Syllabus

Department: Division of Library and Information Science

Course Number and Title: LIS 240 Management of Libraries and Information Centers

Bulletin Description: [25 words maximum]

LIS 240 is comprised of reading from the textbook, corresponding involvement in group discussion forums and an opportunity to become familiar with popular management works.

Prerequisite(s): None
Co-requisite(s): None

Course Objectives:
1. To gain an understanding of the history, theories, principles and techniques of management science and organizational behavior and their application to libraries and information services.
2. To develop knowledge and skills in the planning, organizing, personnel management, and budgeting, and to recognize the importance of leadership, marketing, and coordinating functions in libraries and information centers.
3. To promote critical thinking through the exploration of current major issues in library and information center organizations.

Program Goals and Outcomes:
1A) Demonstrate knowledge of the ethics, values, and foundational principles and the role of library and information professionals in the promotion of democratic and legal principles and intellectual freedom.
1D) Demonstrate effective communication techniques (verbal and written) used to analyze complex problems and create appropriate solutions.
4A) Acquire, apply, analyze and assess information, communication, assistive, and other technological skills related to resources, service delivery, professionalism, efficacy, and cost-efficiency of current technologies and relevant technological improvements.
5C) Understand and apply the principles of assessment towards communities, user preferences, and services and resources, as well as promoting methods of advocacy through development and services.
7A) Continue professional development by maintaining and practicing the purpose and role of providing quality service for the lifelong learning of patrons and the promotion of library services.
7B) Apply the learning theories, instructional methods, and achievement measures to the teaching and learning of concepts, processes and skills used in seeking, evaluating, and using recorded knowledge and information.
8A) Understanding the principles of planning and budgeting in libraries and other information agencies, as well as developing effective personnel practices and human resources.
8B) Understanding the concepts behind, issues relating to, and methods for the following: assessment and evaluation of library services and their outcomes, developing partnerships, collaborations, networks, and other structures, and principled, transformational leadership.

Units of Instruction:

1. Cover Letter and Resume
2. Personal Effectiveness Plan
3. Team Effectiveness Plan
4. Rubrics and Grant Proposal Concept
5. Project Management Approach
6. Leadership Problem Analysis
7. Strategic Plan or Analysis
8. Interim Review of Journal and Log
9. Marketing Project
10. Budgeting and Accounting
11. Organizational Cost-Effectiveness
12. Grant Proposal
13. E-Portfolio
14. Oral Final Exam

Bibliography:

Moran, Barbara B., & Stueart, Robert D. (2013). *Library and Information Center Management* (8th ed.). Westport , CT: Libraries Unlimited.
- Blanchard, Kenneth (1982) *The one minute manager*. New York, NY: Morrow.
- DiZazzo, Raymond (1997) *Saying the right thing: the four secrets of powerful communication: a business parable*. Naperville, IL: Sourcebooks.
- Hunter, James C. (1998) *The servant: a simple story about the true essence of leadership*. Rocklin, CA: Prima.
- Johnson, Spencer (1998) *Who moved my cheese? An amazing way to deal with change in your work and in your life*. New York, NY: Putnam.
- Kotter, John (2006) *Our iceberg is melting*. New York, NY: St. Martin's Press.
- Personal Effectiveness (and Personal Development)
  - Covey (1989). The 7 Habits of Highly Effective People
- Strategic Thinking and Planning
  - Bryson and Alston, Creating Your Strategic Plan, 3rd Edition
- Marketing
  - Internet Search
- Team Effectiveness
  - Wheelan, Creating Effective Teams
- Personnel Evaluation and Organizational Assessment
  - Internet Search
- Leadership
  - Northouse, Leadership: Theory and Practice
- Project Management
  - Portny, Project Management for Dummies
- Budgeting and Accounting
  Farris, Non-Profit Bookkeeping and Accounting for Dummies

New York State Education Department Requirements

1. Contact Hours – 30 hours
   Comprised of the following:
   - Periodic announcements/discussion posts by the instructor
   - Lecture (online or face to face)
   - Monitoring group discussions
   - Reviewing assignments
   - Advising on semester projects
   - Email interaction

2. Supplementary Hours – 120 hours
   Comprised of the following:
   - Assigned reading
   - Weekly assignments (individual and group)
   - Research for semester projects
   - Presentations (online or face to face)
   - Academic Service-Learning projects (where appropriate)