Z502: Collection Development and Management

Fall 2016: Tuesdays, 1:00-3:15pm, Wells Library E851
Instructor: Catherine Minter
Email: cjminter@indiana.edu
Office hours (in Wells Library E560): Tuesdays, 11:45am-12:45pm, or by appointment

Description

This course examines aspects of the selection and management of library collections, with a particular focus on academic and public libraries. It aims for a balance of theory and practice. Practical topics covered include: selection tools and acquisition methods; preservation and management of physical print collections; and collection evaluation and analysis. Topics of a more theoretical nature include: the history of library collections and collecting; selection theory; and future directions in collection development and management.

Objectives

Upon completion of this course, students will be able to:

- Recognize methods, problems, and challenges of collection development and management in academic and public libraries
- Develop constructive approaches to investigate and resolve problems of collection development and management in academic and public libraries
- Understand current issues in collection development and management in academic and public libraries

Core text

Peggy Johnson. Fundamentals of Collection Development and Management. 3rd ed. Chicago: ALA Editions, 2014. (Currently available only in print; copy on reserve; scans of required readings will be provided.)

Schedule

1. August 23: Course introduction; introduction to collection development/management responsibilities in libraries
2. August 30: Historical perspectives on collections and collecting
• Read:
  o Johnson 2014, 3-15.

3. September 6: Library materials budgets
   • Read:
     o Johnson 2014, 112-27.

4. September 13: Collection development policies
   • Read:
     o Johnson 2014, 98-112.

5. September 20: Sources of materials
   • Read:
     o Johnson 2014, 162-75.
   • Guests: Melissa Bruecks and Pam Wasmer, Monroe County Public Library (confirmed)

6. September 27: Lab – Assignment 1 (Selection)
   • Assignment 1 due October 11

7. October 4: Selection theory
   • Read:
8. October 11: Class outing: Ruth Lilly Auxiliary Library Facility, 851 North Range Road
   • More details to follow.

9. October 18: Practical issues in collection management
   • Read:
     o Johnson 2014, 193-212.
   • Skim:
   • Guests: Melissa Bruecks and Pam Wasmer, Monroe County Public Library (confirmed)

10. October 25: Preservation, print and digital
    • Read:
    • Guests: Elise Calvi, E. Lingle Craig Preservation Laboratory, and Heidi Dowding, Indiana University Libraries (confirmed)

11. November 1: The future of print
    • Read:

12. November 8: Collection analysis
    • Read:
      o Johnson 2014, 297-305; 314-27.
• Guest: Andrew Asher, Assessment Librarian, IU Bloomington Libraries

13. November 15: Future directions in collection development
• Read:
• Skim:

14. November 29: Lab – Assignment 2
• **Assignment 2 due December 13**

15. December 6: Wrap-up

16. December 13: No class

Assignments

1. **Assignment 1: Selection (30%; due October 11)**
   • This assignment is intended to give you practical experience of selecting materials for a library.
   • You will be given a list of titles from which you should make selections for a notional library; the type and size of library chosen for the purposes of this assignment will be agreed on in advance with the instructor, and will reflect individual preferences and interests as far as possible. Title lists will be disseminated at the lab session on selection on September 27.
   • For each title in your list, you should explain why you have or have not selected it for your library.
   • The lab session on selection (September 27) is intended to provide you with practical guidance as you undertake this assignment.

2. **Assignment 2: Essay (30%; due December 13)**
   “How do you view the future of collection development and management in academic/public libraries? What issues and challenges exist in this area? Try to identify opportunities for collection development and management in academic/public libraries going forwards.”
   • 7-10 pages is a suitable length for this essay, but you will not be penalized for writing more.
   • A lab session on this assignment is planned for November 29.

3. **Participation (40%)**
   • Please let me know if you will be absent from class.
• Readings listed in the syllabus provide the basis for class discussion. It is therefore important to read the assigned materials carefully and thoughtfully. All students should be prepared to participate in discussion and any in-class activities.

Grading

The following definitions of letter grades have been defined by student and faculty members of the Curriculum Steering Committee, and have been approved by the faculty as an aid in evaluation of academic performance and to assist students by giving them an understanding of the grading standards of the School of Library and Information Science:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>A (95-100%)</td>
<td>4.0</td>
<td>Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.</td>
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<tr>
<td>A- (90-94.5%)</td>
<td>3.7</td>
<td>Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.</td>
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<tr>
<td>B+ (87-89.5%)</td>
<td>3.3</td>
<td>Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.</td>
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<tr>
<td>B (84-86.5%)</td>
<td>3.0</td>
<td>Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and is at an acceptable level.</td>
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<td>B- (80-83.5%)</td>
<td>2.7</td>
<td>Marginal work. Student performance demonstrates incomplete understanding of course materials.</td>
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<td>C+ (77-79.5%)</td>
<td>2.3</td>
<td>Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.</td>
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<td>C (73-76.5%)</td>
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<tr>
<td>C- (70-72.5%)</td>
<td>1.7</td>
<td>Unacceptable work. Course work performed at this level will not count toward the MLS or MIS degree. For the course to count towards the degree, the student must repeat the course with a passing grade.</td>
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<td>D+ (67-69.5%)</td>
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<td>D (63-66.5%)</td>
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<td>D- (60-62.5%)</td>
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<td>F</td>
<td>0</td>
<td>Failing. Student may continue in program only with permission of the Dean.</td>
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Academic integrity

Students are required to adhere to the Indiana University Code of Student Rights, Responsibilities, and Conduct: [http://www.indiana.edu/~code/](http://www.indiana.edu/~code/)

Students found to be engaging in plagiarism or other types of academic dishonesty will be reported to the Dean’s Office for appropriate action.