The Catholic University of America  
School of Library and Information Science (SLIS)

CLSC 882: Institute on Federal Library Resources  
http://slis.cua.edu/federalresources

Summer 2009  
Graduate Syllabus

3 Credit Hours  
No Prerequisites

Information Commons – Room 131, Marist Hall  
Blackboard site: http://bb8.cua.edu  
June 22 - 27, 2009  
8:30 a.m. to 4:30/5:00 p.m. (Daily times may vary)

Instructor contact information:

Diane Schnurrpusch, M.S.L.S.  
Institute Academic Director  
Defense Technical Information Center  
schnurrpusch@cua.edu  
dschnurr@dtic.mil.  
Office: (703) 767-9069  
Office Hours: By Appointment

Michele Masias, M.L.S.  
Institute Co-Director  
Department of Justice Libraries  
masias@cua.edu  
Michele.Masias@usdoj.gov  
Office: (202) 616-7734  
Office Hours: By Appointment

Institute Coordinator  
Preethi Shriram  
SLIS-FEDERAL_INST@CUA.EDU

Course Description  
The Institute on Federal Library Resources is designed to introduce students to the vast resources of Federal libraries and information centers. Through this six-day intensive series of site visits, this course will examine the complex of federal library programs and operations in detail. Through presentations by library leaders, guided tours, hands-on exploration of digital resources, assigned readings, and group discussions, the course will cover topics including mission support, marketing and outreach, use of emerging technologies, preservation, and electronic records management. Through discussion and written assignments, students will demonstrate an understanding of the multifaceted nature of federal libraries and information centers.
Institute Goals:

1. Introduce students to the resources available to government and citizens alike.
2. Examine best practices and specific challenges in federal libraries today, including preservation and electronic records management, emerging technologies, marketing, outsourcing, and mission support.
3. Explore the career path and employment outlook for federal librarians and information professionals.

Student Learning Outcomes
At the conclusion of the Institute, participants will:

1. Demonstrate the knowledge gained from study of the resources, publications and specialized services of participating organizations.
2. Articulate an understanding of the best practices and major issues facing federal libraries and information centers today.
3. Understand the variety of information professional roles and avenues to employment in the three branches of the federal government.
4. Understand the functions performed by the Federal Library and Information Center Committee (FLICC).
5. Be familiar with major information clearinghouses, particularly the Defense Technical Information Center (DTIC) and the National Technical Information Center (NTIS).
6. Demonstrate communication skills through participation in online and in-class discussion.

Professional Standards Addressed:

With respect to the curriculum objectives stated in Section II of the American Library Association’s Standards for Accreditation of Master’s Programs in Library and Information Studies, 1992, this course addresses:

- **Development of library and information professionals who will assume an assertive role in providing services** by educating students on the service practices of a variety of federal libraries and information centers

- **Responds to the needs of a rapidly changing technological and global society** by focusing on federal agencies’ adoption of technology to serve their internal and external users

- **Promotes commitment to continuous professional growth** by hearing from federal librarians who discuss various aspects of career enhancement and development

With respect to ALA’s Core Competences of Librarianship (2009), this course addresses:

- **Knowledge and ability to employ, current types of library ...... and closely related information agencies** by presenting and demonstrating first-hand the resources and services of scientific and technical libraries, law libraries, museum
libraries, general agency libraries, and other types of information centers in the federal library community

- Knowledge and ability to employ, effective communication techniques (verbal and written) by requiring online discussion, in-class presentations, and written assignments requiring critical thinking

- Knowledge and ability to employ, concepts and issues related to the lifecycle of recorded knowledge and information, from creation through various stages of use to disposition by exposing the class to the information output of federal agencies and related processes of organization, dissemination, and use.

- Knowledge and ability to employ, concepts, issues, and methods related to the management of various collections by providing information on public and private collections of federal libraries and information centers.

- Knowledge and ability to employ, concepts, issues, and methods related to the maintenance of collections, including preservation and conservation by covering digital initiatives and including visits to rare book, historical, and special collections

- Knowledge and ability to employ, information, communication, assistive, and related technologies as they affect the resources, service delivery, and uses of libraries and other information agencies by including an array of federal library collections ranging from completely virtual operations to physical collections that use a wide range of technologies to promote access

- Knowledge and ability to employ, the concepts, principles, and techniques of reference and user services that provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups by including visits to public reading rooms and search facilities and online reference services; including insider views of reference services only for internal employees or specific users; and including hearing some of the users, themselves.

Instructional Methods:

1. On-site visits
2. Exploration of agency Web sites and materials provided by presenters
3. Online discussions via Blackboard
4. Panel presentations

Accommodations
Students requiring accommodations related to a medical condition or learning disability or for any other reason under federal regulations should present a written accommodation request to the instructor by the second class meeting. Students should 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.

**Attendance**
Attendance is expected. For those seeking credit, lack of attendance will have a negative impact on the final grade.

**Required Texts and Assignments**
There are no required texts. However, students seeking credit are required to complete the daily assignments, the online discussions, the marketing project and the final 2-page paper.

**Readings**
1. Course Bibliography – Appendix A
2. Agency Web sites – Appendix B

**Online Activities**
A class site has been set up on Blackboard. Students are expected to log into the Web site to locate assignments prior to each site-visit and submit nightly questions within the stated time frame. We will use Blackboard to communicate with each other and to discuss careers in federal libraries and other topics.

**Expectations and Policies:**

**Academic Honesty**: Please find Academic Affairs policies on “Academic Dishonesty” and on "Unethical Practices" on the University Policies and Procedures Web page at [http://policies.cua.edu/](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 assignment 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 your 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 Web sites; [3] buying completed papers from other to use as one's own work", will not be tolerated.

**Institute Site-Visits/Panel**
June 22 (a.m.) Library of Congress
June 22 (p.m.) FLICC (Federal Library & Information Center Committee)
June 22 (p.m.) Senate Library
June 23 (a.m.) USPTO (U.S. Patent and Trademark)
June 23 (p.m.) CIA (Central Intelligence Agency)
June 24 (a.m.) NLM (National Library of Medicine)
June 24 (p.m.) Nuclear Regulatory Commission
June 25 (a.m.) Department of Justice Libraries
June 25 (p.m.) DTIC, NTIS, NTL (At Catholic University)
June 26 (a.m.) Smithsonian
June 26 (p.m.) Federal Reserve
June 27 (a.m.) Marketing in federal libraries – Group presentations/discussion
June 28 (p.m.) Panel on careers in federal libraries
**Assessment**

Written assignments are posted on the course Blackboard. Assignment work must be submitted electronically by the stated time. Students seeking credit must submit all assignments, including the final 2-page paper and participate in all site-visits.

In general, the following percentages will serve as guidelines in the evaluation of performance and determination of the final grade.

- Participation in site-visits/agency presentations 55%
- Assignments related to site-visits/agency presentations 30%
- Final 2-page paper 15%

Final letter grades will be assigned as follows:

- A: 94–100%     A-: 90-93.99%
- B+: 86-89.99%   B: 82-85.99%    B-: 78-81.99%
- C: 70-77.99%    F: Below 70%

**Disclaimer**

This syllabus should not be construed as a contract between the student and the instructors. The syllabus may be changed at any time by the instructors as needed in order to meet the instructional goals and needs of the class, including changes in the grading policy that is described above.
APPENDIX A

NOTE: All articles included below are available either through the Catholic University or through Consortium Loan Electronic Delivery.

Reading Selections for Marketing in Federal Libraries Project Assignment:

(Students will select two of the following five articles on marketing.)


Required Reading for Final Paper on Mission Support:

APPENDIX B

Site Visit and Visitor Presentation URLs:

Library of Congress:


Especially for Researchers: http://www.loc.gov/rr/.

LC’s Online Catalog: http://catalog.loc.gov.

LC Authorities Service: http://authorities.loc.gov.


Ask a Librarian: http://www.loc.gov/rr/askalib.


Topics page: http://www.loc.gov/topics.


Information Technology at the Library of Congress: A Library Services Perspective
Erik Delfino’s Presentation: see Blackboard.

New Media Across Government: [http://www.youtube.com/watch?v=DPBqEdjYw-E](http://www.youtube.com/watch?v=DPBqEdjYw-E).


**Federal Library and Information Center Committee:**

FLICC Homepage: [http://www.loc.gov/flicc/](http://www.loc.gov/flicc/).


**Senate Library:**


Senate Intranet handout: see Blackboard.

Senate Library Home page: see Blackboard.

Legislative Information System (LIS): see Blackboard.

**U.S. Patent and Trademark Office:**


The Patenting Process – Diagram: see Blackboard.

FLICC Federal Library of the Year application document: see Blackboard.

STIC Organizational Resume: see Blackboard.

STIC’s Virtual EIC and NPL services: see Blackboard.

STIC EIC TC3600: see Blackboard.

**Central Intelligence Agency:**

Central Intelligence Agency Web site: [https://www.cia.gov/](https://www.cia.gov/).


**National Library of Medicine:**


NIH Senior Health: http://nihseniorhealth.gov/.

**Nuclear Regulatory Commission:**


Public version of the NRC Public Reading Room handout about the NRC staff and services: http://www.nrc.gov/reading-rm/pdr/pdr-handout.pdf.


An abstract, and link to Annual NRC Information Digest is available at http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1350/.

Biology Reference Guide: see Blackboard.

Geology Reference Guide: see Blackboard.

Knowledge Management Bibliography: see Blackboard.

Publications Authored by and about NRC: see Blackboard.

Taxonomy Bibliography: see Blackboard.

Presentation: Searching for technical information and full-text technical reports: see Blackboard.

**Department of Justice:**

Department of Justice Homepage: http://www.usdoj.gov.


Succession Planning Report: see Blackboard.

Future of the Reference Desk Report: see Blackboard.

Coffee Hour marketing poster/flyer: see Blackboard.

Virtual Library Blog: see Blackboard.

Training Committee Report for March – April 2009: see Blackboard.

Schedule of Training Classes: see Blackboard.

Reference and Research Report for May 2009: see Blackboard.


**Defense Technical Information Center:**


**National Technical Information Service:**


NTIS Presentation: see Blackboard.

**National Transportation Library:**


National Transportation Library Brochure: see Blackboard.
**Smithsonian:**

Smithsonian Institution Libraries: Agenda and "Preparation for Visit." see Blackboard.

Smithsonian Institution home page: [www.si.edu](http://www.si.edu).

Division of Information Technology and Communications: [http://americanhistory.si.edu/about/dept-detail.cfm?deptkey=40](http://americanhistory.si.edu/about/dept-detail.cfm?deptkey=40).

Smithsonian Blog: [http://smithsonianlibraries.si.edu/smithsonianlibraries/](http://smithsonianlibraries.si.edu/smithsonianlibraries/).

Galaxy of Knowledge Tools for Researchers: [http://www.sil.si.edu/research/](http://www.sil.si.edu/research/).

Galaxy of Images Trade Literature Collections: [http://www.sil.si.edu/Galaxy.cfm?id=1.14](http://www.sil.si.edu/Galaxy.cfm?id=1.14).

**Board of Governors of the Federal Reserve:**

Federal Reserve Research Library Annual Report: see Blackboard.

The Research Library of the Future: see Blackboard.

Research Library: Program Budget 2010-2011 Excerpts: see Blackboard.

**Department of Interior Library:**

Reports, Hearings and Debates, oh my! The Electronic Future of Legislative History at the Department of the Interior Library by Jennifer Klang: see Blackboard.

The DOI Library – A Diamond in the Rough is Cut and Polished by Jennifer Klang: see Blackboard.