SYLLABUS
Please read this syllabus carefully and do not hesitate to contact me if you have questions or need clarification. Each student in this class should be aware of all the course requirements, assignments and procedures.

DESCRIPTION: Theory and practice of collection management across formats including selection tools and criteria, acquisition and evaluation of collections, de-selection, preservation, and other collection development topics.

PREREQUISITES: 501 Foundations of Library and Information Science

LEARNING OUTCOMES: Upon completion of the course, students will be able to:

1. Define basic issues and concepts in contemporary collection development and management in order to apply theory to practice
2. Critique collection development policies to discover how different libraries meet the information needs of their stakeholders
3. Evaluate a specific collection, making deselection and selection decisions to align resources to user needs.
4. Identify how intellectual freedom and intellectual property issues relate to collection management
5. Critique electronic licensing agreements against professional standards.
6. Assess how the changing nature of publishing relates to collection management.
7. Explore issues facing collection development practitioners.

ALA COMPETENCIES
A person graduating from an ALA-accredited master’s program in library and information studies should know and, where appropriate, be able to employ:

- the role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience)
- concepts and issues related to the lifecycle of recorded knowledge and information, from creation through various stages of use to disposition.
- concepts, issues, and methods related to the acquisition and disposition of resources, including evaluation, selection, purchasing, processing, storing, and deselection.
- concepts, issues, and methods related to the management of various collections.
• concepts, issues, and methods related to the maintenance of collections, including preservation and conservation

TEXTBOOK AND RELATED READING.

One textbook is required:

Recommended (although relying on online APA guides is acceptable as well):

Helpful Resources for Collection Management Project:
• Vnuk, R. (2015). The weeding handbook: a shelf-by-shelf guide. Chicago: ALA. (This is organized by Dewey number – a very useful guide for public and school libraries.)

In addition, a wide variety of readings and links to resources will be posted to the course site.

Methods: The primary method of instruction will be readings & presentations processed through class discussion. This means that active participation is at the heart of our interaction. Please read or view all materials in advance so that your postings are thoughtful and well-supported. You will be expected to post at least three times each week, with your first post made by Thursday night, midnight (central). In your posts, you are expected to: 1) respond to the discussion prompt/question, providing support for your response from class readings and presentations, and 2) respond to your classmates’ posts.

Pay attention to the discussion board forums and post to the appropriate one. Each week’s discussion will be open for posting on Monday morning through the following Sunday evening. Please make your contributions to our discussion during the assigned week; the discussion forum will remain open, but hopefully, postings during later weeks will be minimal. There is a “Coffee Shop” forum for miscellaneous postings—that is for any kind of off-topic news or comment. I will inform you of any additions or changes to the syllabus or other things I need to share on the Welcome page, so please be sure to take a look at that page each time you sign in.

Posts should be succinct and to the point, thoughtful and careful. In response to student comments and suggestions, I recommend that each student respect the time of others by minimizing brief “I agree” or “Good point” posts; while a minimum of 3 posts is required, be aware that posting far beyond that – 8 to 10 or more posts per week – would be considered excessive. Please be sure your posts are substantive, thoughtful, and well-supported by the required readings/presentations or other resources.
Note that there are discussion questions included in the course calendar below. Please use this as a foundation for your discussion comments, but don’t feel limited to addressing these questions only. Our readings, observations, and assignments will offer important context for each week’s dialog.

You will be evaluated by me four times during this course, chosen at random, with points posted to the gradebook as appropriate. You will receive feedback early in the course to be sure you’re on the right track. Once during the course, you will receive a notice that asks you to self-assess your own discussion for the previous week. Both student and instructor will assess the discussion participation using the 520 Discussion Forum Rubric available on the Content page in D2L.

Class Evaluation:

**Learning Outcomes identified in brackets.**

Class attendance/discussion participation [1-7]  
Practical exercises  
  1. Comparison of Collection development policies [1, 2, 4] 10 pts.  
Collection management project: [1, 2, 3]  
  1. Collection overview 10 pts.  
  2. Evaluation, Weeding and Selection 20 pts.  
Quizzes  
TOTAL 100 pts.

UWM Grading Scale:

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<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>96-100</td>
<td>A</td>
</tr>
<tr>
<td>91-95.99</td>
<td>A-</td>
</tr>
<tr>
<td>87-90.99</td>
<td>B+</td>
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<tr>
<td>84-86.99</td>
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<tr>
<td>74-76.99</td>
<td>C</td>
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<td>70-73.99</td>
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<td>67-69.99</td>
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<td>Below 60</td>
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For additional SOIS academic policies please go to  
http://www4.uwm.edu/sois/programs/graduate/mlis/policies/.
# COURSE CALENDAR

<table>
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<tr>
<th>WEEK:</th>
<th>TOPICS:</th>
<th>READINGS &amp; DISCUSSION QUESTIONS:</th>
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| Week 1  <br>Tues. Sept 5  <br>– Sun. Sept 10  <br>(6 days) | Introduction  <br>● Welcome, syllabus & assignment overview  <br>● Libraries in society  <br>● Lecture: Development of Collection Development | Evans, Chapters 1 & 2  


PowerPoint slides: Development of collection development  

**Discussion Question 1:** How have digital resources and the Internet altered the definition of a collection? What are the main issues affecting collection management because of them? |
| Week 2  <br>Sept 11-17 | The Politics of Collection Development:  <br>● Collections  <br>● Assessing User Needs | Evans, Chapter 3  


PowerPoint slides: Politics of Collection Development  

**Discussion question 2:** In what ways does collection development reflect the dominant political and social issues of the time? |
| Week 3  <br>Sept 18-24 | Organization of Collection Development in Libraries:  <br>● Department organization, staffing | Johnson, Chapter 2  


PowerPoint slides: Organization of Collection Development  

**Discussion question 3:** Has the job of collection management changed with the switch from analog to digital collections? If so, how?
| Week 4 | Sept 25 - Oct 1 | The Selection Process:  
- Collection development policies  
- Needs assessment tools  
- Gifts  
- Book reviews and the small press  

Comparison of Collection Development Policies due by midnight Wed. Sept 27th |
|---|---|---|
| Evans, Chapter 4  
Johnson, Chapter 3  
PowerPoint slides: CD Policies and the Selection Process |
| Discussion question 4: What role should the librarian play in the selection process: respond to community demands or ensure access to the broadest choice of materials regardless of demand? |

| Week 5 | Oct 2-8 | Acquisitions: Distributors Vendors  

Quiz – Complete the online quiz by midnight, Sunday Oct. 8 |
|---|---|---|
| Evans, Chapter 5  
*No discussion for this week – you will be taking a quiz based on Evans chapter 5 plus additional readings above instead. You will have 60 minutes to complete the quiz.* |

| Week 6 | Oct. 9-15 | Collection Analysis and Evaluation  

Collection Overview due by midnight Wednesday, Oct. 11 |
|---|---|---|
| Evans, Chapter 6 (pp. 133-148)  
Johnson, Chapter 7  
PowerPoint slides: Collection Analysis and Evaluation  
Discussion Question 6: What are the reasons to evaluate a collection and what are the basic evaluation methods currently in use by libraries? |
| Week 7 Oct. 16-22 | The Deselection Process:  
- Weeding  
- Storage | Evans, Chapters 6 (pp. 148-160)  
- PowerPoint slides: The Deselection Process  
**Discussion question 7:** What is the best approach to weeding: making decisions based on use or intrinsic value? |
|---|---|
| Week 8 Oct. 23-29 | Cooperative Collection Management | Evans, Chapter 7  
Johnson, Chapter 8  
- Review: Consort Colleges (https://www.ohio5.org/web/content-consort-shared-library-system) and Triangle Research Libraries Network: (http://www.trln.org/)  
**Discussion question 8:** In planning for resource sharing/cooperation, what are some of the major considerations? Do the considerations differ between a public library and a university library? |
| Week 9 Oct. 30 –Nov. 5 | The Information Industry  
- Libraries and Publishers  
- Print, Media & related issues | Evans, Chapter 8  
- PowerPoint slides: The Information Industry; Libraries and Publishers  
**Quiz – Complete the online quiz by midnight, Sunday, Nov. 5**  
**No discussion for this week – you will be taking a quiz based on Evans chapter 8 plus additional readings above instead. You will have 60 minutes to complete the quiz.** |
| Week 10 No. 6-12 | Serials Management:  
  - Print journals  
  - E-journals  
  - Scholarly communication  
  - Electronic licensing | Evans, Chapter 8, p. 186-193 (Review from last week)  
  PowerPoint slides: Serials Management  
  **Discussion question 10.1:** Under what circumstances should libraries acquire a print journal title only, an online journal title only, or both?  
  **Discussion question 10.2:** What role should academic libraries play in making the scholarly output of their faculty accessible? |
|---|---|
| **Electronic Licensing**  
  Paper due by midnight Sunday, Nov. 12 |  
  | |

| Week 11 No. 13-19 | Electronic Resources:  
  - Digital collections  
  - Management of electronic resources  
  - Web archiving initiatives | Evans, Chapter 9  
  Familiarize yourself with SPARC: [http://sparcopen.org](http://sparcopen.org)  
  PowerPoint slides: Digital and Electronic Resources  
  Additional Presentation: eBooks in Libraries: Trends, Opportunities, Challenges (Sue Polanka)  
  **Discussion Question 11.1:** Collection Management librarians must balance library policy, patron information need, and finite financial resources. Do digital formats (ebooks and other downloadable media as well as archived web resources) help or harm the library’s efforts to meet needs within a limited budget?  
  **Discussion Question 11.2:** Will e-books entirely replace paper books someday? Locate at least one additional recent resource (published or on the open web) to support your response. |
| Week | 12 Nov. 20-26 | Thanksgiving Break  
Evaluation, Weeding & Sel. Paper due by midnight Sun. Nov. 26 | **No class this week; time to work on Collection project** |
|------|---------------|-------------------------------------------------|--------------------------------------------------|
| Week | 13 Nov. 27 –Dec. 3 | Preservation and Special Collections  
Evans, Chapter 10  
PowerPoint slides: Conservation, Preservation and Special Collections  
**Discussion question 12:** Are special collections needed, and will digitization reduce this need? |
| Week | 14 Dec. 4-10 | Intellectual Freedom and Copyright:  
● ALA policies  
● Copyright and DMCA  
Annotated bibliography due by midnight Sun. Dec. 10  
Evans, Chapters 11-12  
Vaidhyanathan, S. Copyright as Cudgel, *Chronicle of Higher Education*  
Watch video: Copyright Basics (approx. 7 min) http://learn.copyright.com/page.aspx?QS=773ed3059447707d329d70250963fa772c9614113a1a9c3d181ffaedc54972c2  
Websites: Electronic Frontier Foundation - [http://www.eff.org/](http://www.eff.org/)  
PowerPoint slides: Intellectual Freedom & Copyright  
**Discussion question 14:** To what extent does the Library Bill of Rights ensure impartial selection by librarians? |
Week
15
Dec.
11-14
(4 days)
Research topic summaries

View and comment on classmates’ posts during our final week of class. Please post your research summary by the end of the day Tuesday so that your classmates are able to view & comment.

(Thursday, December 14 is the final day of classes, but the course site will remain open and you may view and comment for the rest of the week if you wish.)

ASSIGNMENTS

All submissions should be double-spaced, unless otherwise specified (information in tables and charts should be single spaced). The form (including organization and mechanics) as well as the content will be considered in grading. All assignments must be posted to the dropbox by deadlines noted. Contact me promptly if an issue prevents you from posting your assignments on time. I will be flexible when needed, but only BEFORE due dates, not after they’ve come and gone.

Students who have special needs regarding the course expectations (e.g. due to physical condition, religious obligations, etc.) please notify me early in the course, so we can make alternate arrangements.

In any case where you need to cite material, please use APA citation style. (Within the discussion forum, informal citation is acceptable.) If you do not own a recent APA style manual such as the recommended book APA the Easy Way, you may use citation help available from a variety of sources: online help guides such as OWL http://owl.english.purdue.edu/owl/resource/560/01/. Be aware that there is citation help within many good online databases such as those from Ebsco (look for the “cite” button on the right side of the screen). Another very helpful tool for creating APA bibliographies is the RefWorks database available to all students through the UWM libraries.

Guidelines for smaller assignments

Detailed guidance & rubrics for major assignments will be available on the D2L Content page.

Quizzes (5 pts. each)

You will be taking two quizzes in D2L on important topics in Collection Management: Acquisitions and Publishing/Media. These quizzes will take the place of online discussion during weeks 5 and 9. See the Course Calendar above for more information. The quizzes are limited to 60 minutes, but if you read all of the materials (the Evans chapters plus additional readings) before you start the quiz, you should have no problems going back to the readings to confirm your responses.
Annotated Bibliography with summary for the class (10 pts.)

Choose a collection management topic of interest (some ideas are listed below, but you may come up with your own). Find five good, relatively recent resources on the topic -- journal articles (either professional or scholarly), posts, library web resources, etc. -- and create a document with APA style citations to each of the resources. Beneath each citation, provide an brief annotation or summary of the resource -- between 4 and 6 sentences each should be adequate. Upload this document to the Dropbox folder. A paragraph or two to introduce your topic and perhaps the reason you chose it would be appropriate. During our final 4-day discussion session, you'll post a reflection on the topic you read about, summarizing what you learned and perhaps citing a source or two that you found especially valuable or interesting.

Here are some current topics in Collection Development from which you may wish choose:

- Open Access
- Diversity in collection management
- Collecting from small presses and self-published materials
- Meeting special needs (Braille, large print, and technology to support access)
- Google Scholar/Books
- What's new in institutional repositories
- Ebooks Public Libraries
- Ebooks Academic Libraries
- Ebooks for school libraries
- Balancing print and digital collections
- Children & digital media collections
- Self-censorship
- Copyright considerations
- What's new in user-driven acquisitions
- Collecting digital media (ex: which is best: audiobook CDs, Playaway, or downloadable audio?)
- Videogame collections (platform & ratings considerations & CD policies)
- Centralized selection
- Pros and Cons of standing orders and approval plans
- Preservation issues; preserving digital resources
- etc....

Assignment format: All papers submitted in this class must follow APA citation format. Please use a cover page for all assignments. Abstracts are not necessary. All assignments are due by 11:59pm CST on the day specified. The equivalent of a full letter grade deduction will be made for each week or portion of a week late.