

LIB K123
Introduction to Library Technical Service
Online Course
Spring 2018

Instructor: Hali R. Keeler

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 hkeeler@threeivers.edu or call or text at 860-235-7421. Please include **Introduction to Library Technical Service** in the subject line of your email about this class. I will respond as soon as possible, usually within 24 hours.

Blackboard LEARN:

All assignments 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).

Required Texts: Keeler, Hali. Working with Collections: An Introduction for Support Staff. Rowman & Littlefield, 2016.

Secondary Sources: Articles as assigned

Course description:

COURSE OBJECTIVES

This course is designed to give students an understanding of the use of bibliographic tools, the skills to use them properly, and a basic knowledge of workflow in a technical processing department

COURSE GOALS

Upon completion of the course, students should be able to:

- *Identify purpose and functions of the technical services department*
- *Comprehend the concept of collection development*
- *Understand the procedures of collection management*
- *Comprehend the use of technology tools and services*
- *Be familiar with the process of cataloging and classification*
- *Understand the concepts of collection care and related functions*

Course Work and Assignments:

Instruction for this course comes from online lectures in various formats such as video, printouts, 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 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 be 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.** View these instructions from BlackBoard:

https://www.youtube.com/watch?annotation_id=annotation_913066741&feature=iv&src_vid=7ZuZW9-KAjY&v=oI3X0XW-xkI

Course Policies:

Participation and Attendance:

This online course requires that 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 trends. Students will be required to read articles relevant to the course work to help them expand their thinking about how library services work.

In addition to the weekly chapter readings from the text, there will be journal articles that will help us understand changes in library service. 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. Homework assignments are posted in the Assignment folder in Blackboard, and students are encouraged to relate their own library or work experiences in their learning.

Other Course Requirements:

Homework will consist of readings each week that enhances students' understanding of the role of the paraprofessional in library technical service. Additional assignments may include answering textbook questions. During this semester you will be required to read 4 articles relating to the topics covered in this course, and write a summary/evaluation according to the template. Homework assignments and activities reinforce class work and provide an opportunity for students to enhance their knowledge of the topic and provide opportunities to explore topics of further interest.

Citing Sources:

Students will be expected to 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>

Bibme <http://www.bibme.org/>

Easy Bib <http://www.easybib.com/>

Dates and Penalties:

All work is due at the next class meeting unless otherwise specified. Work handed in late may impact the student's grade.

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)**. *These are the only formats I accept.*

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.
http://www.trcc.commnet.edu/div_academics/tasc/tasc.shtml

Digication:

All students are required to maintain a learning portfolio in Digication that uses the (Three Rivers) College Template.
http://www.trcc.commnet.edu/div_it/educationalechnology/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 Counseling and Development Center, 860 215-9017, Room A-113.

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 Assignment folders.

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.

Methods:

Online instruction is provided in WebEx recorded (split screen) video lectures; PowerPoint presentations, documents, YouTube or other film tutorials, audio files, observations in library settings, case study, and other journal articles or readings.

Syllabus

Part I: Collections

Week 1 1/17/2018	Library Collections Today Technical services overview Collection development overview Community and Needs Assessments
Week 2: 1/28/2018	Collection Development Collection analysis Policies Library funding
Week 3: 2/4/2018	Selection Selection philosophies and criteria Evaluative sources Verification of materials
Week 4: 2/11/2018	Acquisitions The publishing industry Vendors Acquisitions
Week5: 2/18/2018	Collection Management Collection promotion Shelving and stack maintenance Digital collection management
Week 6: 2/25/2018	Inventory and Deselection Inventory of print collection Deselection CREW method
Week 7: 3/4/2018	Section review/project

3/11/2018 *Spring Break- no class*

Part II: Tools and Technology

Week 8: Technology tools and services
3/18/2018

Integrated library systems
Databases and networks
Discovery systems

Week 9: Collections Statistics and Use
3/25/2018

Collection statistics and reports
Item reports and others
Use of data

Week 10: Cataloging Overview
4/1/2018

Elements of a bibliographic record
Descriptive and subject cataloging
Classification
RDA

Week 11: Section Review/project
4/8/2018

Part III: Collection Care

Week 12: Material Preparation
4/15/2018

Ownership and tracking
Physical processing

Week 13: Preservation and security
4/22/2018

The library environment
Print and non-print materials
Digitization
Security

Week 14:
4/29/2018 Basic material repair

- Principles of repair
- Book and non-book materials
- Binderries

Week 15:
5/6/2018 Section review/Project