LIS 5443
Collection Development and Management
Fall 2012 Final Syllabus

Instructor: Betsy Van der Veer Martens (“Doc Martens”)
Office location: 1J30 Schusterman Center (Tulsa campus)
Electronic Office Hours: Please post a message in the “Ask Doc Martens’ forum or make an appointment to meet me in the course “chatroom” at a mutually agreed-upon time.
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Email: bvmartens@ou.edu

(Note: email is usually the best way to reach me: I will always try to respond within 24 hours so if you don’t get a reply, please feel free to re-send and/or remind me! I get a lot of email, so I’m not deliberately ignoring you!)

COURSE STRUCTURE AND POLICIES

Catalog Description:
Prerequisite: 5033, 5053. Examination of the acquisition and evaluation processes used for building and maintaining collections in all formats. Formulation and implementation of collection development policies, identification of user needs, selection methods and tools, storage alternatives, publishing and intellectual freedom, administrative and legal issues including licensing and contract negotiation.

Course Goal and Objectives:

Course Goal:
The goal of this course is to provide students with the knowledge and skills required to identify, evaluate, select, and manage collection materials for on-site and remote access. Students will discuss current issues and trends in collection development and management.

Learning Objectives
Upon completion of the course, students should be able to:

• Understand the significance of “the collection” within various forms of library work environments
• Describe the purposes and the essential elements of a collection development policy
• Identify key components of a collections budget
• Describe selection criteria and acquisition options for developing collections
• Recognize the major vendors in a specific collections area
• Understand key issues relevant to collections management including access, deselection, preservation, and storage
• Evaluate a collection using a variety of collection-centred and user-centred techniques
• Interpret the influences of current legal, social, and technological changes on collection development and management

TEACHING/LEARNING METHODS:
The course will be delivered using the course website at Desire2Learn (http://learn.ou.edu). I am asking that everyone identify their interest in one particular type of collection (academic, public, school, special) in order that you can enroll in that small discussion group with other interested people. Yes, I realize that a number of you have multiple interests!

COURSE POLICIES:

This course conforms to all published policies of the University of Oklahoma. (See http://www.ou.edu/provost/ for specifics on academic integrity, student disabilities accommodation, etc.) The only policy that will probably interest you, however, is my own policy on late assignments: everyone in the class can have one 24-hour “free pass” to submit a single late assignment during the course of the semester. After that, I reserve the right to start deducting points based on lateness of the assignment.
However, if you are having special difficulties, especially due to family and health emergencies, please let me know as soon as possible and we will try to work something out. I want you to succeed!

**WEEKLY SCHEDULE FOR LIS 5543:**

<table>
<thead>
<tr>
<th>Week Starting:</th>
<th>Micro-Lecture by Dr. Martens:</th>
<th>Required Textbook Chapter (Other Recommended Readings):</th>
<th>Assignments Due:</th>
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<tbody>
<tr>
<td>Aug 20</td>
<td>Introduction to the Semester</td>
<td>At least one of the suggested readings from our first week’s “pre-class conversation”</td>
<td>Introduce yourself in the “Introductions” forum. Respond to one of the suggested readings in the appropriate discussion forum.</td>
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<td>Aug 27</td>
<td>Introduction to Collections Work</td>
<td>At least one of the suggested readings in “Thinking About Collections” below</td>
<td>Formation of discussion groups and first small group discussions</td>
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<td>Sept 3</td>
<td>Impact of New Technologies</td>
<td>Chapter 1</td>
<td>Small group discussions</td>
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<td>Sept 10</td>
<td>Assessing User Needs</td>
<td>Chapter 2</td>
<td>Small group discussions</td>
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<td>Sept 17</td>
<td>Collection Development Policies</td>
<td>Chapter 3</td>
<td>“Physical field trip” assignment due in dropbox by Sunday, Sept 23</td>
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<td>Sept 24</td>
<td>Selection Sources</td>
<td>Chapter 4</td>
<td>Small group discussions</td>
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<td>Oct 1</td>
<td>Acquisitions</td>
<td>Chapter 5</td>
<td>“Virtual field trip” assignment due in dropbox by Sunday, Oct 7</td>
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<td>Oct 8</td>
<td>Budgeting &amp; Fiscal Mgmt</td>
<td>Chapter 6</td>
<td>Small group discussions</td>
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<td>Oct 15</td>
<td>Assessment &amp; Evaluation</td>
<td>Chapter 7</td>
<td>Small group discussions</td>
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<td>Oct 22</td>
<td>Cooperative Collection Dev</td>
<td>Chapter 8</td>
<td>Small group discussions</td>
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<td>Oct 29</td>
<td>Legal Issues</td>
<td>Chapter 9</td>
<td>Collection Policy statement assignment due in dropbox by Sunday, Nov 4</td>
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<td>Nov 5</td>
<td>Professional Ethics</td>
<td>Chapter 10</td>
<td>Small group discussions</td>
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<tr>
<td>Nov 12</td>
<td>Preservation</td>
<td>Chapter 11</td>
<td>Small group discussions</td>
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<td>Nov 19</td>
<td>Thanksgiving Break</td>
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<td>Nothing due: enjoy!</td>
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<td>Nov 26</td>
<td>Future of Collection Dev</td>
<td>Chapter 12</td>
<td>Collection Analysis Assignment Due in Dropbox by Sunday, Dec 2</td>
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<td>Dec 3</td>
<td>Where/What Will the Jobs Be?</td>
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<td>Small group discussions</td>
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<td>Dec 10</td>
<td>Exam Week</td>
<td></td>
<td>Your Final Collection Assignment Due in Dropbox by Friday, Dec 14</td>
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**List of Course Assignments**

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<th>Due Dates and % of Grade:</th>
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<td>Small group discussion participation is required for 10 weeks during the semester. Each week’s posts must be made between Monday morning and Sunday evening, after which the forums will be locked (though still visible.)</td>
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<td>Required during each week marked “small group discussion” on schedule. 10% of your grade</td>
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<td>Each week of small group posts is worth 1% of your grade up to the maximum of 10%. Don’t forget to post!</td>
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<td>Your physical “field trip”: You will visit a library of your choice. Due by midnight of Sunday, Sept 23</td>
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choice (not one in which you are currently working) and report on a specific collection in that library. How would you improve it? What is being done to promote it? 10% of your grade.

Your virtual “field trip”: Pick a library that offers your “dream” collection online and report on that collection. How would you improve it? What is being done to promote it? 10% of your grade.

Creation of a collection development policy for a specific library of your choice. (Details will be provided by the instructor.) Due by midnight of Sunday, Nov 4 30% of your grade

Collection evaluation assignment (Details will be provided by instructor) Due by midnight of Sunday, Dec 2 10% of your grade

Creation of a non-fiction subject collection profile intended to serve a specific library user audience of your choice. School library folks are especially encouraged to focus on curriculum-related items specific to their particular grade-level or school needs. (This must include a rationale and a list of 25 sample items illustrative of your desired collection.)

OR

Creation of a “legacy library” appropriate for LibraryThing (This must include a list of 25 sample items and a short discussion of why this legacy library is important and the sources for your information about it.) More information available at http://www.librarything.com/legacylibraries

OR

A 2,000-word essay on a collections-related topic of your choice suitable for submission to “In the Library With the Lead Pipe” (Hey, why not? Submission guidelines are here: http://www.inthelibrarywiththeleadpipe.org/submission-guidelines/ Due by midnight of Friday, December 14

(This assignment will serve as your final exam: 30% of your grade. I am announcing this early enough in the semester so that you should have plenty of time to work on it before the end of class.

Note that the deadline for this is Friday--- not Sunday!!!!)

Required and Recommended Readings:

Required textbook:


Recommended readings:

(these are classic and current readings intended to supplement the Gregory textbook: you aren’t expected to read them all.)

Thinking about collections:


Bracke, M. S., Herubel, J.-P. V. M., & Ward, S. M. 2010. Some thoughts on opportunities for collection development


**Building and managing collections:**


 Licensing and linking collections:

(http://www.cdlib.org/services/collections/toolkit/)
COUNTER (Counting Online Usage of NeTworked Electronic Resources). 2003. Codes of practice. (www.projectcOUNTER.org)
Hahn, K. 2007. SERU (Shared Electronic Resources Understanding): Opening up new possibilities for electronic resource


**Interest Group Readings:**

**For those people interested in academic libraries**


McGowan, B. 2011 Weed, yes! Discard, no! There may be a collection in that trash! Community Junior College Libraries 17(2): 87-90.

For those people interested in public libraries:


For those people interested in school libraries:

Moreiollon, J. 2009. Reading and the library program: An expanded role for the 21st-century SLMs. Knowledge Quest 38(2):

For those people interested in special libraries: