

**Course Syllabus - Fall 2012**  
**LI 855XA**  
**Collection Development and**  
**Management**  
**8/24-25, 10/26-27, & Internet**

**Faculty:** Sarah Sutton  
**Email:** [ssutton3@emporia.edu](mailto:ssutton3@emporia.edu)  
**Primary Phone:** 620-341-5816  
**Office Hours:** WAW room 412, See Instructor Contact Information below  
**Faculty Profile:** <http://slim.emporia.edu/index.php/sarah-sutton/>  
**Online Course Login:** <https://elearning.emporia.edu>  
**Credit Hours:** 3.0  
**Note:** Course Syllabus May Change

**Important Dates for Fall 2012**

<i>8/15: First day of class</i>	<i>8/28: Last Day to Drop</i>	<i>9/3: Labor Day (ESU closed)</i>	<i>10/9: Midterm Grades Due</i>
<i>10/24: Last day to withdraw</i>	<i>11/12: Veteran's Day (ESU closed)</i>	<i>11/20-11/26: Thanksgiving (ESU closed)</i>	<i>12/7: Last Day of Class</i>
<i>12/15: Commencement</i>	<i>12/18: Final Grades Due</i>		

## Course Description

Examination of the principles, policies, and procedures associated with evaluating, selecting, and acquiring materials and resources. Students learn about developing, managing, and organizing collections in libraries and information organizations, paying attention to ethical, philosophical, social, and political contexts in which these collections exist. (Required)

## Course Goal:

The Collection Development course will focus on collection building and management in 21<sup>st</sup> century libraries and information organizations. Class discussions will focus on current issues, practices, and policies related to building and maintaining collections and will examine procedures for evaluating, selecting, and acquiring and deselecting materials. Budgeting, policy formation and evaluation, and freedom of information will also be addressed.

## Course Learning Outcomes

	By the end of the course, students will be able to:	Program Outcomes	Professional Values	ALA Core Competen
1	Describe the various activities and processes that compromise the development and management of a collection, and explain the different role each plays in ensuring a balanced collection.	PO1, PO2	PV1	2A, 2B
2	Discuss procedures for the selection and management of collection materials including books, serials, electronic and other non-book formats.	PO2	PV1, PV3	2B, 2C, 4D
3	Define the characteristics of a written Collection Development Policy for all resources, assess its value to the information collection, and discuss the challenges to its implementation.	PO2	PV1	2B, 2C
4	Distinguish between selection and censorship and explain the ethical issues surrounding collection development.	PO1, PO2	PV1, PV3	1A, 1B, 2B
5	Justify the necessity of collection evaluation and describe a variety of evaluation methods.	PO2	PV1	2B, 2C
6	Define the term collection preservation and discuss the main causes of deterioration of materials within a collection.	PO2	PV1	2C, 2D
7	Identify the main components of a preservation policy and a disaster plan and justify their use within a library or information organization.	PO2, PO8	PV1	2C, 2D
8	List the main benefits of promoting the collection, discuss the principal methods of promotion, and identify the potential problems.	PO1, PO2	PV1	2C, 5E

## Instructor Contact Information

My goal is to be as accessible to you as possible. I will make every effort to reply to emails within 48 hours of receiving them. *Please note:* I reserve the right to not respond to email during evening hours or on the weekends.

Office hours are those hours when I will try not to schedule meetings and try to be available to you in my office in person, via phone, or via Skype (sarahwsutton). My tentative office hours for Fall 2012 are:

- Monday & Wednesday 9 am – 11 am
- Tuesday & Thursday 1 pm – 3 pm

These times and days are subject to change as the semester progresses and I learn about other commitments.

## ***Expectations***

You can expect me to

- Return your work within a reasonable time. My goal is within one week of the due date.
- Give you constructive criticism on your work.
- Have materials for each topic ready on time each week available Monday mornings.
- Participate in discussions.
- Respond to emails promptly. My goal is within 48 hours of receiving it excluding weekends and holidays.

In turn, I expect you to

- Be familiar with course documents including where and how to find them. This includes the syllabus and materials in Blackboard.
- Complete assignments on or before due dates in its correct and final form. What you turn in is what you turn in. No do-overs.
- Read assigned readings and be able to discuss them.
- Ask questions and think critically. The only dumb question is the one you don't ask. Asking questions is part of critical thinking.
- Behave professionally, as you would in the workplace. For me, professional behavior includes demonstrating courtesy, respect, and honesty as well as maintaining "an atmosphere of free, open, and civil intellectual debate" (which is from the SLIM Mission Statement).
- Communicate with me early and often. If something is going on in your life that is affecting your school work, **PLEASE** tell me. I understand that life happens and I am more than willing to work with you on that. (Note: too much schoolwork doesn't count.)

## **Required Readings**

Evans, G. E., & Saponaro, M. Z. (2012). *Collection Management Basics* (6th ed.). Libraries Unlimited. (ISBN 978-1598848649)

Other reading assignments will be made through Blackboard as the semester progresses.

## **Learning Activities**

Detailed instructions for each assignment may be found in the Assignments section of Blackboard. Please make sure you read and understand these instructions, as well as the appropriate sections of the Help, Tutorials, & Samples folder *before* you embark on each assignment.

## Assignments

<i>Assignment</i>	<i>Description</i>	<i>Learning Outcome(s)</i>	<i>Due Date</i>	<i>Points</i>
1	<b>Participation</b> – in class & online discussion – includes introduction & Professional Development Reflection	1-8	Throughout the semester	20
2	<b>Article summaries</b> – summaries of two articles related to the course topics of your choosing.	1-8	9/2 & 9/16	20 (10 per summary)
3	<b>Interview Report</b> – Collection Development Librarian	1-8	10/7	15
5	<b>Research Paper</b> – Collection Development topic	1, varies	10/28	25
4	<b>Collection Assessment</b> (Collaborative project with assigned group)	1, 2, 3, 5	11/21	20

## Tentative Course Outline

	<b>Topic</b>	<b>Reading</b>	<b>Work due</b>
Week 1: 8/13 -8/19	Introductions		Discussion 1: introductions
Week 2: 8/20 -8/26	Current Trends and Issues		Assignment 1A: professional development reflection CLASS WEEKEND: 8/24 & 8/25
Week 3: 8/27 -9/2	Policy and Planning		Discussion 2: Assignment 2A: first article summary
Week 4: 9/4 -9/9	Selection Process		<i>ESU closed 9/3</i>
Week 5: 9/10 -9/16	Serials & Electronic Materials		Discussion 3 Assignment 2B: Second article summary
Week 6: 9/17 -9/23	Grey Matter & AV Materials		
Week 7: 9/24 -9/30	Acquisitions Process		Discussion: 4
Week 8: 10/1 -10/7	Budgets and Money		Discussion: 5 Assignment 3: Interview Report

	<b>Topic</b>	<b>Reading</b>	<b>Work due</b>
Week 9: 10/8 -10/14	Collection Mgmt 1: Evaluation and Deselection		Discussion: 6 <i>midterm grades</i>
Week 10: 10/15 -10/21	Collection Mgmt 2: Resource Sharing		Discussion: 7
Week 11: 10/22 -10/28	Intellectual Freedom & Censorship		Assignment 4: Collection Development presentation due in class Friday, 10/26 CLASS WEEKEND: 10/26 & 10/27
Week 12: 10/29 -11/4	Preservation & Maintenance		Discussion: 8
Week 13: 11/5 -11/11	Promotion & Outreach		Discussion: 9
Week 14: 11/12 -11/18	Changing Landscape 1: Legal Issues		<i>ESU closed 11/12</i>
Week 15: 11/19 -11/25	<i>Thanksgiving week</i>		Assignment 5: Research papers due Wednesday 11/21
Week 16: 11/26 -12/2	Changing Landscape 2: Future of Collection Development		Discussion: 10
Week 17: 12/3 -12/7	Bringing it all together		Discussion: 11

## Grading Criteria

The rubrics for grading each of the assignment elements of the course are available in the Course Documents section of Blackboard. These rubrics identify all the elements required and the degree of achievement necessary to secure particular scores. It is well worth consulting the rubrics to understand exactly what is expected of you in each evaluation. You will turn most of your assignments in through the Assignments section of Blackboard.

### **Late work**

I will penalize you .5 (1/2, one half) point per day for work turned in after the deadline. The deadline for turning in work is midnight on the due date. Note first that Blackboard tracks this and I will use Blackboard's time stamp to determine "lateness." Note second that this means that work turned on Monday in at 12:05 am (five minutes after midnight Sunday night) is just as late as work turned in at 8 pm on Monday evening. My advice to you is if you're going to turn it in (whatever "it" happens to be) at 12:05 am, you're going to lose .5 point anyway so go to bed, get some sleep, and read through what you're turning in one more time with a clear head before you turn it in.

## **SLIM Grading Scale** *(this exact scale is required for all SLIM courses)*

96 -100 A	77 - 79 C+
90 - 95 A-	74 - 76 C
87 - 89 B+	70 - 73 D
84 - 86 B	0 – 69 F
80 - 83 B-	

## **SLIM Attendance Policy**

Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-5pm on Saturday.

In cases of emergency, go to the following URL for more information:

<http://slim.emporia.edu/wp-content/uploads/2009/10/policy-and-procedures-absences-of-weekend-intensive.pdf>

## **SLIM Grade Policy**

All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM's required classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.

When a student has been placed on academic probation, an administrative hold will be placed on the student's record to block future enrollment. The administrative hold can only be released by the student's academic advisor or by the SLIM dean or director of program administration. Before enrollment can be done, the student is required to meet with the student's academic advisor with the goal of developing an academic improvement plan.

If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student's academic progress will be reviewed in light of the academic improvement plan by the student's program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM's graduate program. This policy goes into effect fall 2009 semester. This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

## **SLIM Incomplete Grade Policy**

SLIM's Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>).

SLIM's Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean's office before the final grade change is made.

If a SLIM student's request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student's record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar's Office.

## **Faculty-Initiated Student Withdrawal Procedure**

Students should be aware that your instructor follows the university's policy of faculty-initiated student withdrawal. It reads as follows: "If a student's absences from class or disruptive behavior become detrimental to the student's progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [Policy and Procedures Manual 43.11]

## **Academic Dishonesty**

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

#### Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services

211 S Morse Hall

Emporia State University

1200 Commercial Street / Box 23

Emporia, KS 66801

Phone : 620/341-6637

TTY: 620/341-6646

Email: [disabser@emporia.edu](mailto:disabser@emporia.edu)