Course Description

This advanced reference course provides a foundation for understanding the content, structure, bibliographic control, and dissemination of government information at the state, local, national, and international levels. Assignments provide practical experience to allow students to integrate government information sources into their repertoires. Prerequisite: LIS 601

ALA Core Competencies addressed

1. Foundations of the Profession
2. Information Resources
3. Organization of Recorded Knowledge and Information
4. Technological Knowledge and Skills
5. Reference and User Services
6. Continuing Education and Lifelong Learning

Student Learning Outcomes (SLOs) addressed

2. Develop, administrate, assess, and advocate for information services by exercising principled communication, teamwork, and leadership skills. Evidence indicator: instructional video assignment.
   c. Develop, manage, and assess information services for specific users and communities.
   d. Create instructional and outreach programs.
3. Organize, create, archive, preserve, retrieve, manage, evaluate, and disseminate information resources in a variety of formats. Evidence indicators: instructional video assignment, weekly assignments.
   a. Demonstrate understanding of the processes by which information is created, evaluated, and disseminated.
   c. Search, retrieve, and synthesize information from a variety of systems and sources.
4. Evaluate and use the latest information technologies, research findings, and methods. Evidence indicators: Weekly assignments, instructional video assignment.
a. Evaluate systems and technologies in terms of quality, functionality, cost-effectiveness, and adherence to professional standards.
c. Apply current research findings to professional practice.

Course Objectives

- Enable the student to understand the content and context of government-produced information resources;
- Provide experience in evaluating information sources;
- Allow students to gain an understanding of the dissemination systems used by government entities;
- Introduce the student to current issues of government information policies and practices;
- Provide experience in creating topical instructional materials that meet real-world needs.

Professional Expectations

Students are expected to adhere to the Professional Expectations for Library and Information Science Graduate Students: [http://www.hawaii.edu/lis/students/professional-expectations-notice/](http://www.hawaii.edu/lis/students/professional-expectations-notice/)

Teaching Methods

Students will view videos, webinars, and lectures from the instructor and guest lecturers; complete weekly exercises and reading assignments; lead and participate in discussion of lectures, assignments, and readings; and complete a term project to create an instructional session about a government information topic.

Research Methods

Weekly assignments employ information retrieval and content analysis in discovering features of various resources and use case studies to illustrate course objectives. The term project and some weekly assignments also require students to employ instructional design.

Technology Requirements

- Students are required to have high-speed internet connectivity and computer equipment to participate in various aspects of coursework such as watching and creating videos.
- Students must use the Laulima course management software to access and submit assignments and discussions.
- Some videos may require the download of software to be viewed, e.g., RealPlayer, iTunesU, Blackboard.
- Students must use word processing software to complete assignments.
- Students are also required to use their UH e-mail account for correspondence with the instructor and classmates.
Students are expected to develop the skill to create an instructional video or online presentation.

Note: If you need reasonable accommodations because of the impact of a disability, please:
1. Contact the KOKUA Program at 808-956-7511 or 808-956-7612, visit room 013 in the Queen Lili’uokalani Center for Student Services, or email kokua@hawaii.edu;
2. Contact me to discuss your specific needs. I will be happy to work with you and the KOKUA Program to develop ways to address your needs related to your documented disability.

Texts

There is no assigned textbook. Assigned readings, presentations, and videos will be accessible via Laulima, iTunesU, or direct links provided by the instructor.

Discussions

Discussions of readings, videos, and lectures take place in the Google Group for this course: https://groups.google.com/a/hawaii.edu/forum/?hl=en#!forum/lis-618-spring-2015-grp. This course will utilize the lead discussant method of discussing readings. Each week, one or two students will be assigned to formulate three to five questions about that week’s readings, videos, and lecture. The questions must be posted by Tuesday at 11:59 p.m. of that week. The questions should not be a trivial review of the content; they should get at the heart of the material by asking probing analytical questions. The instructor will post questions for the first class so that you will have an example of what is required. The other members of the class will have until Sunday at 11:59 p.m. of each week to post responses to the lead discussant’s questions. Postings should be approximately 150 words long for each question. Posting responses will be a component of the class preparation and participation portion of the course grade.

Instructional Presentation Assignment

The term assignment for the class is to create an instructional video or presentation about a government information topic. Students are encouraged to create presentations that can be publicly posted and used by the general public. Each student is also responsible for viewing and writing critiques of two classmates’ presentations. Detailed instructions for the assignment will be available in Laulima. The assignment is 25% of the course grade.

Grading

Weekly assignments 60%
Class preparation and participation 15%
Instructional video 25%

Course Requirements:

Grading:
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**Classroom preparation and participation** includes completing assignments and readings and active participation in classroom discussions of readings and homework assignments.

**Weekly assignments** may be found in Laulima > Assignments. Assignments must be submitted via Laulima by 11:59 p.m. on the due date. Assignments should not be emailed to the instructor. Grades for late assignments will be reduced by ten percent for each day they are late. Students are expected to use word processing software to produce all assignments unless otherwise instructed. Please do not submit assignments as PDFs.

| Week 1 | January 12 | Introductions; course requirements  
Overview of what governments do and what kind of information they produce  
United States President; governors and other chief executives  
Introduction to FDsys |
|--------|------------|----------------------------------------------------------------------------------|
| Read/View: | View “Introduction to GPO’s Federal Digital System”  
http://bit.ly/1Dg3NeQ (ends at 0:40)  
Read “About Public Papers of the President of the United States”  
View FDsys Public Papers of the Presidents tutorial:  
http://bit.ly/1A6yfcX (ends at 0:28)  
Read NARA’s “Presidential Documents Guide”:  
http://www.archives.gov/presidential-libraries/research/guide.html  
View lecture |
| Assignments: | Post answers to discussion questions by 11:59 p.m. January 18  
Submit answers to Assignment 1 by 11:59 p.m. January 18 |

| Week 2 | January 19 | Executive branch  
Executive Office of the President  
Treaties  
USA.gov and other search engines |
|--------|------------|------------------------------------------------------------------|
| Read/View: | Read “Treaties and executive agreements”  
http://www.state.gov/s/l/treaty/text/index.htm  
View lecture |
| Assignments: | Post answers to discussion questions by 11:59 p.m. January 25  
Submit answers to Assignment 2 by 11:59 p.m. January 25 |
<table>
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<tr>
<th>Week 3</th>
<th>Legislative resources</th>
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<tbody>
<tr>
<td>January 26</td>
<td>Legislation</td>
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<td>Laws</td>
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<td>Codes</td>
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<td>Legislative history</td>
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**Read/View:**
- Read Fifth Report of the Advisory Committee on the Records of Congress **Executive Summary only** (p. i-xiii)
  
- View Georgetown Law Library’s tutorial on legislative history research:
  
- View Printing the Congressional Record: [http://youtu.be/sPC5BjUTsE](http://youtu.be/sPC5BjUTsE)
- Read Kokua Line article
  
- View Understanding the Budget webinar
  
- View Rachael Bussert presentation (link will be provided later)
- View Congress.gov tutorial [http://youtu.be/C7h0fp0s2xA](http://youtu.be/C7h0fp0s2xA)

**Assignments:**
- Post answers to discussion questions by 11:59 p.m. February 1
- Submit answers to Assignment 3 by 11:59 p.m. February 1

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<tr>
<th>Week 4</th>
<th>Administrative law</th>
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<tr>
<td>February 2</td>
<td>Regulations, rules, decisions</td>
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**Read/View:**
- View GPO’s Federal Register video: [http://youtu.be/ADhP0KSmjkQ](http://youtu.be/ADhP0KSmjkQ)
- Read Regulate this: federal regulations slides:
  
- View Tracking federal regulations in GPO’s Federal Digital Systems webinar
  

**Assignments:**
- Post answers to discussion questions by 11:59 p.m. February 8
- Submit answers to Assignment 4 by 11:59 p.m. February 8

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<tr>
<th>Week 5</th>
<th>Legal information</th>
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<tr>
<td>February 9</td>
<td>Cases, decisions</td>
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### Court records

**Read/View:** View Legal research ...without the law library” webinar


Read Federal courts in the United States: an introduction for judges and judicial administrators in other countries (Pages 1-20 only)


View lecture

**Assignments:** Post answers to discussion questions by 11:59 p.m. February 15
Submit answers to Assignment 5 by 11:59 p.m. February 15

### Week 6
#### February 16

Statistics
ProQuest Statistical Insight
Data sets

**Read/View:** Review International statistics guide from University of Utah Library

View Introducing IMF eLibrary data video
[http://youtu.be/Vm5la8cpAqw](http://youtu.be/Vm5la8cpAqw)

View United Nations statistics and data resources webinar
(Presentation ends at 0:34)

View lecture

**Assignments:** Post answers to discussion questions by 11:59 p.m. February 22
Submit answers to Assignment 6 by 11:59 p.m. February 22

### Week 7
#### February 23

Census of Population, Economic Census, Census of Agriculture
State data centers

**Read/View:** Review Standard hierarchy of census geographic entities

Read Guide to 2010 Census state and local geography – Hawaii

Read Economic Census and economic programs” slides and do exercises.


View lecture

**Assignments:** Post answers to discussion questions by 11:59 p.m. March 1
Submit answers to Assignment 7 by 11:59 p.m. March 1
<table>
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<tr>
<th>Week 8</th>
<th>March 2</th>
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| **Read/View:** | View International copyright and library practices webinar [https://ala.adobeconnect.com/_a1087453682/p33pf9ic1hp/?launch=fa$$dle&fcsContent=true&pbMode=normal](https://ala.adobeconnect.com/_a1087453682/p33pf9ic1hp/?launch=false&fcsContent=true&pbMode=normal)  
View Copyright on campus video [http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html](http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html)  
View NJIT Library’s patent searching tutorial [https://www.youtube.com/watch?v=e0uRIIdUJZM](https://www.youtube.com/watch?v=e0uRIIdUJZM)  
Review Patents and trademarks slides [http://ucblibraries.colorado.edu/govpubs/conference/6state/PatentsTrademarksMorrison2.pptx](http://ucblibraries.colorado.edu/govpubs/conference/6state/PatentsTrademarksMorrison2.pptx) |
| **Assignments:** | Post answers to discussion questions by 11:59 p.m. March 8  
Submit answers to Assignment 8 by 11:59 p.m. March 8 |
| **Assignments:** | |

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<tr>
<th>Week 9</th>
<th>March 9</th>
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Read Technical reports [https://ntrl.ntis.gov/NTRL/login.xhtml;jsessionid=7097ccf25fde1071382758c43306](https://ntrl.ntis.gov/NTRL/login.xhtml;jsessionid=7097ccf25fde1071382758c43306)  
View lecture |
| **Assignments:** | Post answers to discussion questions by 11:59 p.m. March 15  
Submit answers to Assignment 9 by 11:59 p.m. March 15 |

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<tr>
<th>Week 10</th>
<th>March 16</th>
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<p>| <strong>Assignments:</strong> | |</p>
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<tr>
<th>Week 11</th>
<th>March 23</th>
<th>Spring Break: no readings or assignments</th>
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<tr>
<td><strong>Assignments:</strong></td>
<td>Post answers to discussion questions by 11:59 p.m. March 22</td>
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<td>Submit answers to Assignment 10 by 11:59 p.m. March 22</td>
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<tr>
<th>Week 12</th>
<th>March 30</th>
<th>Foreign countries’ government information</th>
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<tr>
<td><strong>Assignments:</strong></td>
<td>Post answers to discussion questions by 11:59 p.m. April 5</td>
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<td>Submit answers to Assignment 11 by 11:59 p.m. April 5</td>
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<tr>
<th>Week 13</th>
<th>April 6</th>
<th>Intergovernmental organizations United Nations</th>
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<td>View The basics, and a bit beyond webinar <a href="http://library.uncg.edu/info/distance_education/internationalgovdocs/internationalgovdocs.html">http://library.uncg.edu/info/distance_education/internationalgovdocs/internationalgovdocs.html</a></td>
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<td><strong>Assignments:</strong></td>
<td>Post answers to discussion questions by 11:59 p.m. April 12</td>
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<td>Submit answers to Assignment 12 by 11:59 p.m. April 12</td>
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<tr>
<th>Week 14</th>
<th>April 13</th>
<th>Maps and geospatial data Land records</th>
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<tr>
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<td>View lecture Assignments: Post answers to discussion questions by 11:59 p.m. March 22 Submit answers to Assignment 10 by 11:59 p.m. March 22</td>
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| **Assignments:** | Post answers to discussion questions by 11:59 p.m. March 22 Submit answers to Assignment 10 by 11:59 p.m. March 22 |

| **Assignments:** | Post answers to discussion questions by 11:59 p.m. April 5 Submit answers to Assignment 11 by 11:59 p.m. April 5 |

| **Assignments:** | Post answers to discussion questions by 11:59 p.m. April 12 Submit answers to Assignment 12 by 11:59 p.m. April 12 |

| **Assignments:** | Post answers to discussion questions by 11:59 p.m. April 12 Submit answers to Assignment 12 by 11:59 p.m. April 12 |

| **Assignments:** | Post answers to discussion questions by 11:59 p.m. April 5 Submit answers to Assignment 11 by 11:59 p.m. April 5 |

| **Assignments:** | Post answers to discussion questions by 11:59 p.m. April 12 Submit answers to Assignment 12 by 11:59 p.m. April 12 |

| **Assignments:** | Post answers to discussion questions by 11:59 p.m. April 12 Submit answers to Assignment 12 by 11:59 p.m. April 12 |


View Ted Kwok presentation (link to be provided)

View lecture

**Assignments:**
Post answers to discussion questions by 11:59 p.m. April 19
Submit answers to Assignment 13 by 11:59 p.m. April 19

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**Week 15**
**April 27**

Bibliographic control of government publications; dissemination systems; web archiving; collection development; fugitive documents; citing government documents; continuing education

**Read/View:**

Review OCLC’s code list for MARC field 098, Other Classification Scheme [http://oclc.org/bibformats/en/0xx/098.html](http://oclc.org/bibformats/en/0xx/098.html)


View lecture

**Assignments:**
Post answers to discussion questions by 11:59 p.m. April 26
Submit answers to Assignment 14 by 11:59 p.m. April 26

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**Week 16**
**April 20**

Freedom of Information Act (FOIA); Sunshine laws; open government

**Read/View:**
Read FOIA basics [http://www2.gwu.edu/~nsarchiv/nsa/foia/guide.html](http://www2.gwu.edu/~nsarchiv/nsa/foia/guide.html)


(p. 1-31 only)

View lecture

**Assignments:**
Post answers to discussion questions by 11:59 p.m. May 3
No weekly assignment

**Presentations due May 3 at 11:59 p.m.**

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**Week 17**
**May 4**

View presentations

**Week 18**
**May 11**

View presentations

**Critiques due May 13 11:59 p.m.**

Updated 1/7/15