Course Description

The technical processing systems in libraries with an emphasis on acquisitions, cataloging and serial control systems are surveyed. Trends and developments in technical processing, files and records management, and technical processing procedures and activities are examined. Prereq: LIS 602 or consent of instructor.

Course Objective

To familiarize students with general aspects of technical processing services in libraries so that students can acquire a basic concept of these processes as integral parts of a library or information delivery system.

Course Overview

Technical Processing Services is a general introduction to all facets of processing such as acquiring, describing, and managing of collections in libraries. Areas to be covered include: acquisitions, cataloging, serials management, database maintenance, authority control, standards, preservation, storage and electronic resources. An overview of each area as well as its interdependent relationship to other areas will be examined so as to provide an integrated perspective of technical processing.
Course Outline

1. Introduction to Technical Processing
2. Acquisitions
3. Serials Management
4. Cataloging
5. Authority Control
6. Database Maintenance
7. Collection Maintenance
8. Storage
9. Preservation

Required Reading - No Required Textbook: All readings will be posted in Blackboard or made available via electronic course reserve.

STUDENT EVALUATION

Grading Parameters

- First Test for 10%
- Third Test for 20%
- Term Project for 30%
- Second Test for 20%
- Fourth Test for 10%
- Chat Sessions 10%

Grading Rubric (See Submission of Course Assignments for details.)

When grading assignments, consideration will be given to timeliness (i.e. no late papers), content and writing style. Content will include addressing all aspects of a given assignment. Style will cover areas of basic English grammar and the ability to express oneself clearly in writing in a professional manner. My expectations are that students demonstrate an understanding of the subject manner, and the ability to use this knowledge when approaching problems or issues.

Grading Scale

[90% – 100%] = A (Exceptional Achievement)
[80% – 89%] = B (High Achievement)
[70% – 79%] = C (Average Achievement)
[0% – 69%] = E (Failing)

Participation (Chat Sessions and Discussion Forums)

The expectation is that all students will take an active role in at least two chat sessions during the class as well as discussion forums for the term project. Chat sessions and discussion forums will be graded on how actively and collaboratively the students participate.
Absences/Attendance

It is the student’s responsibility to participate in the online class by logging in and completing assignments by the due dates. If a student cannot attend a chat session or meet a deadline, the expectation is that s/he will contact the professor in advance to make alternate arrangements.

Submission of Course Assignments

All assignments will be submitted or completed within Blackboard by the due date set. Points will be taken off for late assignments unless a prior arrangement is made with the instructor. Generally, the deduction will be 5 pts per day for up to one week. If the assignment is not turned in within one week and there has been no communication with the professor about the assignment a zero will be given.

Format of Papers:

Microsoft Word formats (.doc or .docx)  
Margins should be 1"  
Font size should be 11 or 12 pt. Preferred styles are Arial or Tahoma.  
File name should be last name, first initial and assignment number  
References should be given in MLA style  
Last Name should appear in the upper right corner of each page of a paper and page numbers will be used

Failure to meet these requirements will result in a loss of a grade!

GENERAL COURSE POLICIES

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:
http://www.uky.edu/CIS/SLIS/academics/policies.pdf

Course Calendar (available as separate document)

Course Assignments

There will be weekly reading assignments. There will chat sessions on the various topics to give the students a chance to ask about the readings. There will be four tests given during the course. The tests will each cover a portion of the weekly reading assignments. The tests will be composed of a mixture of multiple choice, matching, short answers and short essays. The students will complete a term project on a particular technical service problem facing a library. The final outcome of the project will be a white paper detailing the problem, possible solutions and recommendations for future actions.
TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: https://iweb.uky.edu/MSDownload/.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact TASC or UKIT.

TASC
The Teaching and Academic Support Center (TASC) is a diverse group of faculty and staff whose mission is to improve teaching and student learning throughout our university. TASC encourages and promotes pedagogical innovation, effective applications of teaching technology, and development of alternative instructional modes. http://www.uky.edu/TASC/; 859-257-8272

Information Technology Customer Service
UK’s Information Technology unit provides enterprise level support for various campus systems, including the computing and communications infrastructure, directory services, web services, and high performance computing. http://www.uky.edu/UKIT/; 859-257-1300

Distance Learning
Distance Learning Programs offers UK students a broad selection of undergraduate, graduate, and professional courses, as well as several degree programs, throughout Kentucky and beyond. http://www.uky.edu/DistanceLearning/; 859-257-3377

Distance Learning Library
The goal of Distance Learning Library Services is to provide access to information resources for the students who take classes through the Distance Learning Programs and for the faculty who teach those classes. http://www.uky.edu/Libraries/lib.php?lib_id=16; 859-257-0500 ext 2171; 800-828-0439 option #6

Librarian: Carla Cantagallo Phone: 859-257-0500x2171 (local) E-mail: dllservice@email.uky.edu
Jan.10 -- Introduction to Technical Processing

Jan.14 – Assignment to Introduce Yourself, Scenarios, Chat Signup

Jan.17 – Martin Luther King Holiday

Jan.18 – Organization and Staffing

Jan.21 – Announcement of Term Project Groups

Jan.24 – Standards

Jan.31 – Vendors & Business Ethics

Feb.4 – First Test over Technical Processing Basics

Feb. 7 – Acquisitions Monographs

Feb.14 – Acquisitions Print Serials

Feb.18 – Group Research and Brainstorming Due

Feb.21 – Acquisitions Gifts & Depositories

Feb.28 -- Acquisitions Electronic Resources

Feb.28 – Open Discussions about Term Projects Begins

Mar. 7 – Acquisitions Licensing

Mar.11 – Second Test over Acquisitions
Mar.14-18 -- SPRING BREAK!

Mar.21 – Cataloging Workflow

Mar.28 – Authority Control/Database Maintenance

April 1 – Discussions and Chats on Term Projects End

Apr. 4 – Collection Maintenance

Apr.8 – Third Test over Licensing and Cataloging

April 11 – ILS, ERMs and other tools

April 16 – Drafts of White Papers due

April 18 – Preservation

April 25 – Storage Facilities/Institutional Repositories

April 29 – Fourth Test over ILS, Preservation, etc.

May 3 – Term Project White Paper Due

May 9 – Grades due to Registrar
TERM PROJECT

The purpose of the term project is to explore a scenario that as a technical services librarian you could confront. There is no single solution to any of these scenarios. The scenarios are not complete. You can make logical assumptions, but no waving a magic wand solutions (i.e. a donor is not going to show up and just give you the money!) Furthermore the answers are not buried in class readings; you will need to do additional research such as literature searches and asking questions of the instructor or other librarians. This project will represent 30% of your grade. The term project consists of three parts.

Part I - Research and Brainstorming (10% of the grade)

For the first part of the term project, the class will be divided into groups. Each group will be assigned a particular scenario to research and brainstorm ideas about. Each group will be expected to have surveyed the literature on the topic and brainstorm possible solutions and questions that need to be answered. Each group will be expected to post the results of their literature search and brainstorming to start a discussion forum on the scenario.

Part II - Discussion of Pros and Cons (10% of the grade)

After each group posts their initial research and brainstorming, all the class members will review and discuss the scenarios on the discussion forum and in at least one chat session on the scenarios.

Part III - White Paper (10% of the grade)

For the last part of the term project, each person will take the results of the literature search, brainstorming and discussion, and produce a white paper on the scenario they selected. While each person will produce their own white paper collaboration is encouraged. A white paper should contain the following elements:

- An outline of the problem
- Description of the environment – restrictions, resources,
- Outline the possible solutions to the problem
- Recommend a course of action
- Provide supporting documentation for your conclusions

TERM PROJECT SCHEDULE:

January 10 – Scenarios are available for review

January 14 – Students turn in preferences in regards to the scenarios

January 21 – Term projects assignments are announced. Each group will have its own workspace in Blackboard to work in.
February - Groups will discuss and research their scenario. 10% of the grade will be based on the research and initial findings of the group posted.

February 18 - The research and basic findings are due

March - Discussion forums will be opened for each scenario. 10% of the grade will be based on the participation in the discussion forums.

April 1 - The discussions and chats on the term projects finish.

April 16 - Drafts of the white papers are due. You do not need to turn in a complete paper.

May 3 - White papers are due - 10 % of the grade will be based on the white paper produced. Papers should be between 10 – 15 pages. A list of references and supporting documentation should be included.

**GRADING:**

This term project grade is deliberately weighted towards the participatory parts. You are encouraged to share your ideas and provide constructive criticism to others. Based on my experience, this is a vital part of developing successful responses to the challenges technical service librarians face. Developing your white paper gives each person a chance to take the research and ideas of the group and integrate them into a cohesive proposal.