Syllabus: Introduction to Technical Services

LSC 603 - Summer 2009
Catholic University of America
Instructor: Karen Marsh King

Course Description

This course will offer an overview of the major functional areas of library technical services. Emphasis will be given to the issues that librarians face as they manage technical services such as: standards, budgeting, cost sharing, the application of new technology in technical service operations, integrated systems, contracting, outsourcing, collection development, de-selection of traditional formats/replacement with new formats, and resource sharing.

Course Objectives

For students to:

1. Gain knowledge and understanding of the major functional areas of library technical services through readings, class discussions, and assignments.

2. Gain a basic vocabulary of concepts that relate to library technical services.

3. Develop an understanding of the issues facing librarians in technical services today.

4. Develop the skill of analyzing process flows of library operations and to be able chart a flow diagram of the technical services operations of a library.

5. Become familiar with professional sources of current information and discussion about library technical service trends and issues.

Text and Assigned Materials

ISBN10: 156308922X


Other readings will be assigned during the semester.
Basis for Grading

There are six graded components for the class that total 1000 semester points.

- Graded paper (First component) – short paper due July 13\textsuperscript{th} (10\%) (100 points)
- Graded process project (Second) – due July 20\textsuperscript{th} (10\%) (100 points)
- Self Paced Units (Third) – (30\%) (300 points) (100 points for each unit)
  These units are due on Thursdays by 11:59pm – deliver electronically.
  Collection Development Self Paced Unit due July 9
  Preservation – Digital Collections Self Paced Unit due July 16
  Disaster Planning Self Paced Unit - due July 23
- Final project (Fourth) – Final project (20\%) (200 points) Due Monday July 27\textsuperscript{th} – Paper, Flow Charts, and Executive summary
- Final Exam (Fifth) – (15\%) (150 points) Due on Thursday July 30\textsuperscript{th} by 11:59pm – deliver electronically.
- Graded participation (Sixth) - Determined from class participation, attendance, graded homework, out of class exercises, participation in out of class discussions and class evaluation questions over five class meetings. (15\%) (150 points) (30 points per class period)

Guidelines for Graded Assignments

Timeframe for completion

Graded assignments that are due the day of a class meetings are due at the beginning of class. Bring one copy to hand in and your own copy to use during discussion.

Graded assignments that are due on Thursdays by electronic delivery are due by 11:59pm of the due date.

Graded Paper

The topic for the short graded paper will be discussed during the first class. All work on the papers will be done on an individual basis. The papers should be three typed pages double-spaced. Research for the paper should include at least two articles or other information resources/reports. A variety of resources is preferable. Citations may be done in any form as long as the format is consistent and complete.
**Process Project**

Projects will require students to create a description and graphic representation of a technical services process. Discussed on July 13 and Due on July 20.

**Final Project**

The project and presentation will consist of three components:
- A paper (eight pages) (Due July 27)
- An executive summary (one page) (Due July 27)
- Present a five minute overview of the project (During class on July 27)

Final Project topic will be discussed two weeks in advance of paper due date with the professor. (July 13). Each team will discuss project ideas with the instructor and different concepts will be selected and finalized for each team.

As part of the project deliverables, each team will develop an executive summary covering major concepts of the final project. The executive summary should be one page in length. A copy of the executive summary should be made and handed out to each member of the class the day the project is due.

Each team will present a brief overview of their project of no more than five minutes. The overview of the project should include a description of the library, the users the project will impact, the problem with the process, the proposed changes, the funds needed to make the change, and stakeholders that will be effected by the proposed process change. Each team member is required to participate in the verbal presentation.

**Class Participation, Attendance, and Class Evaluation Questions**

The instructor understands that adult students have very busy schedules, however, attending each class and being prepared for class discussion is very important to assure success in the class.

The grading of your class participation will be based on the following:
- Is the student prepared for class?
- Is the student willing to engage in class discussions?
- Is the student a good listener?
- Does the student make points that are relevant to the class discussion?
- Are the comments linked to the comments of other class members?

From time to time class preparation evaluation questions may be given in the form of a short quiz or a short essay question. The questions will be given at the
beginning of a class in order to evaluate the students’ knowledge of the assigned readings for that class.

**General Guidelines for papers and written assignments**

Assignments, papers, and projects should be typed and pages double-spaced. Citations may be done in any form as long as the format is consistent and complete.

Papers and projects will be collected at the beginning of the class on the due day or for electronic submissions by 11:59pm of the due date. Late assignments will be assessed a half letter grade penalty per day they are late. Assignments that are later than a week will not be accepted. In order to received credit for the final exam, it must be turned in on time due to the CUA final grade posting policy.

Please contact either of the instructors if you have any questions about the assigned work.

**Academic Honesty Policy:**

Please read the policy on relevant information on academic honest found in the University’s Online Student Handbook at: [http://policies.cua.edu/academicundergrad//integrity.cfm](http://policies.cua.edu/academicundergrad//integrity.cfm)

Additional information is at [http://studentlife.cua.edu/studenthandbook.pdf](http://studentlife.cua.edu/studenthandbook.pdf) and on the website for the University’s Policies & Procedures: [http://policies.cua.edu](http://policies.cua.edu).

It is expected that all students will adhere to accepted codes of ethical, personal, and civil conduct while in this class and conversing online, using e-mail, or engaging in any online chat sessions. Failure to abide by such codes of conduct and etiquette may result in withdrawal from the course and a failing grade.

Academic dishonesty is defined in the *Handbook* as “failure to observe rules of fairness in taking exams or writing papers, plagiarism, fabrication, and cheating”. Any incidence of plagiarism will result in a grade of F (0 points) on the project or exam in question, and will be reported to the Dean of the School of Library and Information Science for possible further action (including failure in the course).

Plagiarism will not be tolerated. Catholic University of America defines plagiarism to include:

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",

For more on what constitutes plagiarism and how to avoid it, see the guide on the Purdue Online Writing Lab web site at:
http://owl.english.purdue.edu/handouts/research/r_plagiar.html.

Disabilities:

Students with documented disabilities who need course accommodations, have emergency medical information or require special arrangements for building evacuation should contact the instructors within the first week of class.

A Guide for services and accommodations for students with disabilities can be found at:

- http://counsel.cua.edu/ADA/publications/disbro/contents.cfm

Some basic guidelines and links to other information may be found at:

- http://counsel.cua.edu/ADA/clicks/

Contact Information

If you have any questions or concerns about the class or assignments, please feel free to contact me by phone, e-mail, or in person. I am available to meet with you before class. If you would like to set up an appointment to meet, e-mail or call me; please let me know two of days in advance to set up a time for the meeting.

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