but final due date is 12/9/16 - 5.0 points**
November 14, 2016
Module 11: Diversity, Homeless patrons, Security and Safety

November 21, 2016
Module 12: Building the team / colleagues and team members

November 28, 2016
Module 13: eResources and all things digital

**Due Sunday, December 4: Program Plan #2**

**Discussion #6: Post to Discussion about either Plan #1 or Plan #2. Share briefly about one of the programs you planned for class. Share as soon as possible, but final due date is 12/9/16 - 5.0 points**

December 5, 2016
Module 14: Libraries for our Future

**Due Friday, December 9: Discussion #7 - New Service/Program proposal -5.0 points**