LIS 650 Management of Libraries & Information Centers - Dr. Andrew Wertheimer
Primary Student Learning Outcome: SLO6 Management (Core-eligible)
Prerequisites: None

Last ran: Spring 2021
Meeting days and location: Thursdays, 5:00-7:30pm; Online (Synchronous) due to COVID-19

Course objectives:

- Have an understanding of management theories, terms, and techniques, as well as their development with an emphasis on application in libraries, archives, and other information centers
- Appreciate the interrelationship between information and organizational processes, in particular, planning, decision-making, and evaluation within the context of applied organizational theory
- Become familiar with professional standard practices, techniques relating to personnel, budgeting, organizational communication and decision-making
- Gain experience and confidence in making professional written and oral presentations and other aspects of administration work
- Understand administrative perspectives governing library services, and how to communicate these to the public
- Be prepared for employment at the entry-level, but also equipped with a managerial philosophy and "management toolbox" for future advancement
- Be able to create a newsletter or publication for public relations and other purposes
- Using the aforementioned skills, and skills from other courses, you should be ready to become an active and engaged part of an organization and profession

Required texts:

- Barbara B. Moran & Claudia J Morner, *Library & Information Center Management*. 9th ed. (Greenwood Village, CO: Libraries Unlimited, 2017). Paperback ISBN 13: 9781440854477.

Required technology:

- Computer with a reliable internet-connection or mobile device with a high-speed connection, at least one up-to-date modern browser, and office productivity software

Teaching methods:

- Combination of lectures, guest lectures, student presentations and group discussions

Research methods:

- Action research, case study, critical incident analysis, ethnographic, interview, naturalistic inquiry, needs assessment, and usability studies

Major assignments:

- Laulima introduction, response to readings and case study
- Presentation on library/archive architecture
- Leadership/management applied - Service learning project

- Mock job interview and CV/cover letter peer critique

ePortfolio-eligible assignment: Leadership/management applied - Service learning project [Group project]