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

CLSC 887: Institute on Federal Library Resources
Summer 2011
Graduate Syllabus

3 Credit Hours
No Prerequisites

Information Commons – Room 131, Marist Hall and Various Federal Libraries and Information Centers (On-Site)
Blackboard site: http://bb8.cua.edu
June 19-25, 2011
8:30 a.m. to 4:30/5:00 p.m. (Daily times may vary)

Instructor contact information:
Blane K. Dessy, Executive Director
FLICC/FEDLINK
Library of Congress
Office: (202) 707-4801
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Office Hours: By Appointment

Institute Coordinator
Mark M. Brzozowski
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Course Description
The Institute on Federal Library Resources is designed to introduce students to the variety of missions and vast resources of Federal agencies, libraries and information centers. Through this six-day intensive program, students will examine the complexity of federal library programs and operations in detail. Through presentations by library leaders, guided tours, assigned readings, and group discussions, the course will cover topics including mission support, funding, open source and classified information, federal funding and technical assistance to non-Federal libraries, government-owned vs. government-contracted, professional associations within the federal government, marketing, evaluation, and future trends. Through discussion and written assignments, students will demonstrate an understanding of the federal government’s role in supporting libraries and information centers.

Instructional Methods:
1. On-site visits
2. Selected readings
3. Online discussions via Blackboard
4. Lecture, panel presentations, and student reports.

**Required Texts and Assignments**

There are no required texts. However, students seeking credit are required to attend all sessions, complete any readings, the online discussions, and the final 3-page paper. The Federal Library Competencies will form the basis for your paper. Choose an area of the competencies that match your professional interests. During the week, review library websites, ask questions of presenters, and determine how the various libraries incorporate these competencies into their operations.

**Required Personal Information**

Access to some Federal libraries and information centers requires pre-clearance for security purposes. For this reason, all students must submit their name, place of birth (city/state/country), date of birth, social security number, and nationality status to Mark Brzozowski no later than Friday, June 3rd. You may submit the information either by telephone or email. All information will be protected and destroyed at the end of the class. Please bring two (2) forms of photo ID with you each day.

**Online Activities**

A class site has been set up on Blackboard. Students are expected to log onto Blackboard to locate information and assignments prior to each site-visit. We will use Blackboard to communicate with each other and to discuss careers in federal libraries and other topics.

**Institute Goals:**

1. Understand the overall organizational structure of the Federal government and its libraries and information centers
2. Understand the Federal government role in both operating and assisting libraries and information centers in the United States and abroad
3. Understand the various roles that libraries and information centers play in the Federal government range of functions
4. Understand different types of government information and their uses/restrictions
5. Understand current operations and future challenges for government libraries and information centers
6. Understand federal agencies that have an impact on Federal libraries and information centers—OMB, OPM, GAO, etc.

**Student Learning Outcomes**

At the conclusion of the Institute, participants will:

1. Demonstrate the knowledge gained from study of the services, resources, and publications of participating organizations: libraries and information clearinghouses.
2. Be aware of the range of information services within the Federal government, information policies, funding, missions, etc.
3. Articulate an understanding of the best practices and major issues facing Federal libraries and information centers today and in the future.
4. Demonstrate communication skills through participation in online and in-class discussion.

Professional Standards Addressed:
Most professional associations such as ALA, SLA, MLA, AALL, etc. have established statements of professional competencies. In addition, the Federal Library and Information Center Committee (FLICC) has established competencies for Federal librarians. Please familiarize yourself with the competencies that are most interest to you.

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/. 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.

Attendance
Attendance is required for all sessions. For those seeking credit, lack of attendance will have a negative impact on the final grade.

Campus Resources:

Center for Academic Success (202) 319-5018
Counseling Center (202) 319-5765
Mullen Library (Access Services) (202) 319-5060

Accommodations for Students with Disabilities
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 cuadisabilityservices@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.

**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 3-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 60%
Assignments related to site-visits/agency presentations 25%
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%

**University Grades:**
The University grading system for graduate students is available at http://policies.cua.edu/academicgrad//gradesfull.cfm

Reports of grades in courses are available at the end of each term on http://cardinalstation.cua.edu

**Course Schedule: Institute Site-Visits/Panel**
June 19 (1-5pm): Orientation to Class and Introduction to Federal Information Services (Marist Hall)

June 20 (am/pm): Library of Congress (Metro Accessible) Legislative Branch

June 21 (am): National Library of Medicine (Metro Accessible) Executive Branch
June 21 (pm): National Institutes of Health Library Executive Branch

June 22 (am): Smithsonian Libraries (Metro Accessible) Executive Branch
June 22 (pm): National Archives Executive Branch

June 23 (am): National Agricultural Library (Bus Transportation Provided) Executive Branch
June 23 (pm): Department of Justice/Selected Information Clearinghouses/Federal Assistance to Libraries Executive Branch

June 24 (am): Senate Library (Metro Accessible) Legislative Branch
June 24 (pm): Administrative Office of the US Courts Judicial Branch

June 25 (9am-1pm): Student Assignments/Reports
Federal Libraries and the Future (Marist Hall)

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.