# LIS 5511/5512Collection Development & Management
SECTION(S)
TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION
MODE OF INSTRUCTION:

Instructor:
Email:
Office:
Phone:
Course Location/Website:
Office Hours (in office, online or via phone):
Teaching Assistant:
Email:

Prerequisites
5511 and 5512 have no prerequisites. For LIS 5512, taking it prior to taking the Florida Educational Media Specialist Exam (but close to taking the exam) is highly recommended.

COURSE DESCRIPTION:
Introduction to the national, state, and local environments, principles, policies and practices that facilitate or inhibit the selection, evaluation, acquisition, access to, maintenance, and evaluation of resources for a library and their use and usefulness.

COURSE OBJECTIVES:
The student successfully completing this course will be able to:

1. Define and successfully carry out the roles and responsibilities of a librarian in collection development and management.
2. Understand historical, contemporary, and emerging trends and issues in society, education, and government to collection development practices.
3. Locate and use appropriate research and professional resources in collection development and management.
4. Apply appropriate policies and procedures for collection development and management.
5. Develop and use a collection development policy, both for collection and for challenges.
6. Practice collaborative resource development and management within library and community.
7. Develop a collection that meets the needs of learning and the needs and interests of patrons and learners.

COURSE MATERIALS:
LIS 5511: Evans, G. & Saponaro, M. *Collection Management Basics*, Sixth ed. Libraries Unlimited, 2013.

LIS 5512: Bishop, G.K. *The Collection Program in Schools: Concepts, Practices, and Information Sources*. 5th ed. Libraries Unlimited, 2013.

These texts are available through online booksellers like Amazon and Barnes & Noble. You may also purchase the text directly from Libraries Unlimited at
http://www.abc-clio.com/product.aspx?isbn=9781610690225 or call them at 1-800-368-6868

COURSE ASSIGNMENTS AND EVALUATION:

Assignment 1
Personal Web Page: In this assignment, students will use Blackboard's Blogs feature to construct a post in which he/she introduces him/herself with a brief biographical statement and then details personal mission, vision, and goals for the role of collection developer. Students will refer back to these blog posts several times during the semester.

Assignment 2
Professional Learning Network (PLN) for Collection Development and Leadership: In this assignment, students will review blogs, email lists, and other online professional communities to compile a preferred sources for professional reading and online professional learning. Students will frame their choices within their professional mission, vision, and goals as well as review and respond to classmates' PLNs.

Assignment 3
Collection Development Policy Review: Students select a collection development policy currently in use at a library of his/her choosing and evaluate this policy against the American Library Association criteria for collection development policies. Students will also make recommendations about how to improve the policy.

Final Exam/Project
Goldstein Weeding: Each student will receive 10 items from the Goldstein Library collection that have been identified as possible de-accession (weeding) candidates. Using the Goldstein Library collection development policy and weeding policy as well as course readings, students will write a justification for keeping or weeding them item. Then, students will compose responses to three reflective questions designed to help them integrate course content with this hands on experience. Students submit their weeding justifications and reflections as their final assignment submission.

Students should refer to detailed assignment guidelines and rubrics posted in the Blackboard Assignments area. These documents describe the assignment in more detail and provide procedures for completing the assignment.

GRADE CALCULATION:

Assignment	# of points
Attendance/Participation	150
Asynchronous Discussions	150
Assignment #1	90
Assignment #2	200
Assignment #3	250
Final Exam/Project	300
Total	**1140**

GRADING SCALE:

A 1000-1140

A- 950-999

B+ 900-949

B 850-899

B- 800-849

C+ 750-799

C 700-749

C- 650-699

D+ 600-649

D   550-599

D- 500-549

F below 500

COURSE SCHEDULE:

Class	Class Topic
W1	Introduction to Collection Development and Management
W2	History of Collections The 21st Century Library and Learner
W3	Collection Development & Standards
W4	Research and Professional Resources Assessing Community Needs
W5	Collection Development Policies & Procedures Patron Privacy
W6	Fiscal Management National Environments Educational Trends
W7	Digital Resources
W8	Collection Development Criteria, Tools, and Aids
W9	Collection Development for Learning (Curriculum, Collection Mapping, Collaborative Collection Development)

Class	Class Topic
W10	Collection Development and Learning (Needs, Interests, Access, Circulation and Use, Achievement)
W11	Acquisition, Management, Maintenance of Collections
W12	Evaluation of Collections, Community Use of Collections; Issues of Access
W14	Weeding assignment
W15	Last Class
W16	Exam Due

Copyright Statement:
Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

Sexual Harrassment Policy:
It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm

iSchool Hardware and Software Requirements:
A list of all hardware and software requirements for students participating in the School of Information (iSchool) courses can be found at the following location:
http://ischool.cci.fsu.edu/academics/online/requirements/

Student Eligibility for an Incomplete Grade:
Incomplete ("I") grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

University Attendance Policy:
Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:
The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to]

strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy.)

Americans With Disabilities Act:
Students with disabilities needing academic accommodation should:
(1) register with and provide documentation to the Student Disability Resource Center; and
(2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.
This syllabus and other class materials are available in alternative format upon request.
For more information about services available to FSU students with disabilities, contact the:
Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu/

Syllabus Change Policy
"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."