

LIS 690-203 Syllabus

Materials and Services for Adults

Spring 2016

Instructor: Judith Gibbons, Adjunct Faculty

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Office Hours by Appointment

Course Information:

LIS 690-203 is an introduction to the wide variety of library services for adults. It is a web based online course and includes no classroom sessions.

Course Format:

This is an online course with asynchronous class discussion using Canvas.

Technology Requirements:

1. You will need access to a reliable computer with broadband Internet connection. Ongoing "computer problems" will not be considered a legitimate excuse for lack of participation or late submissions.
2. Go to this site to check the minimum hardware, software, and browser requirements: <http://www.uky.edu/ukat/hardwareguide>
3. FIREFOX is the recommended Internet browser for this course. Go to <https://download.uky.edu/> to download a free version of FIREFOX. Log in with you LINK BLUE ID and password and search for FIREFOX.
4. You will also need to use Microsoft Word for all written work. Students can go to <https://download.uky.edu/> to download a free version of Microsoft Office. Log in with you LINK BLUE ID and password and search for Microsoft Office.

Canvas:

The Canvas course management system will be used to facilitate the class. Please visit: <http://www.uky.edu/canvas/> to learn about the system and the login requirements. You should automatically be added to the Canvas class roll. Canvas help is available online through the Help button on the lower left hand of the screen. The helpdesk is also available to help with all general computing problems.

Email:

Effective email communication is essential for this course. Many personal email accounts are not synchronous with the UK mail spam filtering system. In the past, some providers like Hotmail have been blocked from receiving UK mail. Because of these limitations, it is required that you use your UK email account for all course related activities. Email will be our primary communications medium. Please check your email on a regular basis. I generally reply to email messages daily on weekdays. On weekends, do not expect a response. If you do not receive a response from me within that time frame, please follow-up.

Distance Learning Library Services

At UK, students in online courses can take advantage of Distance Learning Library Services.

The link to DLLS is: <http://www.uky.edu/Libraries/DLLS>.

Phone: 859.218.1240

Fax: 859.257.0505

Email: dllservice@lsv.uky.edu

Location: 2-2 north wing, William T. Young Library 0456

Distance Learning Librarian: Carla Cantagallo

Students with Special Needs

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center - David Beach, Director, at dtbeac1@uky.edu or 859.257.2754.

Procedure for Resolving Technical Complaints

If you experience technical difficulties, contact the Customer Service Center at 859-218-HELP or by email at 218help@uky.edu. Please also inform your instructor when you are having technical difficulties.

The link to DLLS is: <http://www.uky.edu/Libraries/DLLS>.

Phone: 859.257.0500, ext. 2171 or 800.828.0439

Fax: 859.257.0505

Email: dllservice@email.uky.edu

Location: 2-2 north wing, William T. Young Library 0456

Distance Learning Librarian: Carla Cantagallo

Course description:

This is a special topic in Library and Information Science which includes extensive study in the area of providing library services to adults.

Course Objectives:

Students will become knowledgeable of the vast array of library services for adults ages 18+

Students will be able to identify current trends and issues in providing services to adults

Students will learn methods of delivering effective library services to adults

Students will develop competencies and best practices for serving adult library users

Students will have an understanding of the ways library staff can acquire financial resources to provide adult library services

Course Overview:

Topics include but are not limited to: adult learning theory, staffing for adult services, literature, collection development, reader's advisory service, reference services, programming, social media, grants, customer service, marketing, advocacy and current trends.

Assignments and Grading:

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|-------------------|-----|---|
| Projects (8) | 80% | (10 points each) |
| Online Discussion | 20% | (10 points each - midterm and end of semester grades) |

| | |
|---------------|---|
| 90% and above | A |
| 80% - 90% | B |
| 70% - 80% | C |
| Below 70% | E |

A grade of I (incomplete) is assigned only under extraordinary circumstances.

Class grading is comparative and on a curve. Only exceptional work will receive an A. Papers are assigned points based on quality not quantity. Assignments and projects are reviewed for clarity and originality of thought. Writing style, thoroughness of research and extent of references are taken into consideration. Papers received after the due date will be assigned a lower grade than would otherwise be received. Graduate school papers require original research and writing. The quotation of others' work without full attribution is a violation of ethics and UK policy. Academic Senate rules stipulate an E grade or worse, in instances of plagiarism.

This course is taught in the Eastern Time Zone. All times listed in this syllabus are ET. If you live outside the ET, you need to account for the time change when turning in assignments.

Projects:

For the semester, I would like you to pick a community and library to "adopt" for the projects that you will build for the class. It will give you a broader picture if you choose one particular library and use it as "your" library. Check to see if you can access policies and procedures online and establish a rapport with someone in the system to answer questions not found on the library's web page. Projects are an integral part of this class. Responses are a maximum of 1,500 words unless noted. Use APA citation style. Information is available at the Online Writing Lab (OWL) at Purdue University <http://owl.english.purdue.edu/owl/resource/560/01/> Projects should be submitted in the form of a Microsoft Word document. When submitting projects, please use the following file naming convention, LastNameFirstNameProject#. For example, JonesSallyProject1.doc. Projects must comprehensively discuss the topic demonstrating clear and original thought and insight in the subject matter.

Discussion Boards:

Throughout the semester, discussion topics will be introduced. Participation is required. Online class participation is an integral part of your grade consisting of 20 out of 100 points. Points come from thoughtful and relevant contributions to the discussion during the designated time frame. Your original post must be clear and concise and address all points in the question. Read all postings and respond to other posts appropriately to a maximum of five posts per person for each discussion board. Credit will not be given for brief remarks that do not add to the content of the discussion. Use correct grammar and spelling and write in full sentences. The closing date and time for each discussion will be posted. Late submissions will not be graded.

A miscellaneous discussion board will be provided for informal class interaction.

Text:

There is no required textbook for the course. Articles from library and information science and other professional journals will be assigned on a weekly basis.