SYLLABUS

The Catholic University of America
School of Library and Information Science
LSC#818 The Special Library/Information Center
Instructor: Bruce Rosenstein
Summer Semester 2008
July 1 - August 7, 2008
Gowan Hall 400
Tuesdays and Thursdays 4:10-7:30 PM

INSTRUCTOR/CONTACT INFORMATION:

Instructor: Bruce Rosenstein
brosenst@usatoday.com
alternate e-mail: rosensteinbruce@gmail.com
703-854-6318
Please contact the instructor at the above phone and/or e-mail to schedule appointments.

COURSE OBJECTIVES:

Students will aim to develop a deep understanding of the operation and management of special libraries/information centers. It will emphasize as much as possible "real world" aspects of the profession by meeting with and interviewing various librarians, in and out of class. The class will emphasize how to set and achieve high standards and goals, both individually and library-wide.

We will discuss the ongoing changes within the profession and the world of organizations. Students will be encouraged to develop strong professional and interpersonal skills and the ability to recognize issues affecting their careers and organizations.

Class members should get student memberships in SLA, as one of the major assignments will require monitoring the SLA site, which has considerable members-only material.
ASSIGNMENTS:

Site Visit Project. Due at the beginning of class August 5th

Each student will choose a local special library to visit and to conduct an interview with someone who is knowledgeable about the entire library's operation. The library should not be one where you have worked in the past or now work in, or where you have a personal relationship.

Your report should be 10-12 double-spaced pages. Details about the format will be given in class.

Your research should encompass such topics as fee-based services, marketing/public relations, reference, library web sites, intranets, blogs, wikis, content management systems, cataloging, training (for library staff and others), approximate budget and institutional culture. Have they moved recently, or are they planning a move? How do they add value to their organization? Does the library have a mission statement?

Not every library will be involved in each of these activities, but you should ask to find out which of these activities are relevant for the library.

On August 5th each student will make a brief presentation in class. You may distribute handouts if you'd like, but there will be no PowerPoints or other technological aids. This presentation is mandatory but will not be graded.

Virtual SLA Conference project: Due at the beginning of class August 7th

This is a 10-12 page paper based (at least in part) on your monitoring of the SLA website for the 2008 Annual Conference. This will be an exercise in how much you can learn about the conference by following it online, after the fact, rather than being there in person. You will draw on material that goes online during and after the conference.

The paper should describe in as much detail as possible what you learned about the conference from blogs, conference papers and other information on the SLA site. In addition, please contact two librarians who attended the conference that you did not know previously, and conduct email or telephone interviews with them, for brief --one page each -- profiles. (Use your creativity and ingenuity in finding these librarians!)

Each student will make a brief presentation in class on August 7th, based on their paper. As with the site visit project, the presentation segment of your assignment is mandatory, but will not be graded and will follow the no PowerPoints guideline.
CLASS ATTENDANCE AND DUE DATES FOR ASSIGNMENTS:

You are expected to attend each class. If you cannot attend a session, please notify the instructor by telephone or e-mail. There will be a penalty for lateness for any assignments.

7:10-7:30 TIME PERIOD:

During the last 20 minutes of each class, students will meet in groups to work on a Libraries/Social Entrepreneurship project to be discussed more completely during the first class. Each group will create a fictional nonprofit organization, and will design a library to serve it.

You can learn more about social entrepreneurship at www.socialedge.org. One representative of each group will make a very brief presentation to the class on August 7th, to describe your organization and its library. No written work will be required. This will be a fairly informal exercise that will count towards the 20% portion of your "experiential/class participation" grade.

GRADING:

Site Visit Project: 40 percent.

Virtual SLA Conference project: 40 percent of your grade.

Experiential/Class participation: 20 percent.

There will be no exams, or quizzes.
**ADA ACCOMMODATION:**

Students with disabilities requiring accommodation under federal regulations must present a written accommodation request to the instructor by the second class meeting.

It is strongly recommended that the student contact the Office of Disability Support Services, Suite 207, Pryzbyla Center (202-319-5211; email cua-disabilityservices@cua.edu, web http://disabilitysupport.cua.edu/).

This is the University office responsible for disability accommodation and services, and its staff can answer questions about services and requirements regarding documentation. Special accommodations or other arrangements cannot be made without documentation approved by this office.

**ACADEMIC HONESTY:**

You'll find Academic Affairs policies on "Academic Dishonesty" and on "Unethical Practices" in the University Policies and Procedures web page at http://policies.cua.edu/.

You are held responsible for adhering to these policies. Incidences of academic dishonesty, defined by the University as "failure to observe rules of fairness in taking exams or writing papers, plagiarism, fabrication, and cheating" will result in a grade of F (0 points) on the project or exam in question, and will be reported to the Dean for possible further action (including failure in the course and/or dismissal from the academic program). Talk with the instructor if you have questions about what is involved in such offenses.

Plagiarism, which includes "[1] intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; [2] failure to attribute any of the following:

Quotations, paraphrases, or borrowed information from print sources or websites; [3] buying completed papers from other to use as one's own work", will not be tolerated. For more on what constitutes plagiarism and how to avoid it, please carefully read Margaret Proctor's "How to Avoid Plagiarism" (http://www.utoronto.ca/writing/plagsep.html).
SCHEDULE & BIBLIOGRAPHY

Note on Readings: All readings are from the periodical articles below, and will be placed on e-reserves.

There is no text book for this course. You will find these articles highly relevant not only for this class, but for comps preparation.

Tuesday July 1, 2008

Introduction and Overview, discussion of assignments, etc.

Thursday July 3, 2008

Library Careers and Non-Traditional Careers, Types of Special Libraries, Library Change and Evolution, Part 1, Screening of Bruce Rosenstein's 20 minute DVD interview of Peter Drucker, "The Ultimate Knowledge Worker"

READINGS:


"The Icon Speaks: An Interview with Peter Drucker." Information Outlook 6 (2) April 2002: 6-11.


Tuesday July 8, 2008:
Library Change and Evolution, Part 2, Budgeting/Planning, Library Facilities, Disaster planning. Special guest lecture on budgeting in special libraries by Kimberly Ferguson, Head of Information Services, United States Senate Library.

READINGS:


**Thursday July 10, 2008:**

Management, Leadership, Reinventing Special Libraries

READINGS:


**Tuesday July 15, 2008:**

Marketing/Promotion, Customer Service, Knowledge Services, One-Person Libraries, Outsourcing, Special guest lecture by Guy St. Clair, President, SMR International, on knowledge services, and the most important skills and Knowledge for a new special librarian

**READINGS:**


**Thursday July 17, 2008:**

Reference, Knowledge Management, Copyright, Special guest lecture on the latest in online searching for special librarians by Gary Price

**READINGS:**


Rosenstein, Bruce. "Searching for News Online and on the Web: A Head to Head Comparison." *Online* 25 (4) July/August 2001: 60-64.


Tuesday July 22, 2008:

Digital/Virtual Libraries, Web 2.0 and library technology Part 1, special guest lecture on technology in special libraries by Amanda J. Wilson, Director, National Transportation Library, U.S. Department of Transportation

READINGS:


http://www.libraryjournal.com/article/CA6404146.html


Thursday July 24, 2008:

Web 2.0 and library technology Part 2, Intranets, Special guest lecture on Social/collaborative networking tools (including wikis, blogs, and other social networks) in Special Libraries by Karen Huffman, Manager, Knowledge Initiatives, Libraries & Information Services, National Geographic Society

Readings:


Tuesday July 29, 2008:

Cataloging/Indexing/Taxonomies, Technical Services, Special guest lecture on cataloging in special libraries by Suzanne Pilsk of the Smithsonian Institution

READINGS:


Thursday July 31, 2008: The 13th Special Libraries Symposium, to be held at USA TODAY, Washington, D.C. bureau, 1100 New York Avenue (one block from Metro Center), Details TBA

Tuesday August 5, 2008: Site visit project presentations and discussions, debriefing of The 13th Special Libraries Symposium.

Tuesday August 7, 2008: Presentations and discussions for Virtual SLA Conference project, and Libraries/Social Entrepreneurship group project.