

**UNIVERSITY OF WISCONSIN-MILWAUKEE  
SCHOOL OF INFORMATION STUDIES**

**Syllabus**

**THE PUBLIC LIBRARY**

**Uwinterim Session 2007**

**From January 2nd to January 19th 2007**

**540-771-Taught by Professor M. Aman, Ph.D.**

**Dean of the SOIS (1979-2003); Interim Dean, SOE (2000-2001)**

**Editor-in-Chief, *Digest of Middle East Studies (DOMES)* 1991-present**

[aman@sois.uwm.edu](mailto:aman@sois.uwm.edu)

[www.uwm.edu/~aman](http://www.uwm.edu/~aman)

**Course Description:**

The course explores the roles performed by public libraries in meeting educational, informational, recreational and cultural needs of societies in the USA and abroad. The course uses readings, discussions, and weekly assignments to address issues of resources and services in public library management. . The course will examine the role of the public library in the political process and the management of societal changes, and will provide an overview and analysis of issues, trends, concerns, and tools for practice relating to public libraries in the US and abroad.

Course prerequisites: Graduate standing; some core course, or by consent of instructor

If you have special needs, or have any questions, please contact the instructor as early as possible.

For technical assistance contact Mr. Milton Wong at [wong@sois.uwm.edu](mailto:wong@sois.uwm.edu)

**Objectives/competencies:**

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

- Understand the origins of the public library movement in the US and abroad and identify some of the factors that have shaped the development of public libraries world-wide;
- Define multiple roles of the public library, understand how they evolved, and understand how they affect public library services;
- Develop an understanding of the mission, goals, and functions of public libraries
- Demonstrate an understanding of the administrative, organizational and financial aspects of public libraries, library systems and library networks;
- Identify user and community characteristics and priorities and their effect on public libraries and library systems;
- Understand the development, marketing and delivery of programs and services as they affect public libraries;
- Understand methods of evaluating public library services and programs;
- Develop an appreciation for the use of IT in public libraries and the role of digital libraries in enhancing public library services to users

**Course Materials:**

Virtual guest speakers will be invited to provide exposure to practical components of the public library, its programs, services and management. Digital and video photos will be shown of services, buildings, PR materials, etc.

You will need Real Media Player to view Dr Aman's introduction video. You can download the Real Media Player for free from <http://www.real.com>.

## **Textbooks:**

### **A. Required (Both are available in UWM Book Store)**

McCook, Kathlyn de la Pena (2004). *Introduction to Public Librarianship*. N.Y.: Neal-Schuman. 437p.

Hague, Christine. *The Public Library Starter* (2003). Chicago: ALA. 176p. ISBN 0-8389-0866-7

### **B. Highly Recommended/additional Readings:**

Aman, Mohammed and Donald Sager, Eds. *Trends in Urban Library Management*. Metuchen, NJ: Scarecrow Press, 1989. 174p. ISBN 0-8108-2245-8

Greiner, Joy M... *Exemplary Public Libraries: Lessons in Leadership, Management, and Service*. Eastport, CT: Greenwood, 2004. 226p. ISBN 0-313-31069-6

Gertzog, Alice and Edwin Beckerman (1994). *Administration of the Public Library*. Metuchen, NJ: Scarecrow Press

Mathews, Joseph (2004). *Measuring Results Libraries Unlimited*. ISBN 1-59158-100-1

## **Evaluation:**

**A. Class Discussions (20 points).** Participation in regular discussions is an integral part of this course. Your participation will be evaluated according to clarity, and relevance of your comments

**B. Two assignments (20 points each=40 points) Click on **Course Assignments**** (see menu box to your left) for the list of assignments and due dates for each. For all your report submissions to the digital Drop Box use APA or *Chicago Manual of Style*.

### **C. Final Portfolio (40 points)**

Choose a public library near where you live or work to focus on for the duration of the semester. You will be asked to answer weekly discussion questions from the perspective of that library. The accumulation of weekly postings concerning the public library on which you have chosen to focus will be combined and analyzed to make up your final portfolio. You will add to the discussion postings the new knowledge you have gained from your learning experience and be presented in a professional manner with appropriate citations and references as well as proper styling and editing (double spaced; APA or Chicago style).

Examples of portfolios: [Example 1](#); [Example 2](#); [Example 3](#); [Example 4](#)

## **Course Contents/Calendar**

**Week 1 of 3 (Jan. 2<sup>nd</sup> to Jan. 5<sup>th</sup>, 2007)**

Introductions (please introduce yourself to the class by posting a brief bio statement about yourself in the discussion box), Start thinking about a public library you work for or live near to as the subject of your portfolio project. Examine the list of book titles at the end of this syllabus and start thinking about your book report assignment.

History of public libraries in the U.S.A.

The public library in the context of local and global societal changes,

Public libraries and the communities they serve

Planning, Organization, Governance

Human Resources

**Submission of assignment #1 due on January 8<sup>th</sup> by 11:00PM CT**

**Week 2 of 3 (Jan 8<sup>th</sup> to 12)**

Budget & Finance

Access Services

Resource Sharing, Networks, library Systems

Services to Special Groups and Ages

Technology/Technical Services

**Submission of assignment #2 on Jan. 15<sup>th</sup> by 11:00PM CT**

**Week 3 of 3 (Jan. 15 to Jan. 19)**

Collection Development

Marketing and Public Relations

Friends Groups/Grant Writing

Library Buildings and Furnishing

**Submission of final portfolios on Jan. 19<sup>th</sup> by 11:00PM CT**

**Examples of portfolios: [Example 1](#); [Example 2](#); [Example 3](#); [Example 4](#)**

**Also consult Griener's *Exemplary Public Libraries*, listed in the book list below**

**Final grades will be posted on PAWS on January 23<sup>rd</sup>. Students can view grades on PAWS on Jan. 23<sup>rd</sup>.**

## **Useful Websites**

### **Organizations**

American Library Association

<http://www.ala.org/>

ALA Office for Intellectual Freedom

<http://www.ala.org/oif>

ALA Intellectual Freedom Committee

[http://www.ala.org/alaorg/oif/ifc\\_inf.html](http://www.ala.org/alaorg/oif/ifc_inf.html)

ALA Intellectual Freedom Round Table

[http://www.ala.org/alaorg/oif/ifrt\\_inf.html](http://www.ala.org/alaorg/oif/ifrt_inf.html)

ALA Intellectual Freedom Action Network

[http://www.ala.org/alaorg/oif/ifan\\_inf.html](http://www.ala.org/alaorg/oif/ifan_inf.html)

Freedom to Read Foundation

<http://www.ala.org/ala/ourassociation/othergroups/ftfr/freedomreadfoundation.htm>

Wisconsin Library Association

<http://www.wla.lib.wi.us/>

WLA Intellectual Freedom Round Table

<http://people.msoe.edu/~shimek/index.html>

WLA Intellectual Freedom Committee

<http://www.wla.lib.wi.us/ifc/index.html>

WLA Intellectual Freedom Network

<http://www.wla.lib.wi.us/ifc/network.html>

Office for Intellectual Freedom, American Library Association. *Intellectual Freedom Manual, Sixth Edition* (Chicago: ALA, 2002). <http://www.ala.org/alaorg/oif/intellectualfreedommanual.html>

The Public Library Association (PLA) [www.pla.org](http://www.pla.org)

Wisconsin Library Trustees Association (WLTA) <http://www.wla.lib.wi.us/wlta/index.html>

The Public Library Locator (NCES Library Statistics program)

<http://nces.ed.gov/surveys/libraries/liblocator/default.asp>

Many public libraries in the USA have their own websites. To find a public library nearest you, just enter location) <http://yp.yahoo.com/py/yploc.py?stx=8104727&stp=y&desc=8104727&btype=def>

Also check out SJCPL's list of Public Libraries with www services

<http://www/sjcpl.lib.in.us/homepage/PublicLibraries/PubLibSrvsGpherwww.html>

LISNews.com (a web site devoted to current topics and news in the LIS profession)

<http://wwwlisnews.com/>

Public Libraries of Europe <http://dSPACE.dial.pipex.com/town/square/ac940/eurolib.html>

Many public libraries in the USA have websites-check them out.

### **Useful Listservs (e-mail discussion lists)**

<http://www.sunsite.berkeley.edu:80/PubLib/>

<http://www.dpi.state.wi.us/dltcl/pld/wipublib.html>

### **Useful Documents:**

*ALA Library Bill of Rights*

<http://www.ala.org/work/freedom/lbr.html>

*ALA Freedom to Read Statement*

<http://www.ala.org/alaorg/oif/freeread.html>

### **Course Assignments**

**Assignments must be dropped to the Drop Box in MS Word no later than 11:00 PM Central time on the due date.**

**See list of assignments and due dates under Course Contents on the upper left side of your screen.**