COURSE DESCRIPTION
LIS 615 Collection Management explores the principles and issues of library collection management and care. Criteria and tools for selecting and deselecting materials are the focus for this course. Relationships with publishers/producers and approached.

Prerequisite: None.

LIS 615 FACULTY AND STAFF
Instructor. Vanessa Irvin, M.S.L.S., Ed.D.

Aloha! My name is Vanessa Irvin and I go by “Professor Irvin” or “Dr. V” within the LIS ‘Ohana.

My contact information is as follows:
Office Location: Hamilton Library 003B
Office Phone: (808) 956-6703
Office Hours: By appointment only, email your request
Email: irvinv@hawaii.edu
URL: http://www2.hawaii.edu/~irvinv

Teaching Assistants. For Fall 2016, the TAs for LIS 615 are: Wiebke Reile and Cissy Crosby.

The TAs are your allies and can be pivotal to you successfully navigating this course. Thus it is in your best interest to interact with the TAs with aloha at all times, as your relationship with them is professional and thus is part of class participation.

O’ahu students:
- Your TA is Wiebke (VEEB-Kah) Reile, CIS PhD doctoral student | email: wreile@hawaii.edu
  - Wiebke is accessible for help on all things assignment-oriented and Professor Irvin-oriented.
  - Wiebke sits at the back of class and is a participant observer of class discourse.

Hālāwai students:
- Your TA is Christine “Cissy” Crosby, CIS PhD doctoral student | email: ccrosby@hawaii.edu
  - Cissy is accessible for help on all things Hālāwai-oriented and Professor Irvin-oriented.
  - Cissy sits at the front of class and is a participant observer for the Hālāwai community.
COURSE EXPECTATIONS
The culture of this class is unique. Thus, the following points are for your understanding:

- It is anticipated that you understand that LIS 615 is a graduate-level course that is reading, writing, research, and fieldwork intensive. According to university guidelines, you should expect to spend at least nine (9) hours each week beyond class time engaged in using your text(s), conducting research, actively participating in any Laulima discussions (if applicable), visiting libraries and their collections, and using a variety of print and online resources to compose, submit, and discuss your work.
- It is anticipated that you understand that class lectures, activities, and course materials are presented to appeal to a wide audience of varying levels of understanding in a collaborative environment. Depending on your sensibilities, wording and tone of instructions may at times sound elementary, redundant or abrupt; however, this is not the intent. The intent of repeating instructions and/or responses is to render instructions in as detailed and as clear of a manner, as possible, for a diverse learning community.
- It is anticipated that you possess the professional expectations and computer literacy skills competencies per the stipulations of the UHM LIS program.
- It is anticipated that you will attend class, arriving on time, and staying for its entirety.
- It is anticipated that you adhere to on-time and correct submission of all assignments, including any online discussions.
- It is anticipated that as a graduate student, you comply with the university’s academic integrity policy.

COURSE CONTENT
LIS 615 is an introductory core course, enabling students to:

- To identify and assess accurately the needs for library materials and resources demonstrated by understanding users and nonusers of libraries, as well as the universe of knowledge.
- To become familiar with the general organization and practices of the publishing and information industries, broadly conceived, as they relate to libraries and society at large.
- To learn to apply appropriate principles and standards in the selection of library resources.
- To evaluate print and electronic library collections and to recommend alternatives for specific situations.
- To gain a general overview and a working knowledge of the processes of acquisition of library resources.
- To gain practical experience in preparing a grant proposal, then developing a model collection.
- To gain experience in critical and persuasive writing, and public speaking on relevant professional concerns.
- To develop a critical understanding of the elements of a good review by writing a publishable book/ material review and by becoming a critical user of credible online and printed review sources.
- To become more familiar with the practical and ethical dimensions of intellectual freedom as they relate to library collections.

TEACHING PHILOSOPHY
This course emphasizes the development of professional attitudes, knowledge, and skills critical for understanding the nature of library collections in various environments. This course seeks to introduce students to a hands-on approach to critically assessing and evaluating library collections and the issues that concern them from societal discourse to standards within the publishing industry. The broad goal of the course is to help students acquire the ability to critically develop and manage library collections comprised of varying formats, according to institutional policies while meeting community needs.

TEACHING METHODS
This course is taught using a variety of pedagogical approaches, including but not limited to: lectures, demonstrations, fieldwork, collaborative projects and problem-solving, online, class and small group discussions, role play, online interactive lab exercises, written exams, community events, and guest speakers.

Note: Aspects of this course are subject to change, at the discretion of the Instructor.
Any modifications will be announced and documented in a timely fashion in-class, via Laulima, and email.
Last update: 18 August 2016, version: Fa16, vi
STUDENT LEARNING OUTCOMES

LIS 615 addresses the following objectives of the UHM LIS Program:

- Demonstrate an understanding of the history, philosophy, principles, policies and ethics of library and information science and technology;
- Demonstrate an understanding of the development, organization, and communication of knowledge;
- Apply basic competencies and knowledge that are essential for providing, managing, and designing information services and programs in a variety of information environments;
- Demonstrate theoretical understanding of and basic competencies in evaluating, selecting and organizing information sources;
- Demonstrate theoretical understanding of and basic competencies in storage, retrieval, dissemination, utilization and evaluation of information;
- Demonstrate an understanding of the principles of administration applicable in libraries, archives, and information centers;
- Demonstrate an understanding of research techniques and methods of applying new knowledge as it becomes available;
- Demonstrate the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users.

RESEARCH METHODS

Research methods employed in this course include ethnography, action research, case studies and critical evaluation. A key component to the course is hands-on assessing and retrieval of an array of materials for the purpose of understanding their purpose within library collections.

COPYRIGHT NOTICE

Materials used in this course are copyrighted and used within the legal guidelines of the U.S. Copyright Act (1976), and its accompanying updates and doctrines, which includes the TEACH Act (2002) and the Fair Use Doctrine (17 U.S.C. § 107). Course materials are for class and student reference and use, only. Course alumni’s projects may be presented as course material to demonstrate formatting and content requirements for various assignments. At no time are you permitted to further copy nor distribute course materials (instructor’s nor course alumni’s) without express written consent of your Instructor.

TEXTS & MATERIALS

REQUIRED COURSE TEXT.


REQUIRED CITATION STYLE. The citation style for LIS 615 is APA.


REQUIRED WEEKLY ARTICLES.

- Bibliographic information for any additional weekly articles will be made available through the Resources section of the Laulima course system (https://laulima.hawaii.edu).

Other textual requirements:

- UH email
- UH Hamilton Library research tools
- Web-based logon online resources as introduced and required
- Hawaii State Public Library System (HSPLS) library card

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ALOHA. ‘OHANA. KULEANA.
LIS 615 is an intensive core course within the UHM LIS Program curriculum, and as such, its agenda aligns with the Program’s vision, values and mission which are rooted within the Hawaiian values of aloha, ‘ohana, and kuleana. With these values in mind, the following policies are anticipated for all LIS 615 students:

Hālāwai. Hālāwai is the UHM LIS Program’s Adobe Connect service that meets the class attendance needs for LIS students who live in Hawai‘i, but not on O‘ahu. According to UHM LIS Program policy, Hālāwai is available for neighboring island students only. To honor the specific needs of our neighboring island ‘ohana, there are no O‘ahu exceptions for Hālāwai in LIS 615.

Laulima. Laulima is the UH course management system. In LIS 615, Laulima is used supplementally by me to email updates and announcements, and to post your assignment grades. You will be using Laulima to submit your assignments and to access course information. Thus, it is your kuleana to learn how to correctly and effectively navigate Laulima. You will need your UH ID and password to access the Laulima portal.

Attendance. At the very minimum, “attendance” means coming to class on time and staying for the entire period. If you are late or absent because of illness or another emergency, please submit evidence. For an excused absence, you must email appropriate documentation to me at least two weeks in advance of the anticipated missed class session, in order to receive accommodations for due dates and missed work.

Emailing Professor Irvin. I receive an exorbitant amount of university-related and professional email from various places all over the world. So when you email me use your UH email only, putting the correct course number in the email subject line so that I receive your query as priority student email, and can give your needs the proper significance. This stipulation is very important. If you don't do this, your email will likely be missed. This should be done consistently throughout the course, even as we get to know one another. For example:

From: youremailaddress@hawaii.edu
Subject field: LIS 615: Question about Collection Development Policy

Additionally, be sure that your emails are professional in tone and presentation, especially because email becomes an important part of your coursework during the semester. Established guidelines for composing professional emails are located at: https://www.training.nih.gov/writing_professional_e-mail.

Lastly, due to the nature of LIS 615 projects, unless otherwise requested, I do not accept assignments via email.

Submitting Assignments. You are responsible for the correct and on-time submission of your work; this includes being familiar with how Laulima works. Assignments are due by 5:00 PM Hawaii Standard Time, on the date due (usually on class day), unless otherwise specified. Late assignments are subject to a 20% deduction off your earned score, and forfeits Instructor feedback. (I do not grant extensions so please do not ask). If you cannot submit your assignment by the date due, you need to inform me inasmuch advance as possible. Late and/or incorrectly submitted assignments go to the bottom of my queue behind the students who submit correctly and on time. Thus, if you submit late, expect a delay in communications and response. Note: I do not accept assignments by email.

Professionalism and Class Participation. Professionalism involves taking kuleana for your communications and interactions with your classmate-colleagues and LIS 615 faculty and staff. Class participation includes taking personal kuleana in exhibiting aloha in all in-class, out-of-class (including office hours and phone calls), and online (including email) communications concerning this course. Positive dynamics ensures a good learning experience for the LIS 615 ʻohana, and is mutually observed and assessed by the LIS 615 faculty and staff, accordingly. Refer to the Professional Expectations Notice and the UHM LIS Program requirements for student Computer Literacy Skills for details on the prerequisite technical and professional competencies you need in order to successfully experience this course. Note: Be aware that your professional behaviors are easily observed and evident to faculty and staff who write references for scholarships, internships, and applications.
ALOHA. ‘OHANA. KULEANA. (continued)

Important considerations for exhibiting *aloha* for LIS 615 participation include:

- **Arrival to class:**
  - On-time arrival is anticipated. When arriving, strive to sit towards the front of the classroom to create an effective interactive setting for classroom discussion with our Hālāwai community.
  - If you arrive late to class, be considerate and find a seat in the back of the classroom, as opposed to becoming a distraction by trying to sit up front; it disrupts in-classroom and Hālāwai participation.

- **Respecting class time** (“class time” is based on the clock on the classroom wall):
  - Return from class breaks on time.
  - During class presentations, be sure to speak within the time you’ve been allotted so that everyone else gets equal time to present their work.
  - On the rare occasion that class lasts a few minutes longer because classmate-colleagues are finishing their presentations (e.g. midterm and finals time), be supportive: stick and stay.

- **Class discourse:**
  - Because we are on dual platforms (face-to-face and Hālāwai), *all of us* must be mindful to speak clearly so that everyone can hear and respond to what is being shared.
  - The classrooms in the LIS ‘Ohana carry sound very easily. When you have side conversations, particularly during lectures or presentations, the vitality of the class decreases. Please be mindful.

- **Being flexible:**
  - Because collaborative work is organic, consider the class schedule as tentative and subject to change, depending on the dynamism and identified pedagogical needs of the class group, and/or based on LIS, university, and even world developments and events. Be sure to read all class-wide email that is sent by LIS 615 faculty and/or staff, and take notes on in-class announcements so that you are informed of all updates.

- **Devices:**
  - *In consideration of all during class, turn off or set vibrate to your mobile devices.*

**KOKUA | Disability Access Services.** Any student who feels s/he may need an accommodation based on the impact of a disability is invited to contact me privately. I would be happy to work with you, and the KOKUA Program (Office for Students with Disabilities) to ensure reasonable accommodations in my course. KOKUA can be reached at (808) 956-7511 or (808) 956-7612 (voice/text) in room 013 of the Queen Lili‘uokalani Center (QLC) for Student Services. All KOKUA accommodations are confidential. Special accommodations cannot be made unless documented via KOKUA.

**UH Support Services.** Confidential student counseling and support services are available at the UHM Counseling and Student Development Center (CSDC), Queen Liliʻuokalani Center for Student Services, Room 312. More information is available at the CSDC website: [http://manoa.hawaii.edu/counseling/](http://manoa.hawaii.edu/counseling/).

Title IX is a federal civil rights law prohibiting discrimination in education. The UHM Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of discrimination or harassment for faculty, staff and students. More information is available at the Office of Title IX website: [http://manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/).
ACADEMIC INTEGRITY AND HONESTY

In keeping with the American Library Association's Code of Ethics (2008), the UHM LIS Program expects its students to conduct themselves in a respectful, responsible, ethical, and professional manner. To this end, the department applies the university's Academic Integrity Policy with vigor.

Additionally, due to the significance of copyright within the realm of library and information science (LIS), the UHM LIS Program anticipates your compliance to its professional expectations. In turn, this course adheres to established copyright, internet, and intellectual property standards. Assignment instructions must be followed to the letter for the copyright protection of yourself, the LIS Program, the university, and any outside entities that you may be working with as a part of this course. Successful execution of all copyright/intellectual property standards counts significantly towards your assignment scores/grades. The first incidence of plagiarism, academic dishonesty, or academic impropriety results in an automatic score of “0” for the assignment in question and possible reportage to the Graduate Dean. Additional incidences of plagiarism and/or academic dishonesty results in a failing course grade of “F” and required reportage to the Graduate Dean.

“THE WORK”

<table>
<thead>
<tr>
<th>MODULE</th>
<th>ASSIGNMENT</th>
<th>DUE DATE(s)</th>
<th>Grade / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Policy</td>
<td>Collection Development Policy Critique</td>
<td>Week 6</td>
<td>15 %</td>
</tr>
<tr>
<td>MIDTERM: Materials Selection</td>
<td>Materials Selection Team Project</td>
<td>Week 8</td>
<td>25 %</td>
</tr>
<tr>
<td>Assignment 2: Evaluation</td>
<td>Collection Assessment In-Class Project</td>
<td>Week 12</td>
<td>15 %</td>
</tr>
<tr>
<td>FINAL: Materials Management</td>
<td>Materials Selection &amp; Budget Exercise</td>
<td>Week 16</td>
<td>35 %</td>
</tr>
<tr>
<td>Professionalism &amp; Class Participation</td>
<td>In-class activities, Communications (in-class and online)</td>
<td>Weekly, as assigned</td>
<td>10 %</td>
</tr>
</tbody>
</table>

General Grading Rubric. Unless otherwise specified, grading for assignments is on a point-for-percentage basis, and typically based on the following criteria:

Ø Originality and depth of ideas, insights and professional assessments
Ø Demonstrated ability to use scholarly sources to support ideas and opinions
Ø Compliance with course criteria and standards
Ø Fulfillment of all requirements for particular assignment
Ø Timeliness of submission (submitting too early can be just as bad as submitting too late)
ASSIGNMENTS

Assignment 1: Collection Development Policy Critique. You will be required to read one recent [i.e., written or revised within the last five years] collection development policy for the type of library in which you hope to work. Based on your reading of the policy, you will write a 10-12 paged paper in which the policy is analyzed/critiqued, with appropriate references being made to the course text and other readings. You may obtain your collection development policy directly from a library, from the Internet, or from a published source. Whatever your source, the policy should be clearly cited, and a copy of the policy attached as an Appendix to your paper. If you are working with an unpaginated policy document, please write in page numbers, so that it will be clear when you cite information in the policy. Assignment guidelines will be distributed/posted for details for completing this assignment.

DUE:  Week 6 - Wednesday, September 28, 2016, 5:00 PM, HST, In-Class + upload via Laulima.

MIDTERM. Materials Selection Team Project. Class teams will be responsible for presenting a weeding-and-replacement-title-project based on one of the following collections:

* Children’s Folklore
* Young Adult Fiction, A-Z
* Dewey Classification, 640 – 642 (Home Economics)
* Classic Fiction, A-Z
* Popular Fiction, M-Z
* Biography
* Dewey Classification, 200 – 299 (Religion)
* LC Classification, TR1 – 1050 (Photography)
* Special Collection (e.g. Indigenous, Archives, Legal, Medical)

Assignment guidelines will be distributed/posted for details for completing this assignment.

DUE:  Week 9 - Wednesday, October 12, 2016, 5:00 PM, HST, In-Class + upload via Laulima.

Assignment 2: Collection Assessment In-Class Project

During Week 12 class session, we will review a collection of materials in class and write annotations and reviews for each item. We will then have a round table discussion on our professional opinions and comments. This project will serve as the midterm for this class. Be prepared to provide insightful, professionally sound assessments for materials reviewed. Assignment guidelines will be distributed/posted for details for completing this assignment.

DUE:  Week 12 - Wednesday, November 9, 2016, 7:40 PM, HST, In-Class + upload via Laulima.

FINAL. In-Class Material Selection & Budget Exercise

At the final class session, you will receive budget and material selection forms to “order” materials for a library scenario that will be provided. Employing all the information and techniques learned throughout the class, you will be evaluated on how well you complete the selection and budget procedure. Assignment guidelines will be distributed/posted for details for completing this assignment.

DUE:  Week 16 – Wednesday, December 7, 2016, 7:40 PM, HST, In-Class + upload via Laulima.

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ASSESSMENT

Grading Scale. A point-for-percentage evaluation scale is used to assess class assignments and projects in accordance with the university grading system as detailed below. To arrive at your final course grade, all assignment and class participation scores are tabulated to a cumulative final score. The final score is correlated into a letter grade, using a standard point-for-percentage evaluation in accordance with the university grading system. Per university policy, a final grade of “C” and above is considered “passing” for graduate level courses, however, per LIS program policy, a GPA of 3.0 is required for continued registration and graduation from the UHM LIS program. This means that you must pass LIS courses with a final grade of “B-” or higher to be considered as “passing” in the UHM LIS program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>100+ pts</td>
</tr>
<tr>
<td>A</td>
<td>94 – 99.9</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 93.9</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89.9</td>
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<tr>
<td>B</td>
<td>84 – 86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 83.9</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79.9</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76.9</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73.9</td>
</tr>
</tbody>
</table>

Assessment. Successful application of class discourse and course material includes, but is not limited to: critical thinking and insight exhibited in inquiry journals, keen observations in your fieldwork, and respect for academic honesty standards and intellectual property. Other competencies are in focus according to rubrics and checklists for major assignments. Assignment grade weights:

- Assignment 1: 15%
- Midterm: 25%
- Assignment 2: 15%
- Final: 25%
- Class Participation: 20%
- Total: 100%

Note: To earn an A- and above in this course, you must have completed all assigned work.

Feedback. I provide feedback on assignments, at my discretion. If you feel that you need extra feedback, kindly email me at irvinv@hawaii.edu, to arrange office hours.

Extra Credit. Individual extra credit is not available for this course, no exceptions. Sometimes I may identify and offer a special class opportunity for extra credit. I, as Instructor for LIS 615, am the only person who can identify an extra credit opportunity for LIS 615. In the event of a class-wide extra credit opportunity, I reserve the right to award individual points at my discretion, and points earned (or not) are non-negotiable.

Incompletes. Incomplete grades (INC) are issued at the professor’s discretion and will be granted very rarely and only in extreme cases, after the student has worked with the professor to try to complete the work during the term. An INC contract form must always be accompanied with medical and/or other acceptable documentation to substantiate the request. You must be passing this class with a grade of B- or higher after having successfully completed at least 80% of the course (up to week 14 of the term) in order to qualify to request consideration of an INC grade. Students should email the professor as soon as they realize they are having trouble completing work on time to try to avoid requesting an INC. Note that the decision whether or not to allow an INC is up to the professor, not the student, and in most cases, requests for INCs will be denied.

Important: If you have questions about your scores or grading, kindly email your Instructor at irvinv@hawaii.edu.

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CLASS SCHEDULE (dates and topics subject to change).

**Week 1 – August 24, 2016**  
Course Introduction  
*DUE: Syllabus in class*

**Week 2 – August 31, 2016**  
Defining Collection Development & Management  
Text: Johnson, Chapter 1  
Articles: Check Laulima >> “Resources”

**Week 3 – September 7, 2016**  
Intellectual Freedom, Censorship, Open Access  
Text: Johnson, Chapter 2  
Articles: Check Laulima >> “Resources”

**Week 4 – September 14, 2016**  
Assessing Your Community’s Collection  
Text: Johnson, Chapter 3  
Articles: Check Laulima >> “Resources”

**Week 5 – September 21, 2016**  
Collection Development Policies  
Text: Johnson, Chapter 3  
Articles: Check Laulima >> “Resources”

**Week 6 – September 28, 2016**  
Budgeting for Library Collections  
Text: Johnson, Chapter 3  
Articles: Check Laulima >> “Resources”  
*DUE: Assignment 1*

**Week 7 – October 5, 2016**  
Selecting and Evaluating Materials  
Text: Johnson, Chapters 4 and 5  
Articles: Check Laulima >> “Resources”

**Week 8 – October 12, 2016**  
*DUE: MIDTERM*

**Week 9 – October 19, 2016**  
Deselection & Storage of Materials  
Text: Johnson, Chapter 7  
Articles: Check Laulima >> “Resources”

**Friday, October 21, 2016, 4:00 p.m.**  
*Last Day to Withdraw with a “W” grade*

**Week 10 – October 26, 2016**  
Interlibrary Loan, Document Delivery  
Text: Johnson, Chapter 8  
Articles: Check Laulima >> “Resources”

**Week 11 – November 2, 2016**  
Outreach, Connections, Marketing  
Text: Johnson, Chapter 6  
Articles: Check Laulima >> “Resources”

**Week 12 – November 9, 2016**  
Considering Indigenous Collections  
Articles: Check Laulima >> “Resources”  
*DUE: Assignment 2*

**Week 13 – November 16, 2016**  
The Publishing Industry  
Text: Johnson, Chapter 9  
Articles: Check Laulima >> “Resources”

**Week 14 – November 23, 2016 (No Class)**  
**THANKSGIVING BREAK**  
Nov 23-25, 2016  
*University Closed; No Classes.*

**Week 15 – November 30, 2016**  
Trends in Collection Management  
Articles: Check Laulima >> “Resources”

**Week 16 (last day of class): December 7, 2016**  
*DUE: FINAL*

Finals Week: December 12-16, 2016  
End of Semester: December 17, 2016

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Last update: 19 August 2016, version: Fa16, /vi