THE CATHOLIC UNIVERSITY OF AMERICA
SCHOOL OF LIBRARY AND INFORMATION SCIENCE

LSC 553, Information Sources and Services
Section 01, Fall 2012

Version 1, August 30 -- NOTE: This Syllabus is Subject to Change

3 Credit Hours; No Prerequisites
McGivney Hall Room 009

Instructor: David Shumaker
Office: 239 Marist Hall
Hours: By appointment
E-mail: shumaker@cua.edu
Phone: 202-319-5551

Course Description (from Cardinal Station http://cardinalstation.cua.edu)
Introduction to the terminology, concepts, and practices for the provision of information services to meet user needs effectively in a variety of settings. Special emphasis on the reference process; and on the content, organization, use, and evaluation of resources in print and electronic formats. Additionally, covers the sources, policies, technologies, and systems that support access to and retrieval of information central to reference services.

Instructional Methods
The course will incorporate lecture/discussion; hands-on exercises; role playing of simulated interview scenarios; and homework assignments. Class meetings will be supplemented by announcements, discussion, and other materials posted in the class Blackboard site (http://blackboard.cua.edu)

Text

Other Required Readings


**Optional Supplementary Texts**


**Capabilities Required for Course Delivery and Student Participation:** Blackboard; standard CUA software; CUA library and information system accounts; video recording and editing capability (for interview role playing assignment); high speed internet access; lab classroom for face to face instruction.

**Tools and Technologies Taught:** Advanced use of information retrieval systems, including digital library resources, library catalogs, and open Web information discovery and retrieval tools.

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

Free demonstration accounts for commercial digital information resources, which may include any or all of the following: Dialog, Grolier’s Online; Nexis; ReadersAdvisor Online (Libraries Unlimited); Gale Reference; etc. The instructor will supply necessary information.

**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.

**Course Goals and Goals for Student Learning**

The goals of the course are to introduce fundamental concepts of library public services, and the skills required to deliver services effectively. The emphasis of this course is on the skills needed for direct interaction with information seekers, singly or in groups, that leads to the fulfillment of their information needs.

At the conclusion of this course, students should achieve five learning objectives. These objectives, and their relationship to the Objectives of the School, are shown in the table below:

<table>
<thead>
<tr>
<th>LSC553 Course Outcomes</th>
<th>SLIS Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Articulate a philosophy of reference service which includes a discussion of ethical and other</td>
<td>Demonstrate a commitment to the philosophy, principles and legal and ethical responsibilities of the field</td>
</tr>
<tr>
<td>issues relevant to the provision of information</td>
<td>Appreciate education and service as integral to the role of the information professional in society</td>
</tr>
<tr>
<td>Articulate the economic, political, cultural, and social importance of the information profession</td>
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</tbody>
</table>

2. Apply appropriate communications skills and knowledge of learning theory in instructional settings and one-on-one reference interviews

| Are skilled in organizing, disseminating, managing, preserving information |
| Are skilled in the use of information technologies and articulate |
| Are capable of serving information seekers in a global society |
| Appreciate education and service as integral to the role of the information professional in society |

3. Apply standard evaluative criteria to basic reference sources in order to determine the fitness of sources to meet particular information needs

| Are capable of serving information seekers in a global society |
| Interpret and apply research results from library and information science and related fields |

4. Demonstrate proficiency in retrieving information from general reference sources (print and electronic), including designing and analyzing basic search strategies

| Are skilled in the use of information technologies and articulate the role of information technology in facilitating information management |
| Are capable of serving information seekers in a global society |
| Interpret and apply research results from library and information science and related fields |
| Are dedicated to professional growth, continuous learning, and applying new knowledge to improve information systems and services to meet the needs of information users in society |
| Are skilled in organizing, disseminating, managing, preserving information |

5. Discuss policies and procedures for the provision of service, and the role and evaluation of reference and information service departments

| Demonstrate a commitment to the philosophy, principles and legal and ethical responsibilities of the field |
| Are dedicated to professional growth, continuous learning, and applying new knowledge to improve information systems and services to meet the needs of information users in society |
Professional Standards Addressed

5. Reference and User Services
5A. The concepts, principles, and techniques of reference and user services that provide access to relevant and accurate recorded knowledge and information to individuals and groups.
5B. Techniques used to retrieve, evaluate and synthesize information from diverse sources for use by individuals and groups.
5C. The methods used to interact successfully with individuals and groups to provide consultation, mediation, and guidance in their use of recorded knowledge and information.
5D. Information literacy/information competence techniques and methods.
5E. The principles and methods of advocacy used to reach specific audiences to promote and explain concepts and services.
5F. The principles of assessment and response to diversity in user needs, user communities, and user preferences.
5G. The principles and methods used to assess current and emerging situations or circumstances to the design and implementation of appropriate services or resource development.

Special Libraries Association (SLA) http://www.sla.org/content/learn/comp2003/index.cfm

C. Managing Information Services
Information professionals manage the entire life cycle of information services, from the concept stage through the design, development, testing, marketing, packaging, delivery and divestment of these offerings. Information professionals may oversee this entire process or may concentrate on specific stages, but their expertise is unquestionable in providing offerings that enable clients to immediately integrate and apply information in their work or learning processes.

C.1 Develops and maintains a portfolio of cost-effective, client-valued information services that are aligned with the strategic directions of the organization and client groups.

C.2 Conducts market research of the information behaviors and problems of current and potential client groups to identify concepts for new or enhanced information solutions for these groups. Transforms these concepts into customized information products and services.

C.3 Researches, analyzes and synthesizes information into accurate answers or actionable information for clients, and ensures that clients have the tools or capabilities to immediately apply these.

C.4 Develops and applies appropriate metrics to continually measure the quality and value of information offerings, and to take appropriate action to ensure each offering’s relevancy within the portfolio.
C.5 Employs evidence-based management to demonstrate the value of and continually improve information sources and services.

Medical Library Association (MLA) [http://www.mlanet.org/education/platform/skills.html#3](http://www.mlanet.org/education/platform/skills.html#3)

“Health sciences librarians require knowledge of the content of information resources and skills in using them. They must understand the principles and practices related to providing information to meet specific user needs and to ensure convenient access to information in all forms, including

- information needs of health practitioners, researchers, educators, students, and consumers;
- information-seeking and transfer characteristics of user groups and individuals;
- assessment of identified information needs;
- health sciences and other information resources and their relevance to specific information needs;
- retrieval strategies and techniques;
- analysis, evaluation, and synthesis of information for identified needs;
- methods of information delivery and access;
- development of services tailored to meet needs of individual and group users; and
- resource sharing.

ALA’s Reference and User Services Association (RUSA) See: [http://www.ala.org/rusa/resources/guidelines/professional](http://www.ala.org/rusa/resources/guidelines/professional)

Course Requirements
Assignments and their weighting in the overall course grade are:

1. **Graded Assignments (60%)** There will be six graded assignments, each accounting for 10% of the course grade. The assignments are:
   1.1 Assignment 1: Field Study
   1.2 Assignment 2: Interviewing Skills
   1.3 Assignment 3: Information Source Analysis
   1.4 Assignment 4: Search Strategy
   1.5 Assignment 5: Instructional Design and Development
   1.6 Assignment 6: Searching and Managing Results

2. **Final Exam (20%)** There will be a take-home final exam.

3. **Class Contributions (20%)** The class is designed to be highly interactive, and there will be a number of homework assignments that are important learning opportunities. Students who complete the homework assignments, participate substantively in class, and contribute the most to the shared pool of knowledge will receive the highest grades in this area.

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): “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.

**Other Policies and Expectations:** Successful completion of this course entails on-time delivery of assignments, work that meets or exceeds the standard for graduate-level programs, and regular, active participation in class discussions, exercises, and activities. Class attendance and participation are important. If you must miss a class for any reason, you are expected to notify the instructor as early as possible, and to take responsibility for catching up and making up any work missed. Students must have access to word processing and presentation software, email, CUA libraries and the ALADIN system, and the World Wide Web.

Assignments are due before class on the date indicated. Unless prior permission is obtained, the grade for late assignments will be reduced by 4 points (out of 100) per day or fraction thereof; however, any work not turned in by the end of the term will receive a zero grade. Grades are based on work submitted. Rewriting, resubmission, and extra credit are not allowed. Homework not turned in when due will be counted as zero in determining the class participation grade.

**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.

**Assessment**

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<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Graded Assignments (6 @ 10%)</td>
<td>60%</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td>Class Participation</td>
<td>20%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Based on scores for individual assignments, final letter grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
<tr>
<td>Date</td>
<td>Class Number and Topic</td>
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<td>------------</td>
<td>------------------------------------------------------------------</td>
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<tr>
<td>1. Aug. 30</td>
<td>Introductions; Course overview.</td>
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<tr>
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<td>Service Philosophy and Ethics; Models of Information Behavior; Services in Specific Settings and for Specific Populations</td>
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<tr>
<td>2. Sept. 6</td>
<td>Part 1: Services, Continued Part 2: Reference Interviewing Techniques</td>
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<tr>
<td>3. Sept. 13</td>
<td>Reference Interviewing Part 2: Exercises and Role Plays</td>
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<td>4. Sept. 20</td>
<td>Information Sources, Part 1</td>
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<tr>
<td>Date</td>
<td>Topic</td>
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<td>5. Sept. 27</td>
<td>Search Strategy, Part 1</td>
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<td>6. Oct. 4</td>
<td>Information Sources, Part 2</td>
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<td>7. Oct. 11</td>
<td>Information Literacy Instruction and Instructional Design, Part 1</td>
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<tr>
<td>9. Oct. 25</td>
<td>Personal Citation Management</td>
</tr>
<tr>
<td>10. Nov. 1</td>
<td>Information Literacy Instruction, Part 2</td>
</tr>
<tr>
<td>11. Nov. 8</td>
<td>Management of Information Sources and Services</td>
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<tr>
<td>12. Nov. 15</td>
<td>Information Analysis</td>
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<tr>
<td>Nov. 22</td>
<td>Thanksgiving: No Class</td>
</tr>
<tr>
<td>13. Nov. 29</td>
<td>Trends, and the Future of Information Services</td>
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**Read:** Cassell, Ch. 3; Hock, Ch. 3 (optional)  
**Assignment Given:** Assignment 4, Search Strategy  
**Assignment Due:** Assignment 2, Interviewing Skills  
**Read:** Cassell, Ch. 8 – 14 (Ch. 8-12: skim only); Hock, Ch. 4, 5, 6, 7, 8, 9 (optional)  
**Assignment Given:** Assignment 5, Information Literacy Instruction  
**Assignment Due:** Assignment 3, Information Source Analysis  
**Read:** Cassell, Ch. 16; Bean; Booth; Grassian  
**Assignment Given:** Assignment 5, Information Literacy Instruction  
**Assignment Due:** Assignment 3, Information Source Analysis  
**Read:** TBD  
**Assignment Given:** Assignment 6, Searching and Managing Results  
**Assignment Due:** Assignment 4, Search Strategy  
**Read:** Assn. of College & Research Libraries; Markey; Williams  
**Assignment Due:** Assignment 5, Information Literacy Instruction  
**Read:** Cassell, Ch. 18, 19  
**Assignment Due:** Assignment 5, Information Literacy Instruction  
**Read:** TBD  
**Assignment Given:** Assignment 6, Searching and Managing Results  
**Read:** Cassell, Ch. 20, 21; Hock, Ch. 10 (optional); Kennedy; O’Gorman; Siess  
**Assignment Due:** Assignment 6, Searching and Managing Results
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Read:</th>
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<tbody>
<tr>
<td>14. Dec. 6</td>
<td>Course Review and Wrapup</td>
<td>None</td>
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<tr>
<td>Dec. 13</td>
<td>Take Home Final Exam</td>
<td>Exam due by 5:15 p.m. Thursday, Dec. 13</td>
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**NOTE:** The instructor reserves the right to make changes to this syllabus.