THE CATHOLIC UNIVERSITY OF AMERICA
School of Library & Information Science
LSC 834: Art and Museum Libraries Institute, Summer 2010
Syllabus: Updated June 27, 2010

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July 26 – July 30, 2010, 8:30 a.m. – 5:00 p.m., Monday through Friday
Marist Hall, and locations throughout the Washington metro area

COURSE DESCRIPTION

This course consists of a week of field visits and classroom sessions, supplemented by individual research and writing projects. Students will gain an overview of the rich variety of library and archival collections in the Washington, D.C. metropolitan area that support, and operate in tandem with, institutions that preserve and provide access to information and materials related to cultural heritage in many disciplines. These disciplines including religion, fine arts, performing arts, literature, history, science, ethnic studies, and local studies. Students will learn about the programs and missions of nationally-known museums, small private collections, university resources, and community-based historical organizations. Students will be encouraged to consider changes in technology and informatics during the first decade of the 21st century, and the impact of those changes on library and archival services, collections management, space allocations, staffing, and equipment.

STUDENT LEARNING OUTCOMES

By the end of the week-long Institute, each student will:

1. Gain an understanding of day-to-day operations, missions, and short- and long-range challenges in the types of educational and cultural heritage institutions indicated above;
2. Grasp the relationships among libraries, museums, and archives, both within and across institutions;
3. Comprehend the differences in goals, purposes, and functions of libraries, archives, and museums as defined in the 21st century;
4. Understand trends of the past decade in the influence of technology on programs and services of cultural heritage institutions;
5. Consider individual career possibilities in cultural heritage institutions, especially in the area of information management;
6. Through analytical essays and class discussions, appraise/evaluate (a) selections from the literature of cultural heritage information management and (b) aspects of professional practices that have piqued the student’s interest during the Institute.
PREREQUISITE
There is no prerequisite for LSC 834, but it is highly recommended that students complete the SLIS core curriculum before taking this course.

STYLE MANUAL
Chicago Manual of Style, 15th Edition. Students need not purchase this volume, but must adhere to its guidelines. The instructor will explain the preferred header format for each written assignment. No title page or cover page will be necessary.

INSTITUTIONAL WEBSITES
Students are expected to become familiar with the website of each institution prior to the class field visit to that institution. Links will be posted in Blackboard in advance of the Institute.

PROTOCOLS

Attendance: Attendance is mandatory, in keeping with University policy. All participants are expected to attend all classroom sessions and field site visits each day, Monday through Friday.

Punctuality: If you are chronically late, your class participation grade may be reduced.

Respectful behavior: Students are expected to behave respectfully throughout the Institute week.

Appropriate dress: Students should dress in a manner consistent with standards of a summer business casual environment. Please consider that neat dress shows respect to our hosts, and that they may be evaluating you as a potential employee or practicum student.

Daily bus travel: The bus will depart each day from the Marist parking lot. All students are required to travel together on the bus to each venue. Students are not required to return on the bus in the evening.

Electronic communication: Use of electronic devices during class, lunch, or while traveling on the bus will not be permitted. Please respect this rule. Failure to do so will result in your being asked to leave the group for the rest of the day, and being counted absent. There will be breaks throughout the day during which you may check for messages and make calls. The instructor will provide you with contact phone numbers for each venue; you may share this information with family members/caregivers at your discretion.

Meals: Students will receive information about menu choices, and accommodation of special dietary needs, in advance of the Institute. Lunch will be provided every day except Wednesday. Students and faculty will purchase lunch that day in the National Gallery of Art cafeteria.

Written assignments: It is important that students give careful thought to their readings and their field visit experiences in order to produce effective written work. There are three written assignments. Each student must submit one completed draft of each assignment per the schedule under ASSIGNMENTS, below. Final versions of the written assignments will be due Sunday, August 8, 2010. The instructor will not accept late work, except by prior arrangement.
READINGS:
There is no textbook. In advance of the class, the instructor will post links in Blackboard to full text of recommended essays and articles. Students will draw from some of these in preparing one or more of their assignments. With prior notice to students, the instructor may designate certain short readings as required for class discussion.

ASSIGNMENTS:
Full instructions for completing assignments are posted in Blackboard and will be reviewed in class.

NOTE: A required draft of Assignment #1 will be due during the Institute week.
Required drafts of Assignments #2 and #3 will be due during the week following the Institute.
All final papers will be due SUNDAY, AUGUST 8, 2010.

1. Bibliographic essay, or literature review, of approximately 1500 words, covering ten to twelve sources in an area of arts or cultural heritage that is of particular interest to the student. Please note that this is not an annotated bibliography. Students should begin preparing this assignment well before the start of the course, and may feel free to consult with the instructor by email about their proposed areas of focus.
   Draft of Assignment #1 due Thursday, July 29, 2010.

2. Essay of approximately 500 to 750 words drawing from at least one, but not more than two, selections from the reading list, and relating the reading(s) to one of the site visits.
   Draft of Assignment #2 due Tuesday, August 3, 2010.

3. Essay of approximately 500 to 750 words in which the student will either
   (a) select one of the venues from the week’s field schedule, and discuss the ways in which collection management and/or information services has/have been affected by changes in technology at that institution since ca. 2001; or
   (b) choose two venues from the week’s field schedule, and compare/contrast the influence of changes in technology at the two institutions since ca. 2001.
   Draft of Assignment #3 due Wednesday, August 4, 2010.

COURSE GRADES
Course grades will be based on the following percentages, using an A-F scale:
   Participation in site visits and class discussions: 30%
   Assignment #1, 40%; Assignment #2, 15%; Assignment #3, 15%

ADA ACCOMMODATION
Students requiring accommodation under Federal regulations, please present a written accommodation request to the instructor by July 8, 2010. Arrangements for accommodations will be made in accordance with University policy. If you anticipate the need for accommodation, please first contact the Office of Disability Support Services, Suite 207, Pryzbyla Center (202-319-5211; cua-disabilityservices@cua.edu.

ACADEMIC HONESTY POLICY
The University’s policy is available at:
http://policies.cua.edu/academicundergrad/integrity.cfm
Schedule of Field Visits
(set as of June, 2010; subject to modification)

Monday, July 26
Morning: Franciscan Monastery of the Holy Land
Afternoon: Folger Shakespeare Library

Tuesday, July 27
All day:
National Museum of the American Indian, Cultural Resources Center, Suitland, Maryland

Wednesday, July 28
All day:
National Gallery of Art Library, Photographic and Image Collections, and Gallery Archives

Thursday, July 29
Morning: Michelle Smith Performing Arts Library, University of Maryland, College Park
Afternoon: Greenbelt Museum, and Prince George’s County Historical Society Library

Friday, July 30
Morning: Hillwood Museum and Gardens
Afternoon: National Museum of Health and Medicine