

LIS 694: Special Topics in Information Technology
University of Hawai'i at Mānoa, Fall 2006

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Course Description

Introduces the latest and specialized technologies for providing, managing, and designing information services within a library environment. Provides basic experience in desktop productivity software and web publishing, bibliographic database software, and qualitative and quantitative data analysis.

Libraries are in the business of not only providing information resources and services to its users but to give them information literacy skills that extend beyond the walls of the library and university into everyday life. Librarians are the heart and soul of delivering these services to library users and must therefore be thoroughly familiar with the technology that resides “underneath” the delivery of information services.

Librarians catalog and index vast collections of materials, provide tools to find these materials (online catalog, tutorials, guides), and instruct library users on how to find information. Librarians must be able to read and synthesize vast amounts of information sources and materials and present them to library users in a manner that they understand – that the role and function of the library and librarian is to guide the library user in evaluating the creation of knowledge.

This course presents an overview of basic tools and techniques which are necessary in almost all library environments and for most MLISc classes. Topics include a general discussion of both graphical and character-based operating systems, the application of word processing, spreadsheets, and presentation software in information environments, internet applications such as email and web browsers, the creation of HTML documents within a unix operating system environment, and ongoing discussions on information technology and its use in libraries.

Prerequisites

Students *must* meet the Required Skills as outlined in the *Computer Literacy Requirements* as stated in the LIS Program Admissions Criteria. The *Requirements* can be found at <http://www.hawaii.edu/slis/students/compskil.htm>.

Program Learning Objectives

This introductory survey course assesses the following objectives of the LIS Program, helping students to:

1. Understand the development and communication of knowledge;
2. Apply basic competencies and knowledge that are essential for providing, managing, and designing information services in a variety of information environments;

3. Understand the development and interrelationship of librarianship and information science;
4. Understand the theories and processes involved in evaluating, selecting and organizing information sources;
5. Understand research techniques and methods of applying new knowledge as it becomes available;
6. Attain basic competency in the latest specialized information technologies; and
7. Demonstrate an understanding of the above objectives within the perspective of prevailing and emerging technologies.

Course Learning Objectives

At the end of this course the student should:

- Achieve basic understanding of main theoretical concepts, principles, and technologies of information technology as it applies to a library environment.
- Be able to use the basic Microsoft suite of programs in an information/library environment.
- Be able to create basic HTML documents in a web environment.

Teaching method

Class meetings will be a combination of lectures, class discussions, quizzes, and hands-on experiential learning.

Topics covered

Microsoft Word: Students have written assignments that analyze, synthesize, and compare and contrast current and emerging information technology.

Microsoft Excel: Spreadsheets are used extensively in libraries from computing the library's budget to performing statistical analysis on a variety of data.

Microsoft PowerPoint: PowerPoint and other versions of presentation software has replaced transparencies and overhead projectors. Its uses in libraries include bibliographic instruction, presentations at departmental meetings, etc.

EndNote®: EndNote is bibliographic software used to compile bibliographic data on research, acquisitions lists, citations lists, etc. EndNote is used in conjunction with Microsoft Word.

HTML: Today, virtually all information found in libraries can be retrieved or found via a HTML/XHTML web browser. It can take the form of the library catalog, online databases and indexes, streaming audio and/or video, web logs (blogs), podcasts or RSS/XML delivery of information.

Technology requirements

This is a course in basic technology. Besides the Required Skills requirement as outlined in the Prerequisites on page 1, there are no additional technological prerequisites. However, those who have a good knowledge of technology and its uses are urged to drop the course in order to make way for less advanced students.

Texts

No required text.

Optional texts: Any introduction to computers, Microsoft® Office™ programs and/or HTML may prove useful but is not necessary.

Required Computer Software and Accessories

First, since we will be using the Microsoft Office suite of programs this semester, I strongly urge you to purchase Microsoft Office 2003 (or version 2004 if you are a Mac user) from the UH Bookstore. The cost is \$149 for the Student/Teacher Edition, \$199 for the Professional Edition which includes Access. **All Microsoft Word, Excel and PowerPoint assignments are required to be completed using Microsoft Office 2003 (Windows) or 2004 (Mac).**

Second, I encourage you to purchase EndNote from ITS via their Site License Program. It costs you \$25/year and is a worthwhile investment.

You are required to purchase a USB 2.0 Flash drive by the second week of class, if you do not already own one. You may purchase any brand such as Sandisk, PNY, Kingston, etc. but in my opinion, LEXAR makes the best quality drives. Current prices for a 256MB USB 2.0 flash drive is around \$25 at the UH Bookstore.

Quizzes

There are three written quizzes on 20 September, 18 October, and 15 November. Each quiz is worth ten points with the combined total equal to 30 points. All three quizzes will be totaled to equal a single grade (based on a 100 point scale). There are no makeup quizzes for students absent from class. However, if you have a scheduled conference or meeting (*e.g.* parent-teacher conference, school open house), you will be allowed to take the quiz on an alternate date but prior arrangements must be made at least two weeks **in advance** of the quiz date.

Assignment Requirements

Assignments will be given for each of the topics discussed. Students may use the lab computers in POST 318 or 319 or their own to complete the assignments. Again, **all Microsoft Word, Excel and PowerPoint assignments are required to be completed using Microsoft Office 2003 (Windows) or 2004 (Mac).** This requirement is due to the functional changes and improvements from previous versions of Microsoft Office.

Assignment Emailing Requirements & Instructions

All assignments must be emailed to me from your *hawaii.edu* email account. I block email from hotmail.com, yahoo.com, and aol.com due to the large amount of email spam.

Alternatively, I will accept email from gmail.com, mac.com, hawaiiantel.net and hawaii.rr.com as long as **your name** is in the Sender's email address (the **From:** email address).

Assignment Due Dates

Assignments are due on the date and time specified in this syllabus and assignment instructions. Any assignment handed in late, meaning anytime *after* the original date and time the assignment is due, *will be reduced* by at least one letter grade (10 point deduction).

Assignments	Date Due
Essays on information technology	11:59 PM, Every other Monday starting 28 August 2006
EndNote and Microsoft Word.....	5:00 PM, 27 September 2006
Microsoft Excel.....	5:00 PM, 11 October 2006
Film Assignment (Word)	11:59 PM, 30 October 2006
Microsoft PowerPoint	5:00 PM, 1 November 2006
Unix.....	8 November 2006 by the end of class
HTML #1	15 November 2006
HTML #2	22 November 2006
HTML #3	6 December 2006
Final Project.....	11:59 PM, 13 December 2006 via email

Seminars

Weekend seminars will give students an opportunity to receive additional individual assistance regarding topics covered in class. Attendance is optional.

The seminars are scheduled on Sundays from 12:00 PM to 2:00 PM in POST 319 on the following dates:

17 September 2006
8 October 2006
5 November 2006
26 November 2006

Class Participation and Attendance

Everyone are highly encouraged to participate in class discussions. Class attendance is mandatory. Students will receive one point per class attended. There will be no makeup classes or assignments for students absent from class.

Evaluation

Assignments and quizzes	80%
Class participation and attendance	20%

Course Schedule

This represents a tentative schedule. In a course of this type student interest generally plays a large part in providing essential topics to be covered. We may modify this timetable to match the enthusiasm of the students.

Week	Date	Topic
1	23 August	Course overview, expectations, Class Introductions
2	30 August	Introduction to Word and Typography
3	6 September	EndNote X, Word (sections, chapters, pagination)
4	13 September	Word (table of contents, indexing)
5	20 September	Excel
6	27 September	Excel
7	4 October	Excel
8	11 October	PowerPoint
9	18 October	PowerPoint
10	25 October	Information Technology Film Assignment (no class)
11	1 November	Unix via SSH Secure Shell, Secure FTP; HTML
12	8 November	PowerPoint Presentations
13	15 November	Graphics; HTML
14	22 November	HTML
15	29 November	No Class.
16	6 December	HTML; Discussion/Demo of Dreamweaver & Publisher
Finals	13 December	HTML presentations (Class meets in BILGER 319) Turn in Final Project (via email).

Essays on Information Technology

Each assignment is due 11:59 PM every other Monday beginning 28 August 2006. Please turn them to me as a Microsoft Word email attachment to: caroly@hawaii.edu.

REMINDER: Please send your assignments to me from your *hawaii.edu* email account.

Assignment Learning Objective

The exponential growth and evolution of technology and its pervasiveness will continue to affect our lives and the society in which we live. This assignment is designed for you to explore current information technology but more specifically, how technology has changed society and how it has and/or can be incorporated into libraries.

Instructions

1. In two 1.5-inch spaced pages or less, describe how each topic (listed below) has affected you, libraries and the world around you.
2. Except for Assignment #1, you must use and cite **at least two information sources**. List all references used in your essay as endnotes, footnotes or parenthetical references, depending on the citation format you use. **Be prepared to discuss each topic in class the week the assignment is due.**
3. Turn in as a Microsoft Word email attachment by 11:59 PM on the due dates listed below. Type your last name and the topic's assignment number in the SUBJECT: line. For example, **Kellett #1**.
4. Keep all copies of your assignments as they will be incorporated into your final project.

Assignment #	Topic	Due Date
1.	Email, text and instant messaging's impact on you & society	28 August 2006
2.	Blogs, Plogs, Wikis and the social networking phenomenon personified by Myspace.com.....	11 September 2006
3.	The ubiquitousness of wireless technology	25 September 2006
4.	RFID technology and Biometrics	9 October 2006
5.	Really Simple Syndication (RSS), Podcasting and Mobile TV video on demand.....	23 October 2006
6.	The amazon.com and google.com effect on libraries	6 November 2006
7.	Internet security and the global war on terrorism.....	20 November 2006
8.	Digital copyright, Digital Rights Management (DRM) and its affect on libraries.....	4 December 2006

I encourage you to use the electronic resources available via Hamilton Library at <http://micro189.lib3.hawaii.edu/ezproxy/>. I encourage you to start with EBSCOHost, Academic Search Premier and LexisNexis Academic. These three databases provide full text access to

thousands of publications. I regularly peruse *Technology Review* published by Massachusetts Institute of Technology, available via Academic Search Premier.

You may also use other print and web sources of information such as print newspapers, email newsletters, web news sources such as pacific.bizjournals.com, news.google.com or cnn.com; television (to include cable), film and radio (such as National Public Radio).

Whatever source you end up using, you *must* cite each source used in its proper citation form (MLA, APA, Chicago, etc) For information on citation styles, go to *Online!: a reference guide to using internet sources* at <http://www.bedfordstmartins.com/online/index.html> and click on the *Citation Styles* link (<http://www.bedfordstmartins.com/online/citex.html>).

Questions to ask yourself while you are researching a topic:

1. Do I currently use this technology?
2. Is this technology widespread? If yes, where? Only in the US? Europe? Asia?
3. Who is using this technology? What are their ages, occupations?
4. Is this technology being used by private business? How?
5. How can this technology be useful in libraries?
6. How can this technology be used to benefit library users?
7. How can this technology be used by library staff?
8. Does this technology pose moral and/or ethical problems for libraries?
9. Does this technology improve or impede copyright issues?

These questions are given here to give you a start. Once you get immersed into the topic, you will come up with your own questions (and answers!).

Formatting & Emailing Instructions

All assignments must conform to the following format and be submitted *via email* as an attachment to me at caroly@hawaii.edu **no later than 11:59 PM on the assignment's due date.**

- all assignments written using Microsoft Word
- Maximum length: 2 pages (not counting your citations)
- Top, bottom, left and right margins: 1-inch
- Line spacing: 1.5 line spacing
- Your name and assignment due date in document's Header, aligned with right margin
- Font face and minimum font size: Times New Roman or Palatino Linotype (serif), 12-point
- name your file with *your last name* and the *assignment number*
- In your email subject line, include *your last name* and *assignment number*

Film Assignment: The Representation of Librarians, Libraries and Information Technology in Film

Assignment: Write a 1-2 page paper (500-1,000 words) on how information technology is represented in the film *Desk Set* (1957, 20th Century Fox, dir. Walter Lang).

Due Date: Monday, 30 October 2006 by 11:59 PM via email (as a Word attachment).

Two copies of *Desk Set* are available at Sinclair Library Wong Audiovisual Center on three-hour COURSE RESERVES. You must view it in Sinclair Wong Audiovisual Center.

Call Number: VIDEOTAPE 11215 and PC #2042 [DVD]

What is information technology and who gets to define it? The common perception of *what is information technology?* is highly influenced from the commercials and advertisements one sees, hears and reads. Today's technology has enabled modern society to disseminate information instantaneously through many different delivery formats. However, information technology can only be appreciated if it is evaluated within the scope of its importance by how much it is valued by society.

This assignment gives you an opportunity to step back and look at a 1950s Hollywood representation of librarians, libraries, and the coming impact of information technology.

Desk Set is a classic romantic comedy based on the play by William Marchant. Phoebe and Henry Ephron wrote the screenplay. Here are the notes from the DVD liner jacket:

Bunny Watson (Katharine Hepburn) heads up the research department at the Federal Broadcasting Company, a major TV network. And she does her job very well, thank you very much. Assigned by the network president to introduce computers into some of the department's functions, Richard Sumner (Spencer Tracy) arrives at Bunny's well-run division to observe daily activities. Unfortunately, however, Sumner is ordered to keep his mission secret. As a result, the whole staff believes they are being replaced. To make matters worse, there appears to be more than a little electricity between Bunny and Sumner, which upsets Bunny's boyfriend Mike (Gig Young).

Here are a few questions to think about while watching the film. This list is by no means comprehensive and you should not limit yourself to just these when writing your essay.

1. Is the main theme of the film, computers are here to help us, applicable today?
2. What conflicts arise due to the pending introduction of computers in the workplace?
3. Is the new computer accepted by the librarians? If not, why and by whom?
4. How does the computer affect the thoughts, actions and behavior of the characters?
5. How is the computer being used?
6. Who is using the computer?
7. Why is the computer being used?
8. What are today's societal implications of this technology?
9. What are the future implications of this technology?

Formatting & Emailing Instructions

Please conform to the following criteria:

- Use Microsoft Word
- Maximum length: 2 pages
- Top, bottom, left and right margins: 1-inch
- Line spacing: 1.5 line spacing
- Your name and assignment due date in document's Header, aligned with right margin
- Font face and minimum font size: Times New Roman or Palatino Linotype (serif), 12-point
- save your file naming it with *your last name* and the film's title: *Desk Set*
- In your email subject line, include *your last name* and the film's title: *Desk Set*

Remember: this assignment is due on Monday, 30 October 2006 by 11:59 PM via email as an attachment.

The Final Project: Information Technology Current Awareness Handbook

Assignment Learning Objective

To reinforce program and course learning objectives and to compile your weekly essays, in chronological order, into a single Microsoft Word document creating your own *information technology reference book*.

Turn in this assignment as an email attachment to caroly@hawaii.edu by **11:59 PM, Wednesday, 13 December 2006**.

The final project will be a Microsoft Word document formatted using the following *required* criteria:

- 1-inch margins
- Line spacing: 1.5
- 1/2-inch header/footer spacing from edge
- last name in document header, flush-right (View-Header and Footer)
- pagination in document lower right corner starting with your Introduction as Page 1 (Insert-Page Numbers...). NO pagination on Title/Cover Page
- each topic is a new section (Insert Break...)
- Each topic begins on an ODD-numbered page (File-Page Setup...)

Required Elements

- Title/Cover Page (may be created as a Separate document)
- Table of Contents
- Introduction
- Eight essays (to include cited sources)

DIRECTIONS

Cover Page: Your cover page must include 1) your Name, 2) LIS 694, Fall 2006, 3) the date the assignment is due, and 4) the following title: *Essays on Information Technology: A Review of its Impact on Society and Libraries*.

Introduction: Write a brief (1/4 to 1/2 page) introduction of the contents and why you found the assignment's learning objective useful.

Table of Contents: Each essay must have its own Table of Contents entry. You should have no less than eight TOC entries.

Start each essay on an ODD-numbered page. Why? Starting each essay on an odd-numbered page makes it easy to print double-sided and follows standard book printing methods to start a new chapter on a right-facing page.

HELPFUL HINTS

- Separate your cover page, introduction/preface, and table of contents into its own section [Insert – Break – Section break types – Next Page]. I strongly urge you start them on an *odd* page.
- If you have footnotes, you may want to convert them to endnotes or use a different citation style such as parenthetical references.