LIS 603 201 Management in Library and Information Science
Summer 2013
Dates of Semester: June 6 - August 1, 2013

Course Syllabus

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Version: 1.1 April 29, 2013

Overview

Contact information: Most of the communication in this course occurs in Blackboard (Bb). I will promptly answer your questions in discussion boards related to each assignment and weekly readings. That way every student can see my responses to your questions. Many students will have the same questions, so don't hesitate to ask in Bb.

Email is the best way to contact me. As a rule, I will respond to course-related email correspondence within 48 hours. Please include the course number [603] in the subject line for all messages. If you wish to meet with me via phone, Blackboard IM, Skype, or Adobe Connect please make an appointment via email. Please note that class communication is done only via your official UK email address. You must check this frequently.

Course Format: This is an online course and I require asynchronous class discussion via Blackboard to facilitate a sense of community. Each week we will discuss the readings and related topics in Bb discussion boards. With the exception of the last week of the summer session, the week starts on Monday and ends on Sunday at 11:59pm.

Course description: LIS603 is one of four core, or required, courses in the School of Library and Information Science master’s degree program. The course description reads:

An introduction to the basic elements of management and how these are applied to the effective administration of information systems. Focus will be placed on two major roles in a system, the person who is supervised as well as the manager or supervisor. Examination of the functions of planning, organization, staffing and controlling as well as the theories of management and the effective use of these in an information system.

Course objectives:

• Students will examine and evaluate the principles and functions of management, including planning, budgeting, organization, human resource development and controlling, and how they are integrated into the broader ethical framework.
• Students will examine the role of leadership in effectively posturing library and information within the evolving national and global information society.

**Required textbook:**


**Additional readings:** There will be additional readings to the textbooks, principally journal articles.

**Important Class Policies**

*Academic integrity:* According to Senate Regulation 6.3.1: “All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.” For specific information regarding the University’s code and regulations on plagiarism and cheating, visit:

*Academic accommodations due to disability:* If you have a documented disability that requires academic accommodations, please contact me as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754) for coordination of campus disability services available to students with disabilities.

*Attendance, etc.:* Regular attendance (as documented by participation in Blackboard discussions) is essential to doing well in the class—and is also important to build a community and to help your classmates succeed. Unexcused absences will have a detrimental effect on your grade.

**Grades and Assignments**

**Course grade:** Overview of the grading:

- *Strategic Plan (Part 1, 2, and 3) 225 points (75%)
- *core course artifact for your portfolio 30 points (10%)
- Leadership Paper 45 points (15%)
**Strategic Plan (75%):**

Strategic planning is necessary for libraries. It is important to set clear direction, acknowledge all facets of competition, utilize all resources towards the main focus of the organization and understand what aspects of the competitive environment need greater attention. The plan must continually be updated and evaluated. (Feinman, 1999, p.19).

You will select a real library or information organization of your choice. You may want to focus on the type of information organization where you would like to work. You may want to select an organization that you could visit.

Throughout most of the semester, you will prepare a strategic plan for your library/information organization. There are three parts to the plan to provide several opportunities for feedback from me. This is the core course artifact for the class, so we will work together to produce a high quality product that will reflect your understanding of the course concepts in a practical manner. Use any citation style, but be consistent.

**Strategic Plan Part 1 (25%)**

1. Introduce the library/information organization you chose.
2. Select either PEST or SWOT analysis to perform an environmental scan of your library or information organization. This will include descriptions of both the external and internal details to display an understanding of the library/organization. You will identify and describe the challenges and opportunities facing your library/organization.
3. Then, describe the vision, mission, goals, and measurable objectives for your library/organization.

To give full attention to part 1, please produce at least 2,000 words of content. Be sure to cite documents prepared by your information organization.

**Strategic Plan Part 2 (25%)**

1. Describe the library/organization’s organizational chart and organizational culture.
2. Revisit your measurable objectives and describe how the library/organization accomplishes each of them.
3. In a leadership role, identify and describe the knowledge, skills, and abilities required by staff to accomplish the tasks that meet the library’s/organization’s measurable objectives.
4. Prepare a job announcement for one of the positions at your library/organization.

To give full attention to part 2, please produce at least 2,000 words of content.

**Strategic Plan Part 3 (25%)**

1. Create an evaluation for one or your library/organization’s measurable objectives and describe in detail how you would collect and analyze data to measure it.
2. Pontificate on what potential results could be used for to influence future allocation of resources (e.g., staff, collections, facilities).

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3. Prepare a summary to inform stakeholders (e.g., board, users) of the current and future plans of one of the library/organization services and resources and describe how these efforts relate to best leadership practices.

To give full attention to part 3, please produce at least 2,000 words of content. Please review the schedule for the due dates. Late papers will receive zero points.

**Leadership Paper (10%)**:

In the context of course readings and current literature, write a paper in which you address the following:

1. Elaborate on the heightened urgency for professional leadership in librarianship today.
2. Discuss at least two services in our field and how management of them has changed.
3. Provide at least two paragraphs on how you could hone your leadership skills.

To give full attention, please produce at least 1,000 words of content. Use any citation style, but be consistent.

Please review the schedule for the due date. Late papers will receive zero points.

**Participation (15%)**

Participation is an important component of facilitating learning in this class. Participation points come from both quantity and quality posts to the discussion board for each of the fifteen weeks of the semester (i.e., 15 discussion boards @ 3 points for a quality post = 45 points).

A quality post includes a substantive and thoughtful contribution to each week's discussion board topics, during that week. To get full participation in a week; however, please also react to at least one other student's post. **With the exception of the last week of the session, the week starts on Monday and ends on Sunday at 11:59pm.** No credit will not be given for posts that occur after the week. A quality post is both substantive (in most instances this means at least one hundred words) and thoughtful (“I agree with the author” is not a credit-worthy response). **Please note:** discussion board prompts will be posted in the graded discussion forum each week.

At the end of the course, I will convert the points earned into a percentage:

- 90% and above = A
- 80% to 90% = B
- 70% to 80% = C
- below 70% = E

More detailed directions for each assignment appear in Bb. Assignment due dates are in the following course schedule.
Course schedule

Week 1: June 1 – June 9
- Review syllabus and assignments
- Introduce yourself on Bb
- Chapter 1 (Managing in Today’s Libraries and Information Centers) in Moran, B.B., Stueart, R.D., & Morner, C.J. (2012). *Library and Information Center Management. 8th Edition.* Westport, CT: Libraries Unlimited. [Note: The “chapter” readings below are all from this textbook, 8th edition, unless otherwise noted.]

Week 2: June 10 – June 16
- Chapter 2 (The Evolution of Management Thought)
- Chapter 3 (Change—The Innovative Process)
- Chapter 4 (Strategic Planning—Decision Making and Policy)

Week 3: June 17 – June 23
**Strategic Plan Part 1 is due by 11:59 pm EDT June 23, 2013.**
- Chapter 5 (Planning and Maintaining Library Facilities)
- Chapter 6: Marketing Information Services

Week 4: June 24 – June 30
- Chapter 7: Organizations and Organizational Culture
- Chapter 8: Structuring the Organization—Specialization and Coordination
- Chapter 9: The Structuring of Organizations
Week 5: July 1 – July 7

**Strategic Plan Part 2 is due by 11:59 pm EDT on July 7, 2013**

- Chapter 10: Staffing the Library
- Chapter 11: The Human Resources Functions in the Library
- Chapter 12: Other issues in Human Resources Management

Week 6: July 8 – July 14

- Chapter 18: Measuring, Evaluating, and Coordinating Organizational Performance
- Review libQUAL+ at [http://www.libqual.org](http://www.libqual.org)
- Chapter 19: Fiscal Responsibility and Control

Week 7: July 15 – July 21

**Strategic Plan Part 3 is due by 11:59 pm EDT on July 21, 2013**

- Chapter 13: Motivation

Week 8: July 22 – July 28

- Chapter 14: Leadership
- Chapter 15: Ethics
- Chapter 20: Library Development and Fund-raising

Week 9: July 29 – August 1

**Leadership Paper is due by 11:59 pm EDT on August 1, 2013**

**Course Requirements & Resources**

*General*: You will need access to an appropriate computer with a broadband Internet connection. NOTE that it is YOUR responsibility to ensure you have a reliable computer for use during the course. Ongoing “computer problems” will not be considered a legitimate excuse for missing

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course activities. If you have a computer that is known to be unreliable, you should rectify that situation. Note that all UK students are eligible for a one time free download of Office from the UK download site (https://download.uky.edu); you can get help with this process from the UK helpdesk (859.257.1300; http://www.uky.edu/IT/CustomerService/).

**Blackboard:** We will use the Blackboard course management system to facilitate the class. Please visit http://www.uky.edu/Blackboard/ to learn about this system and the login requirements. You should be automatically added to the Blackboard roll; if this goes as expected, you will not have to sign up manually for the course. Blackboard help is available online through the Blackboard wiki website (http://wiki.uky.edu/Blackboard/Wiki%20Pages/Home.aspx), and from the UK helpdesk (859.257.1300; http://www.uky.edu/IT/CustomerService/). The helpdesk is also able to assist with all general computing issues (file download, browser updates, etc.).

**Distance Learning Library Services:** At UK, students in online courses have available Distance Learning Library Services. The link to DLLS is: (http://www.uky.edu/Libraries/DLLS) Here is some of the information at that site:

- Phone: (859) 257-0500, ext. 2171;
- 2nd Phone: (800) 828-0439;
- Fax: (859) 257-0505
- E-mail: dllservice@email.uky.edu; Location: 2-2, north wing, William T. Young Library 0456
- Distance Learning Librarian: Carla Cantagallo

There is other information, including a link to the process to request document delivery and/or interlibrary loan.

**Writing Resources:** Students enrolled in online courses may utilize UK’s Writing Center at http://wrd.as.uky.edu/writing-center for assistance with many aspects of writing a paper. You do not have to be on campus to use this resource.

**Integration of the Syllabus with the Themes of Diversity, Assessment, and Technology:** All UK professional education programs address and affirm the value of diversity in education, the use of technology to support all aspects of instructional programming, and the importance of attaining high levels of skill in assessing the outcomes of instruction. This course will provide students an opportunity to demonstrate attention to these themes and reflect on the mechanisms that this course has provided to demonstrate improved skills in these areas.