

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

LIS 603 Management in Library and Information Science  
Spring 2015  
January 20-May 3, 2014

**INSTRUCTOR INFORMATION:**

Name: Melissa Adler, Ph.D.

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Office hours: Mondays and Wednesdays 10-12, and by appointment.

**OFFICIAL COURSE DESCRIPTION**

LIS 603 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 OVERVIEW**

The course meets Tuesdays, 5:30-8:30.

**Contact Information:** I am most accessible through email: [melissa.adler@uky.edu](mailto:melissa.adler@uky.edu). As a general rule, I will respond to course-related email correspondence within 24 hours. Please include the course number in brackets [603] in the subject line for all messages. I am happy to meet face to face or via technology with students, but you should set up the appointment in advance via email.

Please note that class communication is done via your official UK email address. You must check this frequently.

**STUDENT LEARNING OUTCOMES**

After successful completion of this course:

- 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.

## **COURSE MATERIALS**

Required textbook:

Moran, B. B., Stueart, R. E, & Morner, C. J. (2013). *Library and Information Center Management*. 8<sup>th</sup> edition. Westport, CT: Libraries Unlimited.

Additional readings are included in the schedule below. Most citations include links to internet sites. Those that are not freely available will be available through Blackboard.

## **ASSESSMENT & ASSIGNMENTS**

**Assignments & Grading** (total grade = 100 points)

- |  |                 |
|--|-----------------|
| - <b>Quizzes</b>                           | 20 points (10%) |
| - <b>Strategic Plan (Part 1, 2, and 3)</b> | 45 points (45%) |
| - <b>Leadership Paper</b>                  | 15 points (15%) |
| - <b>Participation</b>                     | 20 points (20%) |

**Final Grading Scale:**

90% and above	=	A
80% to 89%	=	B
70% to 79%	=	C
Below 70%	=	E

**Quizzes:**

You will be quizzed on the required readings every week (weeks 2-13) in class. Each quiz is worth two points. These will be brief, and you will be able to drop your two lowest scores.

**Strategic Plan:**

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. Throughout the semester, you will prepare a strategic plan for your library/information organization. There are 3 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 benefit your understanding of the course concepts in a practical manner. Detailed descriptions for each part are available under Assignments in Blackboard.

**Leadership Paper:**

You will watch Gail Kennedy's interview and read the text of her speech, *A Call to Leadership*, available via Bb. You will then write a paper in the context of course readings and current literature. A detailed description for the assignment is available under Assignments in Blackboard.

## **Participation**

This is fairly interactive course with a good deal of discussion and activities built in. You are expected to attend every class meeting and participate in opportunities for engagement in the classroom. Additionally, each student will be assigned to lead two short discussions related to the course content. Each of these will count as 5 points toward the participation grade. More information on this will be posted in Blackboard and will be discussed in class.

**Submission of Course Assignments:** Assignments will be due in Blackboard as indicated on the syllabus. If a serious circumstance (illness, death of a loved one, etc.) impedes your ability to hand your work in on time, be sure to let me know as soon as possible to discuss whether an extension is possible. Unapproved late work will be marked down by up to 2 points per day.

## **ETHICS & POLICIES**

**Excused Absences and Verification:** Please refer to Student Rights and Responsibilities, Part II, Section 5.2.4.2 (<http://www.uky.edu/StudentAffairs/Code/part2.html>) for UK's policy on excused absences. You can request verification for excused absences.

Excused absences include (as defined at the web site above):

- Significant illness of student or serious illness of household member or immediate family
- Death of a household member or immediate family
- Trips for members of student organizations, class excursions or participation in intercollegiate athletic events
- Major religious holidays
- Any other circumstance that the instructor finds reasonable cause for nonattendance

**Academic Accommodations:** If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, [jkarnes@uky.edu](mailto:jkarnes@uky.edu)) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

**Academic Integrity, Cheating and Plagiarism:** You are expected to submit your own original work for all assignments in this course. See the home page for the Office of Academic Ombud Services (<http://www.uky.edu/Ombud>) for a definition of plagiarism, how to avoid plagiarism and UK's new academic offense policy. Please refer to Student Rights and Responsibilities, Part II, Section 6.3 (<http://www.uky.edu/StudentAffairs/Code/part2.html>) for UK's policy on academic integrity.

**Classroom Behavior, Decorum and Civility:** Please be respectful to others in the class and engage in civil discourse when we discuss topics that have a diversity of perspectives. Please help me maintain the most courteous environment by using a little peer pressure if necessary.

## **TECHNOLOGY INFORMATION & RESOURCES**

Students must have 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>

#### **DL Interlibrary Loan Service:**

[http://www.uky.edu/Libraries/libpage.php?lweb\\_id=253&llib\\_id=16](http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16)

**General Course Policies:** Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:

<http://cis.uky.edu/lis/sites/default/files/policies.pdf>

## **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 provides 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.

## **COURSE SCHEDULE AND READINGS**

Readings should be completed by class time during the week they are assigned. An asterisk (\*) is placed by optional but recommended readings.

Week 1 January 20	Intro to the course	Textbook Chapter 1 Gosling, J., Mintzberg, H. (2003). The Five Minds of a Manager. <i>Harvard Business Review</i> , 81(11), 54-63. <a href="https://hbr.org/2003/11/the-">https://hbr.org/2003/11/the-</a>
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		<a href="#">five-minds-of-a-manager/ar/6</a>
Week 2 January 27	Evolution of Management Thought, Ethics	Textbook Chapters 2, 15 * Skim Library Notes. Available via Google Books: <a href="http://books.google.com/books?id=PqIQAAAAIAAJ&amp;printsec=frontcover&amp;source=gbs_ge_summary_r&amp;cad=0#v=onepage&amp;q&amp;f=false">http://books.google.com/books?id=PqIQAAAAIAAJ&amp;printsec=frontcover&amp;source=gbs_ge_summary_r&amp;cad=0#v=onepage&amp;q&amp;f=false</a> * Rooney-Browne, C., & McMenemy, D. (2010). Public libraries as impartial spaces in a consumer society: possible, plausible, desirable?. <i>New Library World</i> , 111(11/12), 455-467.
Week 3 February 3	Strategic Planning	Textbook Chapter 4 * Wayne, R. (2011). The academic library strategic planning puzzle: Putting the pieces together. <i>College &amp; Research Libraries News</i> , 72(1), 12-15. <a href="http://crln.acrl.org/content/72/1/12.full">http://crln.acrl.org/content/72/1/12.full</a> *Examples of strategic plans— Seattle Public Library <a href="http://www.spl.org/about-the-library/strategic-planning">http://www.spl.org/about-the-library/strategic-planning</a> Colorado Health Information Exchange <a href="http://www.corhio.org/media/4901/coloradostatehealthinformationexchange/strategicplan.pdf">http://www.corhio.org/media/4901/coloradostatehealthinformationexchange/strategicplan.pdf</a> University of North Texas Libraries <a href="https://dean.library.unt.edu/wiki/images/d/d6/UNT-Libraries-Strategic-Plan-2011-2015-final.pdf">https://dean.library.unt.edu/wiki/images/d/d6/UNT-Libraries-Strategic-Plan-2011-2015-final.pdf</a>
Week 4 February 10	Facilities	Textbook Chapter 5 *K.E. Fisher, M.L. Saxton, P.M. Edwards, J.-E. Mai. Seattle Public Library as place: Reconceptualizing space, community, and information at the central library In J. Buschman, G.J. Leckie (Eds.), <i>The library as place: History, community, and culture</i> , Libraries Unlimited, Westport, CT (2007), pp. 135–160 *Gisolfi, P. (2014). Designing 21 <sup>st</sup> Century Libraries. <i>Library Journal</i> <a href="http://lj.libraryjournal.com/2014/06/buildings/lbd/upclose-designing-21st-century-libraries-library-by-design/">http://lj.libraryjournal.com/2014/06/buildings/lbd/upclose-designing-21st-century-libraries-library-by-design/</a> *Moorman, John A. (2011). “Library Buildings: Planning and Programming.” <i>Library Trends</i> , 60(1), 215–226.
Week 5 February 17	Marketing	Textbook Chapter 6 *Buschman, J. (2005) "On libraries and the public sphere." <i>Library Philosophy and Practice</i> <a href="http://digitalcommons.unl.edu/libphilprac/11/">http://digitalcommons.unl.edu/libphilprac/11/</a> *Luo, L. (2013). Marketing via Social Media: A Case Study. <i>Library Hi Tech</i> 31(3): 455-466.
Week 6 February 24	Organizational Culture	Textbook Chapter 7 *Patkus, R., and Rapple, B.A. (2000). “Changing the Culture of Libraries: The Role of Core Values.” <i>Library Administration &amp; Management</i> 14: 197-204.
***	***	<b>Strategic Plan Part 1 is due 11:59 PM, EST Monday, March 2</b>
Week 7 March 3	Organizational Structure	Textbook Chapters 8-9 * University of North Texas. (2010). Library Organizational

		Structure Plan, 2010 <a href="https://dean.library.unt.edu/wiki/images/6/67/Library_Organizational_Structure_Plan_2010.pdf">https://dean.library.unt.edu/wiki/images/6/67/Library_Organizational_Structure_Plan_2010.pdf</a>
Week 8 March 10	Staffing the Library	Textbook Chapter 10
March 17		*****SPRING BREAK*****
Week 9 March 24	Human Resources	Textbook Chapters 11-12 *Library Journal Salary Survey, <a href="http://lj.libraryjournal.com/2014/07/careers/payday-lj-salary-survey-2014/#">http://lj.libraryjournal.com/2014/07/careers/payday-lj-salary-survey-2014/#</a> *ALA Demographics Survey, 2014 <a href="http://www.ala.org/research/sites/ala.org.research/files/content/initiatives/membershipsurveys/September2014ALADemographics.pdf">http://www.ala.org/research/sites/ala.org.research/files/content/initiatives/membershipsurveys/September2014ALADemographics.pdf</a> *Lawrence, E. (2013) "Loud Hands in the Library." <i>Progressive Librarian</i> , 41: 98-109 <a href="http://progressivelibrariansguild.org/PL_Jnl/pdf/PL41_fall2013.pdf#page=102">http://progressivelibrariansguild.org/PL_Jnl/pdf/PL41_fall2013.pdf#page=102</a>
***	***	<b>Strategic Plan Part 2 is due 11:59 PM, EST Monday March 30</b>
Week 10 March 31	Evaluation	Textbook Chapter 18
Week 11 April 7	Budgets	Textbook Chapter 19 *Cheves, J. Kentucky appeals court considers cases that threaten funding for dozens of libraries. <a href="http://www.kentucky.com/2014/12/15/3594962_kentucky-appeals-court-considers.html?rh=1">http://www.kentucky.com/2014/12/15/3594962_kentucky-appeals-court-considers.html?rh=1</a> *Frazier, K. (2001). The librarians' dilemma: contemplating the costs of the 'big deal'. <i>D-Lib magazine</i> , 7(3), 1-9. <a href="http://www.dlib.org/dlib/march01/frazier/03frazier.html">http://www.dlib.org/dlib/march01/frazier/03frazier.html</a>
***	***	<b>Strategic Plan Part 3 is due 11:59 PM, EST Monday April 13</b>
Week 12 April 14	Development	Textbook Chapter 20
Week 13 April 21	Leadership	Textbook Chapters 13-14
Week 14 April 28	Wrap up	
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