SYLLABUS: Please read this syllabus carefully and do not hesitate to contact me if you have questions or need clarifications. Each student in this class should be aware of all course requirements, assignments and procedures. Please read through until the end of the document. Major projects and due dates will not change, but occasionally specific readings may be updated. Please wait for the final word on all readings, assignments, due dates on the Canvas site.
Visit https://uwm.edu/canvas/students for training and helpful resources.

DESCRIPTION: the theory and practice of collection management across formats: selection tools and criteria, acquisition and evaluation of collections, de-selection, preservation, and other collection development issues

PREREQUISITES: None

MEETING TIMES AND LOCATION: Class is facilitated asynchronously online through Canvas

TECHNOLOGY REQUIREMENTS: In order to complete coursework, students will need to have access to a computer that runs either a Windows or Mac Operating System, an internet browser (Chrome, IE, Firefox, or Safari) and the following software: Adobe Acrobat Reader and Microsoft Office (or use Google Drive). If you need technical help, you can contact the UWM Help Desk at 414-229-4040, help@uwm.edu, or visit GetTechHelp.uwm.edu. Trainings and help are available for students on using Canvas at https://uwm.edu/canvas/students/.

LEARNING OUTCOMES:
Upon completion of the course, students will be able to:
1. Define basic issues and concepts in contemporary collection development and management; and will be able 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 with 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 REFLECTED IN THIS COURSE:

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:

Required:

Recommended:

  OR
  an online APA guide like Purdue OWL: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html


- 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.

FURTHER RESOURCES:
As a UW-Milwaukee student you have access to a wealth of resources across the UW system!

For more information see: http://guides.library.uwm.edu/distance

Here is the direct link to the library homepage: https://uwm.edu/libraries/

Here is the link to their online information literacy video series: http://guides.library.uwm.edu/infolit

COURSE POLICIES:

**Assignment Submissions:** Assignments are due on the specified dates, uploaded to Canvas by 11:59 PM CST. Papers are to be double-spaced using a 12-point font with 1” margins. Rely on a commonly used style manual for your papers (e.g. Chicago, APA, MLA).

**Units:** Each unit for this class runs from Friday through the following Sunday, so you will have 2 weekends for each module. Assignments and discussion posts must be completed by Sundays at 11:59 PM CST.

**Extensions:** If you anticipate a problem in meeting a deadline, please let me know AHEAD of a due date. I can usually grant a 48-hour extension. Late assignments without communication with me about the need for an extension will be subject to a penalty. Assignments which are submitted late without permission for an extension (for special circumstances) will lose 10% credit per week.

**Access and Accommodations:** Your experience in this class is important to me, and it is the policy and practice of UWM to create inclusive and accessible learning environments. If you experience barriers to learning because of a temporary or permanent disability, I encourage you to contact the Accessibility Resource Center (ARC). If you have an established accommodation plan, please contact me at your earliest convenience so we can discuss your needs in this course. For more information, visit the ARC website: http://uwm.edu/arc/current-students/

**Academic Conduct:** Rules of academic conduct require that you not use the work of others without clearly indicating it as such. You may not resubmit work that has already been used in fulfillment of another course. Academic misconduct may result in a lowered grade, no credit for
a given assignment, or removal from the course. It is expected you will consult and appropriately cite the research, professional literature, and other appropriate sources where merited. Student expectations are outlined here: https://uwm.edu/studenthandbook/student-handbook/student-expectations/

Help is available:
- Overwhelmed? Contact Norris Health Center/University Counseling Services: 414-229-4716 uwm.edu/norris or text help to: 741741 (available 24/7)
- Canvas assistance is available here: https://uwm.edu/canvas/student-support-for-canvas/
- Need tech support? Contact UWM Help Desk: 414-229-4040 or click here
- Please feel free to contact me with questions via email. I will try to respond within 24-48 hours. Please be professional and identify yourself and the course in any email correspondence.
- Get help with your writing at the writing center: If you would like assistance with your writing, don’t hesitate to make use of the UWM Writing Center. Their services are free and fully available to online students. http://www4.uwm.edu/writingcenter/

METHODS: DISCUSSIONS

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 time). In your posts, you are expected to:

1) respond to the discussion prompt/question, providing support for your response from class readings and presentations
2) respond to your classmates’ posts.

Each week’s discussion will be open for posting from Saturday morning through the following Sunday evening. Please make your contributions to our discussion during the assigned week.

Your 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 the discussion questions 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.

Your discussion contributions will be evaluated by me during all 5 discussion weeks, during this course. Points will recorded in the gradebook for those weeks, and you will receive feedback early in the course to be sure you’re on the right track. There will be an additional grade for week 6, the discussions surrounding your classmates’ research. See the rubric below for grading details for the first 5 weeks. The final discussion will have a separate rubric.

There is a “Coffee Shop” discussion for miscellaneous postings—use it for any off-topic news or comments. I will inform you of any additions or changes to the syllabus or other things I need to share in the Announcements.

Please be sure to look at the announcements each time you sign in.
METHODS: ASSIGNMENTS (details on each will be available via Canvas)
DISCUSSION WEEKS 1-5 (20pts) 1st post is due by the Thursday of each week
QUIZZES (10pts) Sunday, June 30th & Sunday July 7th
PRACTICAL EXERCISES (20pts total)
    Comparison of Collection Development Policies due Sunday, June 16th
    Electronic Licensing Analysis due Sunday, June 30th
COLLECTION MANAGEMENT PROJECT (30pts total)
    Part I is due on Sunday, June 23rd
    Part II is due on Sunday, July 7th
    Part III is due on Sunday, July 21st
POSTED ANNOTATED BIBLIOGRAPHY-grad students only (10pts) Due Sunday, July 14th
DISCUSSION OF ANNOTATED BIBS (10pts) Due Sunday July 21st

All assignments are due by 11:59pm (Central) on the day specified. The equivalent of a full letter grade deduction will be made for each week or portion of a week late. All assignments must be submitted by the 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 have 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. No work will be accepted after July 21, 2019.

All papers submitted in this class must follow APA format. Please use a cover page for all assignments. Abstracts are not necessary. See this link for helpful hint on setting up Word documents for APA format: https://www.youtube.com/watch?v=qZVIa2sTbpM&feature=youtu.be

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.

When 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; I recommend using 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, like 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.
METHODS: QUIZZES (5 pts. each)

You will be taking two quizzes in Canvas on important topics in Collection Management: Acquisitions and Publishing. The quizzes are limited to 60 minutes, but if you read 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.

TIME INVESTMENT PER WEEK:

Time spent on any given assignment as well as total time required to adequately learn the material will vary from individual to individual. This class is a 3-credit course, and therefore has an expected workload of 144 hours. See the chart in the evaluation section regarding differentiated grading for U/G students.

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<th>UGRAD</th>
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<tbody>
<tr>
<td>Readings, Videos, Lecture</td>
<td>10 Hours</td>
<td>10 Hours</td>
</tr>
<tr>
<td>Assignments</td>
<td>11 Hours</td>
<td>10 Hours</td>
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<tr>
<td>Discussion</td>
<td>3 Hours</td>
<td>4 Hours</td>
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CLASS EVALUATION:

[Learning Outcomes from page 1 of our syllabus are identified in brackets]

Discussion/Participation [1-7] 20 pts.

Practical exercises 20 pts.

1. Comparison of Collection development policies [1, 2, 4] 10 pts.


Collection management project: [1, 2, 3] 30 pts.

1. Determining your Collection & Community 10 pts.


   (Grad level work will include graphs and charts)

Quizzes 10 pts.


Annotated Bibliography on Collection Management topic [7] 10 pts. (Grad only)


TOTAL 100 pts.
SOIS GRADING SCALE:

<table>
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<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>96-100</td>
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<td>91-95.99</td>
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<td>Below 60</td>
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ADDITIONAL IMPORTANT POLICIES:

For additional SOIS academic policies please go to [http://www4.uwm.edu/sois/programs/graduate/mlis/policies/](http://www4.uwm.edu/sois/programs/graduate/mlis/policies/)

For additional UW-Milwaukee policies see: [http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf](http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf)

Panther Planner and Undergraduate Student Handbook may be useful to undergrads: [http://uwm.edu/studenthandbook/student-handbook/](http://uwm.edu/studenthandbook/student-handbook/)

Master's Toolbox may be useful to MLIS students: [https://uwm.edu/graduateschool/masters-toolbox/](https://uwm.edu/graduateschool/masters-toolbox/)

SOIS FAQ, Resources, Forms, Policies: [https://uwm.edu/informationstudies/resources/faqs/](https://uwm.edu/informationstudies/resources/faqs/)

**Canvas and Student Privacy.** This course utilizes the learning management system Canvas to facilitate online learning. Canvas provides instructors the ability to view both individual data points and aggregate course statistics, including the dates and times individual students access the system, what pages a student has viewed, the duration of visits, and the IP address of the computer used to access the course website. This information is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) but may be used for student evaluation.
COURSE CALENDAR
Week 0 May 31 – Jun 9
Welcome & Course Overview


Week 1 Jun 7-June 16
Collections & assessing user needs

- Evans, Chapters 1, 2, 3, & 4 (textbook)
- PowerPoint slides: Development and organization of collection development
- PowerPoint slides: Politics of Collection Development & CD Policies
- Week 1 Discussion Questions (respond to one or both):
  - How have digital resources and the Internet affected collection management?
  - What role should the librarian play in the selection process: respond to community demands or ensure access to the broadest choice of materials?

Comparison of Collection Development Policies due by midnight, Sunday, June 16th

Week 2 June 14 – June 23
Collection Analysis and Cooperation

- Evans, Chapter 6 & 7
- PowerPoint slides: Collection Analysis and Evaluation
- Review: Consort Colleges (https://www.ohio5.org/web/content/consort-shared-library-system ) and Triangle Research Libraries Network: (http://www.trln.org/ )

Discussion question 2: In planning for resource sharing/cooperation, what are some of the major considerations? Do the considerations differ between public and university libraries?

Collection Development Project Part I: Overview of the Collection and the Community, due by midnight Sunday, June 23rd.
Week 3 Jun 21 - Jun 30

Serials Management: Print Journals, E-journals, Scholarly Communication, Electronic Licensing

- Evans, Chapter 8 & 9
- PowerPoint slides: Serials Management

Week 3 Discussion question:
What role should academic libraries play in making the scholarly output of their faculty accessible?

Electronic Licensing Paper due by midnight Sunday, June 30

Acquisitions: Distributors & Vendors

- Evans, Chapter 5

Quiz – Complete the online quiz by midnight, Sunday, June 30

Week 4 Jun 28 – July 7

The Information Industry: Libraries & Publishers

- Evans, Chapters 8 & 9
- PowerPoint slides: Publishers: Digital and Electronic Resources
- Familiarize yourself with SPARC: http://sparcopen.org
- Quiz – Complete the online quiz by midnight Sunday, July 7

Week 4 discussion question: 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

THIS WEEK CONTINUES ON THE NEXT PAGE
The Deselection Process: Weeding & Storage

CREW Manual

- PowerPoint slides: The Deselection Process
- Evans Textbook pg. 148-155
- Collection Management Project Part II Analysis and Weeding, due Sunday, July 7

Week 5 July 5 – July 14
Preservation & Intellectual Freedom

- Evans, Chapter 10, 11, & 12
- PowerPoint slides: Intellectual Freedom/Copyright/Special Collections/Preservation
- http://www.ala.org/advocacy/intfreedom/NotCensorshipButSelection
- Watch video: Copyright Basics (approx. 7 min) https://www.youtube.com/watch?v=Uiq42O6rhW4
- Websites: Electronic Frontier Foundation - http://www.eff.org/

Week 5 Discussion questions:
To what extent does the Library Bill of Rights ensure impartial selection by librarians?

Grad Students: Annotated Bibliographies
Please post your research summary by the end of the day Sunday, so your classmates are able to view & comment throughout the week. Annotated bibliography due by midnight Sunday, July 14th

Week 6 July 12 - July 21
Issues in Collection Management

Research discussion: View and comment on classmates’ annotated bibliographies during our final week of class. There will be a detailed description of the requirements for this discussion, and a rubric posted in the final module

Collection Management Project Part III, Purchasing & Marketing, due Sunday, July 21

**************No work can be accepted after Sunday, July 21st at midnight**************
UWM Main Campus Resources

Accessibility Resource Center
414-229-6287 | uwm.edu/arc

Canvas Student Support
833-826-8713 | uwm.edu/canvas/students

UWM Help Desk (D2L and IT Student Support)
414-229-4040 | gettechhelp.uwm.edu

Career Planning & Resource Center
414-229-4486 | uwm.edu/careerplan

Center for International Education
414-229-4846 | uwm.edu/cie

Equity/Diversity Services
414-229-5923 | uwm.edu/equity-diversity-services

Human Resources
414-229-5353 | uwm.edu/hr

Inclusive Excellence Center
414-229-7234 | uwm.edu/inclusiveexcellence

Language Resource Center
414-229-4313 | uwm.edu/lrc

LGBT Resource Center
414-229-4116 | uwm.edu/lgbtrc

Military and Veteran’s Resource Center
414-229-7211 | uwm.edu/mavrc

Norris Health Center/University Counseling Services
414-229-4716 | uwm.edu/Norris OR text help to 741741

Panther Academic Support Services
414-229-3726 | uwm.edu/pass

Title IX Office
414-229-7012 | uwm.edu/titleix

UWM Food Center and Pantry
414-229-4366 | studentorgs.uwm.edu/orgs/Projects_Food_Pantry

UWM Libraries
414-229-6202 | uwm.edu/libraries

UWM Police
414-229-4627 (non-emergency) or 9911 (emergency)
| uwm.edu/police

University Safety & Assurances
414-229-6339 | uwm.edu/usa

Women’s Resource Center
414-229-2852 | uwm.edu/wrc

The Writing Center
414-229-4339 | uwm.edu/writingcenter