LIB K201 Digital Resources -- Fall 2017

Instructor: Dr. Marie C. Shaw

Schedule: Each week begins on Sunday morning 12:00 a.m. when new course content becomes available in Blackboard. The week ends on Saturday night at 11:59 p.m. when the assignments of the week are due.

Office hours - Contact me at MShaw@trcc.commnet.edu or call or text at 860-449-4411. Texting is the best way to get me quickly.

- I offer opportunities to meet for group help and support with assignments during the semester.
- Please include *Digital Resources* in the subject line of your email you send me about this class.
- I will respond as soon as possible, usually within 24 hours. Texting will get my attention more quickly than email.

Required Text:

Library Technology and Digital Resources: An Introduction for Support Staff by Marie Keen Shaw, 2016, Rowman & Littlefield   ISBN: 978-1-4422-5643-9

Additional Readings and Resources will be posted on Blackboard during the Semester.

Blackboard LEARN: All assignments (in class and outside of class) will be posted each week in a folder on Blackboard. Folders are clearly labeled by week, date, and content. Within each folder there are three folders: Lecture, Class resources, and Assignments. Please read and view all materials in the lecture folder as this is where you receive my content instruction for the week.

Supplemental readings and instructional resources such as websites, videos and journal articles are posted in the Class resources folder.

Assignments each week are found in the Assignment folder. Follow instructions carefully, and contact me if you have any questions. For most assignments an assessment rubric is provided. Assignments are to be uploaded to me in Blackboard (see instructional video below).

<p style="color:red; text-align:center">Because this is an online class, if you have trouble with Blackboard, seek college or instructor help ASAP (860-215-9049)!</p>

Course Description:

Students will learn how a wide variety of digital resources that enhance library services. Students will gain experience and practice in the selection, management, creation and assessment of digital collections, including online subscriptions, e-books, related technologies, and web services. Students will also discuss, analyze, and reflect on the issues of digitizing that compete with traditional practices, services and budgets.   In this course students will gain knowledge and practice of how to find and use resources from exemplary digital libraries and unique collections acquired or created commercially and non-commercially. Students will also learn about current and future technology and media trends that influence or impact library services. LIB*K201 meets the ALA-LSSC technology accreditation standards.

Student Learning Outcomes (from ALA- LSSCP)

At the end of this course students will be able to:
- ✓ Develop a proposal and write a basic grant to digitize a collection of materials that would expand its value to information seekers.
- ✓ Create a digital collection that contains text, photographs, sound, and media using familiar technologies.
- ✓ Locate, use, and evaluate a wide variety of digital collections in order to enhance their knowledge of a wider scope of information provided via the web.

Upon successful completion of this course you will know:
1. General trends and developments of appropriate technology in all library functions and services, whether offered in the library or through remote access.

2. Technology's role in creating, retrieving, and delivering library resources, function, and services.

3. The role and responsibility of libraries for introducing relevant applications of technology to the public, including assistive technology.

4. Basic computer operations needed to access library applications software and productivity tools.

5. Basic networking technologies and protocols.

6. Basic data security principles and best practices to ensure the integrity of data and the confidentiality of user activities.

7. Concepts and issues concerning the appropriate use of technology by different user groups.

Upon successful completion of this course you will be able to:

1. Adapt to changes in technology.

2. Transfer information gained from training into the work place.

3. Access library services from remote locations.

4. Use information discovery tools including the library's catalog, core library databases, and internet search engines.

5. Perform basic troubleshooting of technical problems, and resolve or appropriately refer those problems.

6. Access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology.

Course Work and Assignments:

Instruction for this course comes from online lectures in various formats such as video, handouts, readings, and PowerPoints. Students are required to view and or read all lecture materials as well as complete all readings, field-observations, written assignments, exercises, and presentations for each week. Students will be expected to complete each assignment and project as well as participate in discussions and online group exercises.

Blackboard is our classroom for this online course. Information will be presented in a variety of formats, including but not limited to PowerPoint, Microsoft Word, YouTube video, PDF documents and web pages. It is the expectation of the professor that students will to devote a minimum of **three to five hours each week to learn through the lecture and assignments and will turn in their work in a timely manner.**

Assignments Uploaded to Blackboard

Students will find assignments in the weekly Assignments folder. Assignments are linked to the Grade Folder and once graded, the assessment will visible to you in Blackboard. Open my assignment and save it to your computer. After completing an assignment, submit it (browse and upload) to the Assignment folder. We will pilot the process during the first week with the Honor Pledge so that all students are comfortable turning in their assignments online. View these instructions from BlackBoard.
https://www.youtube.com/watch?v=7ZuZW9-KAjY&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU&index=2

Course Policies:

Participation and Attendance:

This online course requires students participate each week and keep current with their work. New learning occurs when students are engaged and involved on a regular basis.   Blackboard provides the instructor the means to monitor a student's use of the class files and participation. *Ten percent* of a student's grade will be based upon participation and attendance.

If you find you must miss a week of class, please contact the professor immediately so that plans can be made to help you get back on the schedule.

Readings:

It is important to keep current with new technology as well as be able to use familiar technologies in new ways. Students will be required to read articles about technology, trends, and news uses over the course of the semester to help them expand their thinking about how digital resources are essential to library service.

In addition to the weekly chapter readings from the text, there will be journal articles that will help us understand the changes that are occurring in library technology. These articles will be posted on Blackboard. An article template will be provided to help you guide your reading. Students will be expected to join informal discussions about their readings. These readings will be assessed as part of their class participation/discussion.

Practical Experiences:

Assignments are meant to give students hands-on experiences that will add to their learning. For example, students will be asked evaluate a variety of EBook formats and learn how to acquire EBooks both from free sites and from subscription vendors. Homework assignments are posted in the Assignment folder in Blackboard, and students are encouraged to relate their own library or work experiences and reflective in their learning.

Citing Sources:

Students will be expected view and use many sources this semester. It is to your benefit to keep a bibliography. If you do so, you will have a valuable file of resources at the end of class. I recommend you establish an online citation account with Noodletools, Bibme or Easy Bib (or another resource) if you do not already have one. Use MLA style when citing sources for class assignments.

Noodletools: **http://www.noodletools.com** *(small annual subscription fee)*

Bibme	**http://www.bibme.org/**
Easy Bib	**http://www.easybib.com/**

Dates and Penalties:

The professor may track your participation in class (online tracking feature in Blackboard). If you do not participate, you will incur a penalty. Please adhere to the class schedule.

College Withdrawal Policy:

Students may withdraw, in writing at the Registrar's Office, for any reason until the end of the 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor or advisor.

Computer Use: Written projects and assignments must be completed using a Microsoft Word or other word processing program that can be read in WORD. If you do not use WORD, I recommend you save your homework files in **rich text format (RTF).**

Internet access and an email address are required components of the class.

Grading System & Policies: All assignments must be completed to receive full credit. Permission to turn in an assignment late or to take a make-up exam must be obtained from the professor. Each assignment is graded on a scale with 100 points.

Participation and Attendance	10%
Weekly Assignments	80%
Final Project (Exam)	10%
Total for final grade	**100%**

Grading Scale:

Grades	Equivalent	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0

| D- | 60-62 | 0.7 |
| F | | 0 |

Students needing assistance in writing, mathematics, language arts or general tutoring are encouraged to use the Tutoring and Academic Success Centers (TASC) offered at the college.

Disabilities Statement:

If you have a hidden or visible disability, which may require classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please be sure to notify the Disabled Student Counselor.

Digication: All students are required to maintain a learning portfolio in Digication that uses the (Three Rivers) College Template. We will review this requirement in Week 3. Information can be found about digication at:
http://www.trcc.commnet.edu/div_it/educationaltechnology/Digication.shtml

Learning Accommodations

If you have a hidden or visible disability, which may require classroom or test-taking modifications, please contact me as soon as possible. If you have not already done so, please be sure to notify the Disabled Student Counselor.

Students needing assistance in writing, language arts or general tutoring are encouraged to use the Tutoring and Academic Success Centers (TASC) offered at the college.

If you have an individual learning accommodation or a personal concern related to your learning, it is important you share it with me during the first week of class. Thank you!

Instruction and Lecture:

The instructor uses a variety of formats to convey new information. A primary means of instruction is WebEx whereby video lectures are created and recorded. The student will see both the content of PowerPoint or websites from the computer screen. At the same time there is a window with the instructor talking to the class.

PowerPoints are also developed for student learning each week with hyperlinks to websites and databases. In addition there may be YouTube and other media links, documents, and images. All instructional resources are found in the Lecture and Class Resources folders.

Students interact with the instructor and with each other:

In this online class students interact with the instructor asynchronously both by viewing and reading instruction in the form of WebEx recordings (with a shared screen), PowerPoint presentations, documents, articles, and other postings. Students participate with instructor through the discussion board (open forum). Students also are encouraged

to text, call, or email instructor with any questions or comments any time during the week about the lecture material, readings, or assignments.

The instructor will set up a discussion board whereby students can interact with each other. ***Students are encouraged to contact instructor directly and quickly with content or assignment questions by text, phone, or email. (Text will always work faster!)***

If students are within driving distance and wish to meet with instructor, meetings can be arranged either on campus or a mutually agreeable location, such as a public library or café.

Assessment:

A rubric is provided with each weekly activity that specifies the criteria of the assignment and the percentage values on a developing scale. The rubrics are found in BlackBoard linked to the assignments.

Honor Code:

During Week 1 students are expected to read and sign the Honor Code for this class that they will do their own work.

Class Schedule and Topics

> **Week 1 - August 29: Introduction to Digital Resources.**
> **NOTE: Our first week will extend until September 9 due to the Labor Day holiday.**
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> **LSSC competency:** LSS know the general trends and developments in technology applications for library functions and services (LSSC #1)
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> **Topics:** Key Terms, What are digital resources?; Analog vs. digital; Digital Library Federation
>
> **Readings:** *
> Textbook Chapter 1-- Introduction
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> Smith, Diane. (2014) The reality is…everyone is selling something. Reference and User
>   Services Quarterly. (53, 4). Retrieved from Academic Search Premier database.
>
> What is the difference between analog and digital technology? (n.d.). Retrieved from PC Net
>   website: http://pcnet/helpcenter/answers/difference_between_analog_and_digital

*Readings: In addition to the weekly chapter, there may also be other readings such as journal articles that will be found in the Class Resources folder. Specific instructions about each week's readings will be provided by the instructor in the Lecture folder.

Week 2 - September 10: Digital and Visual Literacies

LSSC competency: LSS know the role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public. (LSSC #2)

Topics: Key Terms, Digital Literacy, Paper v. Screen, Reading, Writing, LSS Support Digital Literacies, Visual Literacy, Computer Graphics, Improve Digital and Visual Literacy Skills

Reading:

Textbook Chapter 2 – Digital and Visual Literacies

Clark, Larra, Visser, Marijke, "Digital Literacy Takes Center Stage", ALA Office for Research and Statistics, Transforming Public Library Technology Infrastructure, August/September 2011, www.alatechsource.org

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Week 3 - September 17: Primary Sources and Digital Collections / Grant Writing

LSSC competencies:

LSS know the role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public.(LSSC #2)

LSS demonstrate flexibility in adapting to new technology. (LSSC #5)

Topics: Key Terms; What Are Primary Sources? ; Primary Sources and Our Heritage; Examples of Primary Sources; Locating Primary Sources; Digitizing Primary Sources; Libraries and Historical Societies Work Together to Preserve State and Local History; Local Collection Development -- Impact and Planning; Local Library Digital Resources; Grant Writing

Reading: Textbook Chapter 3: Primary Sources and Digital Collections

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Week 4 --September 24: National and Global Collections

LSSC competency: LSS know role of technology in creating, identifying, retrieving, and accessing information resources and demonstrate facility with appropriate information discovery tools. (LSSC #7)

Topics Key Terms; Digital Library Federation, Digital Public Library, Metadata, World Digital Library, Library of Congress, National Archives and Records Administration

Readings: Textbook Chapter 4.

Week 5 – October 1: **State and Local Digital Collections, Grant Writing**

LSSC Competency: LSS know role of technology in creating, identifying, retrieving, and accessing information resources and demonstrate facility with appropriate information discovery tools. (LSSC #7)

Topics: State digital libraries, local digital collections, preservation, archival supplies, Institute of Museum and Library Services, National Endowment for the Humanities; local digital collections, preservation, archival supplies, local grants for digital projects

Readings: Textbook Chapter 5; Grant Writing by Sheryle Abshere

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Week 6 -- October 8: Subscription Databases: Planning, Evaluation, and Acquisition

LSSC Competency: LSS know the role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public. (LSSC #2)

Topics: Planning process—collection analysis, needs assessment; Evaluation process—reputation, searching, trials, usage statistics, database reviews; Acquisitions process—free databases, funding and grants, pricing, E-rate, contracts, license agreements, access, IT support; LSS training

Readings: Textbook Chapter 6

Week 7 -- October 15: Subscription Databases- Providers and Products

LSSC Competency: LSS know role of technology in creating, identifying, retrieving, and accessing information resources and demonstrate facility with appropriate information discovery tools. (LSSC #7)

Topics: Database providers, sales, technical support; subscription products, federated searches, product reviews, magazines and journals, academic journals, peer review, multimedia

Readings: Textbook Chapter 7

Week 8 -- October 22: E-books

LSSC Competency: Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services. (LSSC #1)

Topics: Background, benefits, E-readers, Kindle, Apple, file extensions, EBook providers, free e-books, subscription vendors and publishers, pricing, circulation of, future, LSS support and training

Readings: Textbook Chapter 8

Week 9 –October 29: -- E-books

Topics: Create an ebook

Readings: other readings provided by professor

Week 10 – November 5: Appropriate Use and Integrity of Data

LSSC Competency: LSS know basic principles and best practices to ensure the integrity of data and the confidentiality of user activities. (LSSC #3)

LSSC Competency: LSS know concepts and issues concerning the appropriate use of technology by different user groups. (LSSC #4)

Topics: Acceptable Use Policies, filters, regulations, rules, procedures, guidelines, digital copyright, Digital Millennium Copyright Act, Million Book Project, fair use, copying and archiving by libraries, First Sale Doctrine; Confidentiality, integrity and security of data, cloud computing

Readings: Textbook Chapter 10 pages 154-159; 161-167

Week 11 –November 12: The Internet, Directories, LibGuides

LSSC Competency: LSS know role of technology in creating, identifying, retrieving, and accessing information resources and demonstrate facility with appropriate information discovery tools. (LSSC #7)

Topics: Directories, LibGuides, professional organizations, local directories, Yahoo! Directories, search engines, basic steps, advanced shortcuts, Boolean operators, Google shortcuts, higher level sites, international search engines, country codes

Readings: Textbook Chapter 9

Introduce Final Project (Exam) due last day of class

THANKSGIVING WEEK -- Next class opens November 26th

Week 12 –November 26: Hardware, Software, and Network Infrastructure

LSSC Competencies:

LSS are able to assist and train users to operate public equipment, connect to the internet, use library software applications, and access library services from remote locations. (LSSC #6)

LSS perform basic troubleshooting of technical problems and resolve or refer those problems as appropriate. (LSSC #8)

LSS access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology. (LSSC #9)

Topics: Hardware, lease vs. purchase, evaluation, troubleshooting, applications software, operating systems, browsers, releases and updates, the cloud, assistive technologies, network infrastructure, ISP, firewall and filters, broadband, wireless, training and learning

Readings: Textbook Chapter 11

Week 13--December 3: Makerspaces--Current and Future Trends

LSSC Competencies:

Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services. (LSSC #1)

LSS demonstrate flexibility in adapting to new technology. (LSSC #5)

Topics: Makerspaces, mobile access to information, underserved populations, privacy concerns, QR generator, electronic publishing, digital storytelling, automation, drones, robotics, social media, LSS and future work

Readings: Textbook Chapter 12

Week 14—December 10: Current and Future Trends
LSSC Competencies:

Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services. (LSSC #1)

LSS demonstrate flexibility in adapting to new technology. (LSSC #5)

Topics: Mobile access to information, underserved populations, privacy concerns, QR generator, electronic publishing, digital storytelling, automation, drones, robotics, social media, LSS and future work

Readings: Textbook Chapter 12

Week 15—December 17: Final Project Exam Due