Course Description

Electronic resources include all those systems (databases) and works (ebooks, periodicals) that are collected, described, provided, and managed by librarians and information specialists. Electronic resource management is therefore the management of these resources and this course examines the complexities involved with this activity. Topics covered include electronic resource systems, standards, processes and work flows, licenses, negotiations, access, evaluation, and usability.

Student Learning Outcomes

After completion of this course, students will:

1. Acquire familiarity with the technologies and standards used to manage electronic resources.
2. Understand and begin to develop the professional skills needed to manage electronic resources.
3. Gain skills to evaluate and negotiate electronic resource licenses.
4. Appreciate the impact that electronic resources have on end users.

Course Format

This is an online course that requires asynchronous class participation. The Canvas LMS will be used primarily for logistical purposes: making course announcements, submitting assignments, and posting grades. We will use a private Google Plus community for discussions.

Required Texts, Sources, and Technologies


Additional required readings listed below.

All students are required to sign up and monitor the NASIG email listserv at http://tinyurl.com/serialst. All students are required to have a microphone to record a presentation. All students are required to set up a UK Google Account at https://ukam.uky.edu/.
Course Activities and Assignments

- Seven short papers, 300 words each, 10 points each, on these topics:
  - Software
  - Standards
  - Work flow
  - Acquisitions and Collection Development
  - Licensing and Negotiating
  - Usability
  - Usage Evaluation
- Presentation, video, topic of choice, 10 minutes, 20 points
- Discussion/Participation, 10 points

Summary Description of Course Assignments

Short papers – students will write concise, highly edited papers that focus on a singular aspect of the topic. Papers should be based on at least one additional reading (not already listed in the syllabus). The purpose of these papers is for students to additional inquiry and coverage of the topic. Papers will be evaluated based on critical analysis, coverage, outside literature, length, and writing.

Presentation – students will create a video presentation using Zoom on an electronic resource management topic of their choice. Presentations will include slides and will be evaluated on content, length, and speaking skills.

Discussion/Participation – students will participate in discussions in an online, private community on Google Plus. Discussions will be based on weekly topics, readings, and lectures. Discussions will be evaluated based on the quality of posts and replies to posts. Discussion posts and replies will not be graded individually; rather, students will submit two short reports, mid-semester and end of semester, that describe, qualitatively and quantitatively, their participation activity during the semester. Students will also self-score their contributions to the discussions.

Submission of Assignments

All short papers and discussion/participation reports must be written in and submitted as Google Docs by the due date. Presentation videos must be created using Zoom and submitted as a private YouTube video.

Work submitted after the due date will be marked off 10% each day late and not accepted after the third day after the due date. Work will not be marked late if the student has an excused absence (see Attendance Policy below).

Course Grading

- 93 – 100: A (Exceptional achievement)
- 80 – 92: B (Good to excellent achievement)
- 70 – 79: C (Marginal work)
- <70: E (Failing work)
## Tentative Course Schedule

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Software, Paper</td>
<td>9/3</td>
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<tr>
<td>Standards, Paper</td>
<td>9/24</td>
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<tr>
<td>Work flow, Paper</td>
<td>10/1</td>
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<tr>
<td>Acquisitions and Collection Development, Paper</td>
<td>10/8</td>
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<tr>
<td>Mid-term Discussion Report</td>
<td>10/16</td>
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<tr>
<td>Licensing and Negotiating, Paper</td>
<td>10/22</td>
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<tr>
<td>Usability, Paper</td>
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<tr>
<td>Usage Evaluation, Paper</td>
<td>11/12</td>
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<tr>
<td>Final Discussion Report</td>
<td>12/8</td>
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<tr>
<td>Presentation, Video</td>
<td>12/11</td>
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Reading List & Schedule

Week 1: ERM & ILS, 8/23 – 8/29
- Chapter 1: Learning the Basics of Electronic Resource Management

Week 2: The Market and the Economics, 8/30 – 9/5
- Chapter 2: Coping with Economic Issues and a Paradigm Shift in Collections

Week 3: Standardizing ERM, 9/6 – 9/12

Week 4: Interoperability, 9/13 – 9/19

Week 5: The Process, 9/20 – 9/26

Week 6: Acquisitions and Collection Development, 9/27 – 10/3
- Chapter 3: Acquiring Electronic Resources

**Week 7: Licensing Basics, 10/4 – 10/10**
- Chapter 4: Licensing Electronic Resources and Contract Negotiations

**Week 8: Licensing and Negotiating, 10/11 – 10/17**

**Week 9: Access, 10/18 – 10/24**
- Chapter 5: Making Electronic Resources Available

**Week 10: User Experience, 10/25 – 10/31**

**Week 11: Evaluation and Statistics, 11/1 – 11/7**
- Chapter 6: Gathering, Evaluating, and Communicating Statistical Usage Information for Electronic Resources
Week 12: Security and Privacy, 11/8 – 11/14


Week 13: The ERM Librarian, 11/15 – 11/21

- Chapter 7: Staffing Changes to Facilitate the Shift to Electronic Resources

Week 14: Desperately Seeking an ERM Librarian, 11/26 – 12/2


Week 15: Future Challenges, 12/3 – 12/8

- Chapter 8: Looking Ahead from Now to 2020
Course Policies

Attendance Policy
Since this is an online, asynchronous class, students are free to participate based on their schedules. Assignments may be accepted late, without penalty, if the student has an excused absence. Students must provide official written documentation for excused absences. See Course Policies section below for details about excused absences.

Excused Absences
Students need to notify the professor of absences prior to class when possible. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud: 859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Per Senate Rule 5.2.4.2, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences
Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Course Withdrawal
Students are strongly encouraged to withdraw from the class if more than 20% of the scheduled work and activities are missed (excused or unexcused), per university policy. Please refer to the Academic Calendar for important withdrawal dates: http://www.uky.edu/registrar/content/academic-calendar.

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 at the following website: http://www.uky.edu/Ombud. 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 Rules 6.3.1 (see http://www.uky.edu/Faculty/Senate/ for the current set of 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.

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. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at: https://ci.uky.edu/sis/sites/default/files/policies.pdf
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 and audio recording capabilities. Please use a modern, up to date web browser for accessing course content and participating in course activities.

PDF readers, Microsoft Office, and other software products are free for students at http://download.uky.edu/. Information on Zoom is available at https://www.uky.edu/its/academic-technologies-faculty-engagement/zoom.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UK ITS: https://www.uky.edu/its/ or 859-218-4357.

The School of Information Science has a page with a comprehensive list of technology resources here: http://ci.uky.edu/sis/students/techtips

Library Services & Distance Learning Services

- http://www.uky.edu/Libraries/DLLS
- Carla Cantagallo, DL Librarian
- Phone number: 859-218-1240
- Email: carla@uky.edu
- Interlibrary Loan Service: http://libraries.uky.edu/ILL

For more resources about online classes and student resources, visit http://www.uky.edu/ukonline/

Military Members and Veterans

We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit http://www.uky.edu/veterans for more available resources.

Civility and Professionalism

Students must learn to meet the standards of professional behavior and treat each other with respect. Critical inquiry is important, but attacking other persons, verbally or otherwise, is not accepted.

Students must learn to receive and act on constructive criticism, be reliable and responsible, polite and respectable of others, and focus on producing above quality work.