Instructor
Rebecca L. Miller, MLS, Ph.D.
Assistant Professor
329 Little Fine Arts Library
40506-0224
r.miller@uky.edu
859-257-3771

E-mail is the preferred method for contact

Office Hours
• Wednesdays, 1-5 pm or arranged
• Arrange appointment by e-mail
• Response time: generally 24 hours M-F

Class Information
• Online via Blackboard
• NO face-to-face meetings
• Week runs Friday-Thursday

COURSE INFORMATION

Course Description
The SLIS Bulletin describes this course as “Intellectual and administrative aspects of building, maintaining, and evaluating library collections. Topics include: library cooperation, national standards, writing and implementing collection policies, strategies of selection and evaluation, contemporary publishing and book trade.”

This course supports the four themes of the conceptual framework for the UK professional education unit: research, reflection, learning, and leading. The ultimate goal is to produce leaders who work together to improve service and learning among diverse populations in Kentucky and beyond.

Course Objectives
Upon completing the course, you will be able to:
1. Plan a community needs analysis
2. Write various collection development policies
3. Identify and implement appropriate strategies for selection, evaluation and deselection
4. Explain various legal issues affecting collection development
Course Overview
A library is only as good as its collection. The selection of appropriate materials is the domain of collection development and takes place primarily behind the scenes. Collection development may be done by one person, or by a team, depending upon the size and nature of the library. So even if you want to be a reference librarian, chances are good you’ll be asked to participate in collection development in some fashion. It is also important for reference librarians to understand how materials are selected and withdrawn, as part of the overall picture of a library’s workings. This course starts with understanding the needs of the community being served, examines the importance of policies concerning collection development (including censorship issues), then moves into the selection processes for various resource types.

Course Outline
Week 1: Information Age – Information Society
Week 2: Policies
Week 3: Determining Need: Needs Assessment
Week 4: Determining Need: Collection Evaluation
Week 5: Process: Selection
Week 6: Process: Deselection
Week 7: Materials: Producers
Week 8: Materials: Serials
Week 9/10: Materials: Government and Audiovisual
Week 11: Materials: Other Electronic Resources
Week 12: Obtaining Resources: Acquisitions and Distributors/Vendors
Week 13: Obtaining Resources: Fiscal Management and Resource Sharing
Week 14: Protecting the Collection
Week 15: Legal Issues and Censorship

Required Reading

There will also be several required readings assigned throughout the semester that will augment the required text. You are responsible for obtaining these readings; most of which are available through UK Library’s electronic databases (particularly Library Literature and Information Science Full Text). The complete list is at the end of the syllabus.

If you have never used Library Literature and Information Science Full Text, there is a helpful guide on Blackboard, under Course Documents.
STUDENT EVALUATION

Grading Parameters
Full detailed instructions will be provided when the assignment is given.

Participation and discussion exercises 15%
To account for your participation you will be required to respond to discussion questions posted on the Discussion Board each week. You will be assigned to a small group for these questions. You are required to post your response to the question and at least one response to a classmate for each question. Detailed information is in the "participation" instruction sheet.
Throughout the semester, I will also periodically assign short exercises that will help you better understand the topics, which will be discussed on the Discussion Board.

Policy Critique 15%
On-going collection development is only as good as the handbook that guides it. To help you recognize good policy writing, you will compare and critique some actual policies.

Policy Handbook 35%
Too often, libraries do not have any formal policies concerning collection development. You will practice writing policies throughout the semester on the various issues facing collection development. By the end of the semester, you will have a collection development policy handbook for an imaginary library.
Overview of community served
Scope
Subject areas and formats; Selection and deselection processes
Collection evaluation processes
Acquisitions; Licenses
Resource sharing
Legal issues

Collection Grant Application 35%
Federal, state and non-profit agency grants exist to supplement library expenditures for collections, especially for a well-defined and needed topic. You will prepare a grant application for funds to collect in a targeted area for a specific need, as evidenced by a community and collection evaluation of an actual library.
Evaluation
Narrative
Budget
Appendix: List of items
Grading Rubric (See Submission of Course Assignments for details.)

- Submissions are due by 11:59 pm of the day stated. Late submissions of work will be docked 10 percent for every day that an assignment is late, INCLUDING weekends. Late submissions will be accepted up to 3 days post-date.
- I operate in a Windows environment. I will only accept submitted assignments in Rich Text Format or Microsoft Word versions 2003 or 2007. I will NOT accept assignments in Text, PDF or LaTex formats.
- All assignments are to be submitted through the corresponding Assignment Dropbox – every assignment will have a corresponding “dropbox” to which you upload your completed assignment. Then, I download your assignment, grade it, and upload the graded copy to the same dropbox and you can then download the graded copy. I will only accept submissions by e-mail IF you have pre-approval from me.

Grading Scale

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

Participation

This is a graduate class that is delivered online. I expect and demand the same level of involvement with the material as a face-to-face class. In fact, I demand probably more, because you do not have lectures but must read more. This is the trade-off for a class available at a distance. Typical graduate level coursework demands 4 hours of work for every 1 credit hour. Thus, as a 3 hour course, you can count on devoting at least 12 hours per week to this class.

This online class is not a “go-at-your-own-pace” class. I expect you to follow the schedule of readings, assignments and discussions online so as to approximate as best as possible a face-to-face course. The beauty of an asynchronous online course is the possibility for everyone to participate when they can (within certain limitations, of course). The downside is also this factor – it is difficult to manage active discussions over a long time frame.

The Discussion Board is the online equivalent of the interactions we would have face-to-face in a traditional class. The majority of your participation grade is from your postings on the forums in response to discussion questions I will post. To respond to my or anyone else’s postings, just hit reply from the post and your response will be threaded. I will post questions for discussion on Fridays and you are to reply to all of them and to each other no later than the following Thursday to earn your participation credit for that week. Get into the habit of checking the Discussion Board every day, and responding to each others’ posts.

Absences/Attendance

Attendance in this online class will be measured by contributions to your small group discussion that are fairly frequent and – most importantly – substantive and original in their content. Online classes offer the equal opportunity to everyone to contribute. See the assignment sheet concerning participation for more details concerning grading of attendance.

You will be considered absent if you do not post at all during the week (the week in this case is counted as Monday through Thursday).
Excused absences will be granted only through pre-arrangement with me. Please make all efforts to contact me as soon as possible if you experience the need to be excused (except for emergencies, in which case contact me as soon as you can). I reserve the right not to excuse an absence if I do not determine it as reasonable, as per the UK University Senate Handbook of Rules and Regulations (p. 126).

Unexcused absences will affect your final grade by lowering the final percentage points earned. Each week of a 15 week semester is worth 1 percentage point and each face-to-face class meeting is worth 3 percentage points. If you accrue unexcused absences, I will first calculate your final percentage points based on your assignment performance, then subtract the points from unexcused absences to determine your final grade. If you have unexcused absences in excess of 25% of the course meetings your maximum grade possible is a C.

**Submission of Course Assignments**

Of particular importance to this online course:

- Submissions are due by 11:59 pm on the date assigned.
- Scholarly writing is expected; the use of “texting” styles will not be accepted.
- Papers must be in 12 point Times New Roman font, with 1 inch margins all around. Use of a standard style manual is required for consistency; APA is preferred.
- Files are only accepted as .doc, .docx, or .rtf
- File names must use this format: LastName_AssignmentName.
- Submissions must be done through the corresponding Assignment Dropbox. I will only accept submissions by e-mail IF you have pre-approval from me.

Late submission: Submissions will be accepted up to 3 days late. After 3 days, you must obtain permission from me to submit the assignment. Submissions are due by 11:59 pm of the day stated. Late submissions of work will lose points. You will be docked 10 percent for every day that an assignment is late, INCLUDING weekends. This is an online class and you have access to it at any time for posting or submitting work.
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.

Teaching and Learning Services Center (TASC)
http://www.uky.edu/TASC/: 859-257-8272

Information Technology Customer Service Center (UKIT)
http://www.uky.edu/UKIT/: 859-257-1300

Library Services
Distance Learning Services
http://www.uky.edu/Libraries/DLLS
- Carla Cantagallo, DL Librarian
- Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
- Email: dllservice@email.uky.edu
- DL Interlibrary Loan Service:

Course Reserves

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

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<td>Obtaining Resources: Fiscal Management and Resource Sharing</td>
<td>E&amp;S 12, 15</td>
<td>Allocations Sharing resources Donations</td>
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COURSE READING ASSIGNMENTS
(=* = reading available in Blackboard)

WEEK ZERO: JANUARY 13-14
Topic: Introductions and Overview of class
Handbook: none
Grant: none
Readings: none

WEEK ONE: JANUARY 15-21
Topic: Information Age
Handbook: none
Grant: none
Readings: E&S Chapter 1

WEEK TWO: JANUARY 22-28
Topic: Policies
Handbook: Policy Critique (due Jan 28)
Grant: none
Readings: E&S Chapter 3

WEEK THREE: JANUARY 29 – FEBRUARY 4
Topic: Determining Need: Needs Assessment
Handbook: Description of community (due Feb 4)
Grant: Community evaluation/selection of topic (due Feb 4)
Readings: E&S Chapter 2
Optional:
WEEK FOUR: FEBRUARY 5-11
Topic: Determining Need: Collection evaluation
Handbook: Description of Collection Evaluation Process (due Feb 11)
Grant: Evaluation of Current Collection on Selected Topic (due Feb 11)
Readings: E&S Chapter 14
4. WorldCat Collection Analysis demonstration video – Click on “View the online Flash demo”

WEEK FIVE: FEBRUARY 12-18
Topic: Process: Selection
Handbook: Selection (due Feb 18)
Grant: Selection of items (due Apr 8)
Readings: E&S Chapter 4

WEEK SIX: FEBRUARY 19-25
Topic: Process: Deselection
Handbook: Deselection (due Feb 25)
Grant: Selection of items (due Apr 8)
Readings: E&S Chapters 13

WEEK SEVEN: FEBRUARY 26 – MARCH 4
Topic: Materials: Producers
Handbook: Subject areas and Formats (due Apr 1)
Grant: Selection of items (due Apr 8)
Readings: E&S Chapter 5


WEEK EIGHT: MARCH 5-11
Topic: Materials: Serials
Handbook: Subject areas and Formats (due Apr 1)
Grant: Selection of items (due Apr 8)
Readings: E&S Chapter 6

WEEK NINE/TEN: MARCH 12-25
Topic: Materials: Government and Audiovisual
Handbook: Subject areas and Formats (due Apr 1)
Grant: Selection of items (due Apr 8)
Readings: E&S Chapters 8, 9

WEEK ELEVEN: MARCH 26 – APRIL 1
Topic: Materials: Other Electronic Resources
Handbook: Subject areas and Formats (due Apr 1)
Grant: Selection of items (due Apr 8)
Readings: E&S Chapter 7
WEEK TWELVE: APRIL 2-8
Topic: Obtaining Resources: Acquisitions and Distributors/Vendors
Handbook: Licenses (due Apr 8)
Grant: Selection of items (due Apr 8)
Readings:
   (Read the sections on Vocabulary and Terms & Descriptions)

WEEK THIRTEEN: APRIL 9-15
Topic: Obtaining Resources: Fiscal Management and Resource Sharing
Handbook: Sharing Resources, Donations (due Apr 15)
Grant: Budget (due Apr 15)
Readings:

WEEK FOURTEEN: APRIL 16-22
Topic: Protecting the Collection
Handbook: Preservation (due Apr 22)
Grant: Grant (due May 5)
Readings: E&S Chapter 16

WEEK FIFTEEN: APRIL 23-29
Topic: Legal Issues and Censorship
Handbook: Censorship and Complaints (due Apr 29)
Grant: Grant (due May 5)
Readings: E&S Chapters 17, 18


**MAY 5:**
- Policy Handbook due
- Collection Grant Application due