

Syllabus

Department: Division of Library and Information Science

Course Number and Title: LIS 232 Special Libraries and Information Centers

Bulletin Description: [25 words maximum]

This course introduces the goals, organization, functions, and services of special libraries and information centers; in term of collection issues, user services, management and marketing.

Prerequisite(s): None

Co-requisite(s): None

Course Objectives:

Through readings, discussions, lectures and written assignments, the student completing this course will be able to:

- Understand contemporary professional working environments within special librarianship and information centers; identify the functions and priorities of these environments, and describe unit missions and typical user constituencies;
- Develop an ability to think creatively with regard to the subject matter;
- Demonstrate basic knowledge of the key literature of the subfield and other relevant knowledge domains (both professional/practitioner literature and research papers);
- Prepare for additional post-graduate study in the subfield;
- Demonstrate professional oral and written communication skills; and
- Demonstrate basic functional competencies.

Program Goals and Outcomes:

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. Characteristics of a special library
2. Management of special libraries
3. Computers and Automation
4. Facilities, Equipment, and Competitive Intelligence
5. Collections
6. Services

7. Evaluating the special library
8. Continuing Education

Bibliography:

- Robert D. Stueart and Barbara B. Moran. Library and Information Center Management. [7th or Latest Ed.] Westport, CT: Libraries Unlimited.
- Business: The Ultimate Resource. [Latest Ed.] Perseus Books. Information is located online at www.ultimatebusinessresource.com
- American Psychological Association (2001). Publication manual of the American Psychological Association. Washington, DC: Author. ISBN: 1-55798-791-2.
- Eberhart, G. M. (2006). The whole library handbook 4: Current data, professional advice, and curiosa about libraries and library services. Chicago: American Library Association. ISBN: 0-8389-0915-9.

Instructional Time Requirements: 150 hours for 3 credits (10 hours per week for our 15 week semester)

Asynchronous or synchronous Lecture
Assigned weekly reading
Weekly assignments (individual and group)
Active participation in online discussions
Research for semester-long projects (term papers, projects)
Presentations (online or face to face)
Academic Service-Learning projects (where appropriate)