University of Kentucky
School of Library & Information Science (SLIS)

LIS659 Collection Development
Summer 2009
June 11 – August 6

Instructor
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E-mail is the preferred method for contact

Office Hours
• By appointment only
• Arrange appointment by e-mail
• Response time: generally 24 hours M-F

Class Information
• Online via Blackboard
• No scheduled face-to-face meetings
• Final exam:

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.”

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 key component of professional librarianship is managing the collection held by the library. This goal of this class is to prepare you for this task, no matter what kind of library you are in. The first step is the examination of the community served by the library to determine their needs, and the evaluation of the existing collection to determine its strengths and weaknesses. We will then cover the issue of censorship, which always arises when talking about collection development, as well as other legal issues related to this work. Then we will start delving into the meat of collection development: policies that guide development, types of materials, how these materials are provided and purchased, and finally the fiscal side of development activity. By the end of the course, you will have a complete overview of the various elements that make up collection development.
Course Outline
Week 1: Evaluation of community and collection
Week 2: Censorship, ethics, legal issues
Week 3: Policies
Week 4: Selection, deselection, preservation and conservation
Week 5: Serials and other non-monographic materials
Week 6: Producers and disseminators of materials; Acquisitions
Week 7: Fiscal management, resource sharing
Week 8: Wrap-up

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. The complete list is at the end of the syllabus.
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 individually to questions posted on Blackboard each week. One set of questions will address your comprehension of the material, and the other set will stimulate discussion. 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.

Resource review 10%
You will select a recently published title and write a review of it following the RUSA Guidelines. Much of selection is based on reviews published in Choice or Booklist; these publications in turn rely upon librarians to write them. This exercise will give you the experience of writing such a review.

Policy critique 10%
To help you recognize good policy writing, you will critique some actual policies. You will choose a type of library or collection, then search online for collection management policies from this kind of library in three different geographic locations (states, urban/rural, etc). You will then compare and critique the policies in an essay.

Collection management portfolio 45%
Half of your grade comes from the final project, a portfolio for a collection management project. You will choose a particular (real) community and a non-fiction subject area appropriate for this community as the audience for your portfolio. To establish the needs of the audience, you will conduct a brief community needs assessment. Then you will select 45 items that best meet the needs of this community concerning this subject; you will also include a budget. Finally, you will write a short reflective essay evaluating the experience.

Final exam 20%
The final exam serves two purposes: one, to determine your overall knowledge of the topics covered in this class; and two, to determine your competency in addressing questions in an efficient yet effective manner, as you will be asked to do for the Comps. The final is online, comprehensive, and closed book.

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.
The comprehension questions must be sent as an e-mail message, with your answers in the body of the e-mail, NOT as an attachment.

All other 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 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. Thus the requirement that you respond to the discussion questions by Tuesday of each week – this then gives me time to read and reply on Wednesday, and for you to respond to others’ posts within that week.

The Discussion Board is the online equivalent of the interactions we would have face-to-face in a traditional class. Part 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 by Tuesday. I will read and respond to your replies by Wednesday, and you then respond to my responses or to your classmates’ postings by Friday. Get into the habit of checking the Discussion Board every day.

Absences/Attendance
Attendance in this online class will be measured in two ways: one, by individual responses to weekly questions; and two, by contributions to the 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 attend a face-to-face meeting or if you do not post at all during the week (Monday through Friday).

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 (both online and face-to-face) 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:
  http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lilib_id=16

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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| Week 1  | Community needs assessment    | E&S 2    |                                  |                                  |
|         | Collection evaluation         | E&S 14   |                                  |                                  |

| Week 2  | Censorship, ethics           | E&S 18   | Resource review (6/19)           | Needs assessment (6/19)          |
|         | Legal issues                 | E&S 17   |                                  |                                  |

| Week 3  | Policies                     | E&S 3    | Policy critique (6/26)           | Resource Review (6/26)           |

| Week 4  | Selection                    | E&S 4    |                                  |                                  |
|         | Deselection                  | E&S 13   |                                  |                                  |
|         | Preservation/Conservation     | E&S 16   |                                  |                                  |

| Week 5  | Serials                      | E&S 6    | Policy critique (7/10)           |                                  |
|         | Electronic materials         | E&S 7    |                                  |                                  |
|         | Government info              | E&S 8    |                                  |                                  |
|         | Audiovisual materials        | E&S 9    |                                  |                                  |

| Week 6  | Producers                    | E&S 5    |                                  |                                  |
|         | Acquisitions                 | E&S 10   |                                  |                                  |
|         | Distributors/Vendors         | E&S 11   |                                  |                                  |

| Week 7  | Fiscal management            | E&S 12   |                                  |                                  |
|         | Resource sharing             | E&S 15   |                                  |                                  |

| Week 8  | Fiscal management            |          | Final exam (8/3)                 |                                  |
|         | Resource sharing             |          | Portfolio (8/6)                  |                                  |
COURSE READING ASSIGNMENTS

Thursday, June 11  
Class starts
Assigned: Create or update your profile on Blackboard (DUE June 12)  
Portfolio (DUE Aug 6)  
Community needs assessment (DUE June 19)

Topic: Introduction
Readings: E&S Chapter 1

Week 1 – Evaluating the community and collection

Friday, June 12  
Assigned: Portfolio (DUE Aug 6)  
Community needs assessment (DUE June 19)
Due: Blackboard profile

Topic: Community needs assessment
Readings: E&S Chapter 2

Topic: Collection evaluation
Readings: E&S 14
5. WorldCat Collection Analysis tool: http://www.oclc.org/collectionanalysis/
6. WorldCat Collection Analysis demonstration video: http://events.powerstream.net/002/00173/Video240PPT512-r/?contid=20080327CollectionAnalysis#
Week 2 – Censorship, ethics and legal issues
Friday, June 19    Assigned: Resource review (DUE June 26)
                DUE: Community needs assessment

Topic: Censorship; Ethics
Readings: E&S Chapter 18

Topic: Legal issues
Readings: E&S Chapter 17

Optional:
Week 3 – Policies
Friday, June 26
Assigned: Policy critique (DUE July 10)
DUE: Resource review
Topic: Policies
Readings: E&S Chapter 3

Week 4 – Selection; Deselection; Preservation and conservation
Friday, July 3
Topic: Selection; Deselection
Readings: E&S Chapters 4 and 13

Topic: Preservation and conservation
Readings: E&S Chapter 16
Week 5 – Serials and other types of materials
Friday, July 10  DUE:  Policy critique

Topic:  Serials
Readings:  E&S Chapter 6

Topic:  Electronic materials; Government materials; Audiovisual materials
Readings:  E&S Chapters 7, 8 and 9

Optional:
**Week 6 – Producers and disseminators of information**

*Friday, July 17*

**Topic:** Producers of information  
**Readings:** E&S Chapter 5


**Optional:**  

**Topic:** Acquisitions; Distributors and vendors  
**Readings:** E&S Chapters 10 and 11


**Optional:**  
Week 7 – Fiscal management; Resource sharing

Friday, July 24

Topic: Fiscal management
Readings: E&S Chapter 12


Optional:


Topic: Resource sharing
Readings: E&S Chapter 15


Week 8 – Wrap-up

Friday, July 31

Monday, August 3  Final exam
Thursday, August 6  Portfolio due