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 may include fine arts, performing arts, literature, history, science, and ethnic studies. Students will learn about the programs and missions of a wide variety of institutions. Students will be encouraged to consider changes in technology and informatics in the 21st century, and the impact of those changes on information and access, programming, collections management and care, equipment, human resources, and clientele. A special theme this year, **Face2Face | Space | Place** will invite students to consider the allocation and use of physical space in the 21st century bricks-and-mortar art or museum library as it seeks its place as a repository, digital hub, and face-to-face service point in the digital age.

**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 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 and delivery;
6. Through analytical essays and class discussions, appraise/evaluate (a) selections from the literature of cultural heritage information management and (b) decisions about the use of space in art and museum libraries.
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 for grammar and composition, as well as for bibliographic citation.

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:* Our 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 most days; information on menu choices will be circulated in advance.

*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 Thursday, July 12, 2012. The instructor will not accept late work, except by prior arrangement.
READINGS:
There is no textbook for LSC 834. In advance of the class, the instructor will post links in
Blackboard to full text of a comprehensive online library of essays and articles. Students will
draw from some of these in preparing one or more of their assignments. The instructor may
require certain readings and web pages to promote and enhance class discussion.

ASSIGNMENTS:
Instructions for completing assignments will be posted in Blackboard and will be reviewed in class.

NOTE: A required draft of Assignment #1 will be due during the Institute week.
Drafts of Assignments #2 and #3 will be due during the week following the Institute.
All final papers will be due THURSDAY, JULY 12, 2012.

1. Literature review of approximately 1500 words, evaluating ten to twelve sources that treat
the subject of space planning in 20th and 21st century art and museum libraries and
archives. Please note that this is not an annotated bibliography. Students will begin
preparing this assignment before the start of the course, and will consult with the
instructor by email or by appointment concerning their proposed areas of focus.
Draft of Assignment #1 due Thursday, June 28, 2012.

1.a. Reflective essay of approximately 300 to 450 words, discussing the student’s
observations about space allocation and planning in at least one but not more than two of
the week’s venues.
Draft of Assignment #1.a due Monday, July 2, 2012.

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.
Note: The topic of this essay should be outside the realm of space use and planning.
Draft of Assignment #2 due Tuesday, July 3, 2012.

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

ADA ACCOMMODATION
Students requiring accommodation under Federal regulations, please first contact the Office of
Disability Support Services, Suite 207, Pryzbyla Center (202-319-5211;
cua-disabilityservices@cua.edu. After you receive your determination, please contact the
instructor by May 31, 2012. Arrangements for accommodations will be made in accordance
with University policy.

ACADEMIC HONESTY POLICY
The University’s policy is available at:
http://policies.cua.edu/academicundergrad/integrity.cfm