THE CATHOLIC UNIVERSITY OF AMERICA  
School of Library and Information Science  
CLSC 641: Collection Development  
Fall, 2010  
Graduate Syllabus

Credit Hours: 3  
Prerequisites/Department consent: none  
Thirteen (13) in-class sessions; 9/2, 9/9, 9/16, 9/23, 9/30, 10/7, 10/14, 10/28, 11/4, 11/11, 11/18, 12/2, 12/9  
Classroom: Cabell Library Room 448  
Thursdays 5:10-7:40pm

Instructor contact information:  
Cristina Dominguez Ramirez, Collection Librarian for Social & Behavioral Sciences/Assistant Professor  
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Office Hours: 4:00-5:00pm Thursdays or by appointment

CLSC 641: Collection Development

1. The outline for this syllabus was developed by Dr. Kimberly Kelley and Dr. Ibironke Lawal. I have adjusted the syllabus for the present course.
2. Student attendance and participation is necessary for the success of the class. Please notify me if you are unable to attend or need to make arrangements to meet with me outside of class or office hours.

Course Description (from http://slis.cua.edu/courses/courses.cfm#641)  
Principles and practices in selecting, evaluating, and managing collections in all types of libraries and information formats. Survey of all aspects of collection building including: institutional goals, user characteristics and needs, the publishing industry, special characteristics of materials in particular subject fields, formats, and genres. Consideration of such topics as collection development tools, collection development policies, resource sharing, and digital collections.

Instructional Methods:  
Thirteen (13) in-class sessions and discussions, assigned readings, assignments, team project and presentation.
**Required Text:**


Each week there will be required readings and group discussion. There will be 2 assignments and a project/long paper and a presentation. The course schedule provides detailed information on the weekly assignments and due dates.

**Recommended Text:**

The entirety of reading materials, both required and recommended for this course, are provided in a weekly format in the Course Schedule (Black Board) and as handouts each week.

**Other materials (e.g. lab supplies, calculators) with specifics of what is needed and how to obtain:**

NONE

**Libraries**

The CUA Libraries' wide range of resources and services, including databases, online journals, and FAQs are on the main web site. For assistance on papers and assignments, consult the research guides or schedule an appointment with a subject librarian.

**Goals for Student Learning**

Upon completion of this course, students should be able to:

1. Successfully articulate the production, marketing and distribution practices that determine availability of books and related media to libraries;
2. Describe how materials are acquired by libraries and other information agencies, or otherwise made available to their users;
3. Analyze user needs and propose methods to develop collections responsive to them;
4. Analyze the legal and ethical issues involved in the production, distribution, and use of materials, including responding appropriately to attempts to restrict collection content or use and,
5. Develop a collection policy strategy for a library or information center that is responsive to its user community.

**Professional Standards Addressed**

Catholic University of America, School of Library and Information Science
Professional Competencies for Graduates of the Masters in Library Science Degree Program
Adopted by the Faculty March 26, 2008
http://slis.cua.edu/res/docs/about/accreditation/documents/sliscompetenciesadopted20080326.pdf

**Course Requirements**

Two assignments
Project/long paper and multimedia presentation
Group Discussions
Readings
Expectations and policies

**Academic honesty:** Academic honesty is expected of all CUA students. Faculty are required to initiate the imposition of sanctions when they find violations of academic honesty, such as plagiarism, improper use of a student’s own work, cheating, and fabrication.

The following sanctions are presented in the University procedures related to Student Academic Dishonesty (from [http://policies.cua.edu/academicundergrad/integrityprocedures.cfm](http://policies.cua.edu/academicundergrad/integrityprocedures.cfm)): “The presumed sanction for undergraduate students for academic dishonesty will be failure for the course. There may be circumstances, however, where, perhaps because of an undergraduate student’s past record, a more serious sanction, such as suspension or expulsion, would be appropriate. In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion. ...In the more unusual case, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction.”

Please review the complete texts of the University policy and procedures regarding Student Academic Dishonesty, including requirements for appeals, at [http://policies.cua.edu/academicundergrad/integrity.cfm](http://policies.cua.edu/academicundergrad/integrity.cfm) and [http://policies.cua.edu/academicundergrad/integrity.cfm](http://policies.cua.edu/academicundergrad/integrity.cfm).

**Other Policies or Expectations.** Note your policies or expectations (e.g. Attendance and punctuality policy. Participation expectation, note re: cell phones, timeliness on papers, form of submission of papers electronic vs. hard copy, policy on making up (or not) quizzes, tests etc.)

**Campus Resources for student support:** (e.g. add contact information for library, tutoring center, writing center, counseling center)

**Accommodations for students with disabilities:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact Disability Support Services (at 202 319-5211, room 207 Pryzbyla Center) to coordinate reasonable accommodations for students with documented disabilities. To read about the services and policies, please visit the website: [http://disabilitysupport.cua.edu](http://disabilitysupport.cua.edu).

**Assessment**
- Assignment 1: Collection Evaluation 10%
- Assignment 2: Developing a Collection Development Policy 10%
- Project/Long Paper: Collection Development Policy Evaluation 30%
- Presentation for Project on Collection Development Policies: 35%
- In-Class Participation: 15%

**Assignment Percentage of Final Grade Due Date**
- Assignment I, 10% September 23, 2010
- Assignment 2, 10% October 7, 2010
- Project 30% December 9, 2010
- Team Presentation, 35%, December 9 2010
- In-classroom participation, 15%

**TOTAL 100%**

**Grading:**
- *Point totals converted to letter grades:*

3
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

University grades:
The University grading system is available at http://policies.cua.edu/academicundergrad//gradesfull.cfm#II for undergraduates and http://policies.cua.edu/academicgrad//gradesfull.cfm#iii for graduate students.
Reports of grades in courses are available at the end of each term on http://cardinalstation.cua.edu.

Course Schedule

Week 1: September 2
Introduction to the class, Introductions, Syllabus, Library Tour, Group Selection, Assignment 1 handed out

Week 2: September 9
Introduction to Collection Management & Development, The Review Process, Organization and Staffing

Week 3: September 16
Publishing Industry: Books and Serials; Tour of VCU Special Collections & Archives with Yuki Hibben, Interim Head of Special Collections & Archives, formerly Collection Librarian for the Arts

Week 4: September 23
Assignment 1 Due; Collection Development Policies, Policy, Planning, and Budgets, Assignment 2 handed out

Week 5: September 30
Developing Collections, Collection Evaluation and Assessment, guest speaker on collecting in the humanities by Kevin Farley, Ph.D., Collection Librarian for Humanities, VCU

Week 6: October 7
Assignment 2 Due; Multimedia & Electronic Acquisition

Week 7: October 14
Collection Development in Different Institutions, Team Project and Presentation Instructions handed out

Week 8: October 21
No Class; Work on Team Projects

Week 9: October 28
Acquisitions, Approval Plans, Standing Orders, Serials; tour of Acquisitions & Serials work area

Week 10: November 4
Selection & Weeding, Preservation; guest speaker on preservation, Patricia Selinger, Head, Preservation, VCU
Week 11: November 11  Collaborative & Cooperative Collection Development

Week 12: November 18  Intellectual Freedom & Censorship, Scholarly Communication, Copyright & Licensing

Week 13: November 25  No Class-Thanksgiving Holidays

Week 14: December 2  Marketing, Liaison, and Outreach Activities

Week 15: December 9  Multimedia Presentations/Projects/Long Paper Due

Syllabus changes:
I reserve the right to make changes to this syllabus if circumstances warrant such change. All changes will be provided to students in writing either in a handout in class or via the Blackboard classroom for this course.