

Digital Resources
Library Technology LIB K-201 Online
Fall 2019

Instructor: Dr. Marie C. Shaw, Ed D

Office hours: by appointment (face-to-face or online).

You are encouraged to send me texts or to phone me at my cell – 860-449-4411 throughout the semester when you have questions about the course, assignments, or other related queries.

If sending an email, please include *Digital Resources* in the subject line. I will respond as soon as possible, usually within 24 hours.

Blackboard: All course materials including lectures in the form of video, PowerPoints, instructor notes, etc. will be posted for students.
All assignments will be posted each week in a folder on Blackboard.

Required Texts:

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

Secondary Sources: Handouts and other readings will be provided by the instructors.

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- LSSC)

Upon successful completion of this course you will know:	<p style="text-align: center;"><i>ALA-LSSC Technology Competencies:</i></p> <ol style="list-style-type: none">1. Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services.
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	<ol style="list-style-type: none"> 2. LSS know the role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public. 3. LSS know basic principles and best practices to ensure the integrity of data and the confidentiality of user activities. 4. LSS know concepts and issues concerning the appropriate use of technology by different user groups. 5. LSS demonstrate flexibility in adapting to new technology. 6. 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. 7. LSS know role of technology in creating, identifying, retrieving, and accessing information resources and demonstrate facility with appropriate information discovery tools. 8. LSS perform basic troubleshooting of technical problems and resolve or refer those problems as appropriate. 9. LSS access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology.
<p>At the end of this course students will be able to:</p>	<ul style="list-style-type: none"> ▪ 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. ▪ Adapt to changes in technology. ▪ Transfer information gained from training into the work place. ▪ Access library services from remote locations. ▪ Use information discovery tools including the library’s catalog, core library databases, and internet search engines. ▪ Perform basic troubleshooting of technical problems, and resolve or appropriately refer those problems. ▪ Access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology.

Course Work and Assignments: This course will be a combination of lectures, readings, field-observation, written assignments, exercises, and presentations. Students will be expected to complete each assignment and project as well as participate in discussions and group exercises.

We will use Blackboard extensively in this online course. Information will be presented in a variety of formats, including but not limited to video, PowerPoint, audio files, Microsoft Word, YouTube video, PDF documents and web pages. Students are expected to devote at least three hours each week for readings and view lectures. Reserve five to six hours to complete assignments.

Description of how 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.

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

Attendance: In order to successfully complete the requirements of this course, students are expected to access class online many times each week and to participate in all learning activities. *The professors are able to and may track via Blackboard a student's online participation.*

Other Course Requirements: There will be homework in this class that enhances students' understanding of the areas of study. For example, students may be asked to visit libraries to make observations, interview librarians, and use resources. Rubrics are often posted with assignments.

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 word processed. *If you do not have WORD, be sure to save and send your work in .PDF.* Internet access and an email are required.

Grading System & Policies: All assignments must be completed on time to receive full credit. Permission to turn in an assignment late or to take a make-up exam must be obtained from the professor. Cheating or plagiarism is grounds for a failing grade. Each assignment is graded on a scale with 100 points as the maximum possible grade (100%). The final grade will be determined by completion of all of the assignments and work assigned by the professor over the semester:

Weekly Assignments	80 points
Midterm Project	10 points
Final Project	10 points

Total: (100%)	100 points
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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

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 instructor and/or the Disabled Student Counselor at Three Rivers Community College.

Class Format:

Each class will have several instructional elements that may include:

1. Video lecture by professor
2. PowerPoint lecture by professor
3. Analysis of readings (text and journal articles)
4. Group learning activities (using Blackboard resources)
5. Discussions via posts, emails, etc.
6. Research, case study, etc.
7. Surveys, Data gathering
8. Multimedia
9. Shared wikis, blogs, etc.
10. Reflective journals or other writing

Weekly Schedule:

<p>Week 1, August 27 – September 7: (10 days – Labor Day- college closed)</p> <p><i>Weekly Topics:</i> Digital Technology Digital and Visual Literacies</p>
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Readings and LSSC competencies for this week:

Textbook Chapter 1—Introduction to Digital Resources

- LSS know the general trends and developments in technology applications for library functions and services (ALA-LSSC Technology 1)

Textbook Chapter 2 – Digital and Visual Literacies

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

See course folders for lectures, resources, and assignments for this week.

Week 2, September 8 – September 14

Weekly Topics:

Primary Sources and Digital Collections

Funding sources for digital collections

Introduction to Grant Writing

Readings and LSSC competencies for this week:

Textbook Chapter 3: Primary Sources and Digital Collections

- LSS know the role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public.(ALA-LSSC Technology 2)
- LSS demonstrate flexibility in adapting new technology. (ALA-LSSC Technology 5)

See course folders for lectures, resources, and assignments for this week.

Week 3, September 15 – September 21

Weekly topics:

U.S. Digital Libraries

International Digital Libraries

Readings and LSSC competencies for this week:

Textbook Chapter 4: National and Global Collections

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

See course folders for lectures, resources, and assignments for this week.

Week 4, September 22 – September 28

Weekly topics:

State Digital Libraries

Local Digital Libraries

Readings and LSSC competencies for this week:

Textbook Chapter 5 State and Local Collections

Grant Writing by Sheryle Abshere

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

See course folders for lectures, resources, and assignments for this week.

Week 5, September 29 – October 5

Weekly topics:

Subscription Databases

Readings and LSSC competencies for this week:

Textbook Chapter 6: Subscription Databases: Planning, Evaluation, and Acquisition

Textbook Chapter 7: Subscription Databases: Providers and Products

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

See course folders for lectures, resources, and assignments for this week.

Week 6, October 6 – October 12

Weekly topics:

LibGuides

Basic Library Web Design/Development

Online resource development

Readings and LSSC competencies for this week: (NOT FOUND IN TEXTBOOK)

Readings are posted in this week's Lecture folder.

- LSS demonstrate flexibility in adapting to new technology (ALA-LSSC Technology 2)
- Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services. (ALA-LSSC Technology 1)

See course folders for lectures, resources, and assignments for this week.

Week 7, October 13 – October 19 – Midterm Project

Weekly topics:

E-books

Readings and LSSC competencies for this week:

Textbook Chapter 8: E-books

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

See course folders for lectures, resources, and assignments for this week.

Week 8, October 20 – October 26 – Midterm project due

Weekly topics:

E-books

Digital media resources: images video, audio

Readings and LSSC competencies for this week:

Readings are posted in this week's Lecture folder.

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

- 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. (ALA-LSSC Technology 6)

See course folders for lectures, resources, and assignments for this week.

Week 9, October 27 – November 2 – Searching the Web

Weekly topics:

Internet – Past and Future
Semantic Web
Metadata
Directories

Readings and LSSC competencies for this week:

Textbook Chapter 9: The Internet, Directories, and Search Engines

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

See course folders for lectures, resources, and assignments for this week.

Week 10, November 3 – November 9 -- Appropriate Use and Integrity of Data, Digital Copyright

Weekly topics:

Acceptable use
Digital copyright
Security of data
Best practices

Readings and LSSC competencies for this week:

Textbook Chapter 10- Appropriate Use , Policies, Confidentiality, Data Security, Digital Copyright

- LSS know basic principles and best practices to ensure the integrity of data and the confidentiality of user activities. (ALA-LSSC Technology 3)

- LSS know concepts and issues concerning the appropriate use of technology by different user groups. (ALA-LSSC Technology 4)

See course folders for lectures, resources, and assignments for this week.

Week 11, November 10 – November 16 -- Hardware, Software, and Network Infrastructure

Weekly topics:

Equipment
Networks
Software

Readings and LSSC competencies for this week:

Textbook Chapter 11: Hardware, Software, and Network Infrastructure

- 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. (ALA-LSSC Technology 6)
- LSS perform basic troubleshooting of technical problems and resolve or refer those problems as appropriate. (ALA-LSSC Technology 8)
- LSS access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology. (ALA-LSSC Technology 9)

See course folders for lectures, resources, and assignments for this week.

Week 12, November 17 – November 21 – Open Source Software, Assistive Technologies

Weekly topics:

Open source software
Assistive software

Readings and LSSC competencies for this week:

Readings are posted in this week's Lecture folder.

- 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. (ALA-LSSC Technology 6)

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

See course folders for lectures, resources, and assignments for this week.

Week 13, November 22 – November 28 (Thanksgiving Recess – November 28 – December 1) – STEM / Makerspaces

Weekly topics:

STEM or STEAM

Makerspaces

Readings and LSSC competencies for this week:

Readings are posted in this week's Lecture folder.

- Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services. (ALA- LSSC Technology 1)
- LSS demonstrate flexibility adapting to new technology. (ALA-LSSC Technology 5)

See course folders for lectures, resources, and assignments for this week.

Week 14, December 1 – December 7 – Current and Future Trends

Weekly topics:

New applications of technology in libraries

Technology-enabled learning

Technology collaboration

Readings and LSSC competencies for this week:

Textbook Chapter 12

- Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services. (ALA- LSSC Technology 1)
- LSS demonstrate flexibility adapting to new technology. (ALA-LSSC Technology 5)

See course folders for lectures, resources, and assignments for this week.

Week 15, December 8 – December 14 Final Project

See course folder.

Final grades due to Registrar Tuesday, December 17, 2019.