



Syllabus

LIS 646-210: Academic Libraries

Summer Semester, 2021 (16 June – 11 August 2021)

Revised: 4 June 2021

Instructor

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Worcester, MA 01608
Email: Canvas Inbox or
matthew.noe@uky.edu

Office Hours

Most issues can be handled through email. I will frequently respond to emails as soon as possible, usually within 24 hours, weekdays. You may also ask to schedule an online appointment via Zoom.

COURSE OVERVIEW

Course Description

Examines historical development of academic libraries and their roles in higher education. Topics considered include the environment of academic libraries, organization and management needs of client groups, information resources and services provided clients; and issues, trends, and developments in academic libraries.

Student Learning Outcomes

Upon completing this course, you will be able to:

- Understand the current state of academic libraries and librarianship
- Describe the core services of academic libraries
- Identify the numerous constituencies of the academic library and articulate their needs
 - Related Program Level Learning Outcome: Connect diverse communities/individuals with appropriate resources
- Critically examine the issues influencing academic librarianship
- Articulate a vision for the future of academic libraries

Course Materials

There is no textbook required for this course. Readings will be posted to Canvas each week and will include a variety of sources, all available to students electronically.

Course Format and Schedule

This is an online, asynchronous course. The course includes readings, discussions, assignments, and may include optional Zoom meetings based on student interest. Most course weeks run Monday – Sunday. You will be expected to complete all required readings and assignments during the time frame given. An anticipated course schedule can be found at the end of the syllabus.

Throughout the semester, provided there is student interest, I will hold open Zoom drop-in hours for questions or to discuss the course content further. More information on these will be shared on Canvas. These drop-in sessions are optional and will *never* be required as part of your participation in the course.

Communications

All course communication should occur, whenever possible, within Canvas (our online learning

management system). There will be a Questions about the Course forum to ask general questions so that all students may see answers. More specific, individual questions should be asked using the Canvas Inbox. In the event that you need to email me, please ensure that you include the course number (LIS 636) in the subject line so that it does not get missed. You can expect a response within 24 hours on weekdays, but it may be longer on weekends or holidays. Any change in response time will be announced on Canvas ahead of time.

ASSIGNMENTS AND GRADING

Your final grade is determined by your performance on the items below.

<u>Description</u>	<u>Points</u>
Weekly Discussions	30
Assignment #1: Community/Constituent Audit	20
Assignment #2: Department Planning	20
<u>Final Paper</u>	<u>30</u>
Total Points	100

Final grades will be calculated as follows:

- A = 90 points and above (Exceptional achievement)
- B = 80-89 points (Average achievement)
- C = 70-79 points (Below average achievement)
- E = below 70 points (Fail)

Incompletes are assigned only in rare circumstances and at my discretion.

Assignments

All assignments will be posted at the beginning of the semester. Please submit your assignments through Canvas. Assignments are due by 11:59 p.m. (Eastern) on the due date. Submission dates will be based on the time stamp provided by Canvas. Assignments may be turned in early, though no extra credit is received for this. I will return graded assignments to you in a timely fashion via Canvas. An overdue assignment will get a penalty of 20% of total points for each day late. No assignment or project will be accepted after five days, except in extraordinary circumstances.

Class Participation

Participation is measured by your contributions to the discussion boards. At the start of each week several discussion topics and online exercises will be posted in the discussion forum. The topics will relate to the course readings and may introduce additional optional readings to consider.

Postings to the discussion forum can earn up to one-half point (0.5) for each posting for a maximum of two (2) points per week. You are expected to make at least two original posting on the topics of your choice and two responses to other students' postings per week. This is the minimum requirement. Postings will be evaluated based on the substance, facts, ideas, opinions, tone, and style of your responses to the discussion board topic. While there is no specific word count requirement, **“I agree with the author” will not be deemed a credit-worthy response.** It may be helpful to consider your original postings to be short response “papers” to the week’s reading. You are encouraged to introduce further reading you have done in the discussion forum – we will all learn from each other here and there is no possible way we can all read everything published on a topic solo.

COURSE POLICIES

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). Complete information can be found on the [Academic Ombud](#) page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rule 6.3.1 (see current [Senate Rules](#)) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Academic Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. Visit the [DRC website](#), [email the DRC](#), contact them by phone at (859) 257-2754, or visit their office on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407.

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.

Counseling Center

The UK Counseling Center (UKCC) provides a range of confidential psychological services to students enrolled in 6 credit hours or more, psychoeducational outreach programming (including QPR suicide prevention), and consultation to members of the UK community (students, faculty, staff, administrators, parents, concerned others).

Please visit the website www.uky.edu/counselingcenter for more detailed information, or call 859.257.8701.

Excused Absences

Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) significant illness, (b) death of a family member, (c) trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit “reasonable cause for nonattendance” by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student’s total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an “I” for the course if the student declines a “W.” (Senate Rules 5.2.4.2.1)

Spring Academic Calendar and Reading Days (COVID-19)

Several modifications to the academic calendar have been made in response to the COVID-19 situation. The current calendar is available [here](#). The calendar features a Reading Day. The current Dead Week restrictions on certain instructional activities would continue to apply to Reading Days. An additional restriction would apply to Reading Days, namely no required class meetings or, more generally, no “required interactions.” Reading Days are not academic holidays.

Non-Discrimination Statement and Title IX Information

UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK’s prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see [the electronic version of UK’s Administrative Regulation 6:1 \(“Policy on Discrimination and Harassment”\)](#). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see [the electronic version of Administrative Regulations 6:2 \(“Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation”\)](#). Complaints regarding violations of University policies

on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (IEEO), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit [the IEEO's website](#).

Faculty members are obligated to forward any report made by a student related to IEEO matters to the Office of Institutional Equity and Equal Opportunity. Students can *confidentially* report alleged incidences through the Violence Intervention and Prevention Center, Counseling Center, or University Health Services.

TECHNICAL REQUIREMENTS, INFORMATION & RESOURCES

This course will be conducted asynchronously via the Canvas course management system. Please visit the [Getting Started with Canvas module](#) to learn more about this system.

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [ITS Student Hardware & Software Guidelines](#).

For account help, contact UK's [Information Technology Customer Services online](#), by [email](#), or by phone at 859-218-HELP (4357).

Library and Distance Learning Services

<http://www.uky.edu/Libraries/DLLS>

Carla Cantagallo, DL Librarian

Local phone number: (859) 218-1240

Long-distance phone number: (800) 828-0439 (option #6)

Email: carla@uky.edu

DL Interlibrary Loan Service: http://libraries.uky.edu/page.php?lweb_id=8<ab_id=702

LIS 646-210 COURSE SCHEDULE, Summer 2021

(Schedule is subject to change. Changes will be posted on Canvas Announcements.)

Revised: 4 June 2021

Week	Dates	Week Focus for Discussion and Assignment Due Dates Each week's readings can be found on Canvas
1	June 16 – 20	<ul style="list-style-type: none"> • Read Syllabus • Overview of higher education • Introduce yourself to the class in discussion forum
2	June 21 – 27	<ul style="list-style-type: none"> • Academic communities – Who do we serve?
3	June 28 – July 3 *Sun, July 4 th is a holiday	<ul style="list-style-type: none"> • What happens in an academic library – Part 1, Public Services • Assignment #1 Community/Constituent Audit Due (7/3)
4	July 5 – 11	<ul style="list-style-type: none"> • What happens in an academic library – Part 2, Behind-the-Scenes (or, Technical Services plus)
5	July 12 – 18	<ul style="list-style-type: none"> • Academic library as space (including Marketing & Outreach)
6	July 19 – 25	<ul style="list-style-type: none"> • Academic library leadership and administration • Assignment #2 Department Planning Due (7/25)
7	July 26 – August 1	<ul style="list-style-type: none"> • Professional culture, staffing, and the job search
8	August 2 – 8	<ul style="list-style-type: none"> • Reckoning with diversity, inclusion, and equity in the academic library
9	August 9 – 11	<ul style="list-style-type: none"> • Course Reflections • Final Paper Due (8/11)