



FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Information

LIS5511 – COLLECTION DEVELOPMENT AND MANAGEMENT

SECTION(S)

TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION

MODE OF INSTRUCTION: Online

Students all meet with instructor for class weekly, synchronously, using a multi-media conferencing system such as Collaborate, at a specific class time indicated in the University's course schedule for each semester. Additional asynchronous interactions among students and with instructor will be required, as indicated below in course evaluation and assessments, to complete the course.

Instructor:

Email:

Office:

Phone:

Course Location/Website:

Office Hours (in office, online or via phone):

Teaching Assistant:

Email:

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:

At the end of the course, the student will be able to:

The student successfully completing this course will be able to:

- Define and successfully carry out the roles and responsibilities of a librarian in collection development and management.
- Discuss historical, contemporary, and emerging trends and issues in society, education, and government to collection development practices.
- Locate and use appropriate research and professional resources in collection development and management.
- Apply appropriate policies and procedures for collection development and management.
- Develop and use a collection development policy, both for collection and for challenges.
- Practice collaborative resource development and management within library and community.

- Develop a collection that meets the needs of learning and the needs and interests of patrons and learners.

COURSE MATERIALS:

Required Readings: Students have their choice of one of two texts, and may wish to purchase both:

- Evans, G. & Saponaro, M. *Collection Management Basics, 6th ed.* Libraries Unlimited, 2013.
- Mardis, M.A. *The Collection Program in Schools: Concepts, Practices, and Information Sources.* 6th ed. Libraries Unlimited, 2016.

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	# of points	Details
Attendance	150	At least 10 synchronous sessions at 15 pts. each
Discussion Board Postings	150	5 posts at 30 pts each
Assignment #1	90	Personal Web page
Assignment #2	200	Critique of online discussion groups and blogs for collection development
Assignment #3	250	Collection Development Policy and Procedures Critique (Part A 50 points; Part B 200 points)
Final Project	300	Final Project
Discussion Leadership	60	Co-lead one asynchronous discussion
Total	1200	

Detailed guidelines and rubrics are available in the Assignments section of the course website.

GRADE CALCULATION:

A 1000-1200	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

Class	Class Topic
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)
W10	Collection Development for 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	Course Review and Remaining Issues

UNIVERSITY POLICIES:

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/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.)

Plagiarism

Plagiarism of any type, including material from Internet sources, will not be tolerated. Cases of academic dishonesty such as plagiarism and cheating will be investigated & pursued vigorously according to departmental and (if needed) university procedures. Before submitting any work for this class, please read the "Academic Honor System" in its entirety (see link above) and ask me to clarify any of its expectations that you do not understand.

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.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

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 advanced notice.

SCHOOL OR DISCIPLINARY POLICIES:

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 Harassment 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/graduate/information/university_notices/

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).