

LIS 645: Computer-Related Technologies in Library Management

Course Description:

Study of essential computer operations including configuration and setup, and installation and maintenance of peripherals and software in a library/information agency environment.

Faculty:

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Course Philosophy:

Libraries, information centers, and schools increasingly use technologies to find, retrieve, and provide information for their users. While the technology is increasingly being used it is also in a constant state of change. It is important to know how the technology works and how to keep current with the changing technologies. Also it is important to know how to determine a library's technology needs, to be able to express those needs, and get exactly what it is that the library needs. In this class you learn by doing. You will research topics and present your findings to the class. You will write a plan for a proposal. Along the way you will learn the fundamentals of computer-related technology for the management of libraries and other information centers.

Objectives:

- Identify the functions of the various elements of a library computer system.
- Describe the operations and limitation of computer in library contexts.
- Demonstrate an understanding of the various ways in which people communicate with computers.
- Understand the administrative and technical problems/alternatives in the application of computers to library operations.
- Utilize appropriate selection criteria for automating particular library operations (including equipment and software).
- Demonstrate a knowledge of the research literature related to library use of computer technology and the ways in which people use information.

Grading Criteria:

45% **Request for Proposal** (can be done with a partner).

25% **Presentation** on one of the predefined course topics (with a partner).

15% **Annotated Bibliography** on your presentation topic (with a partner).

15% **Class Participation** (attend class, participate and provide feedback to others)

Scoring:

Semester Grade Ranges

A= 90-100% B= 80-89.9% C= 70-79.9% F= 0-69.9%

Late assignments

I ask that you make every effort to turn in all the assignments on time. This is especially important for the presentation as we are on a strict schedule. In the event that you need to turn in an assignment late, your score will be reduced by 2% for all late Requests for Proposals and Annotated Bibliographies. Your score will be reduced by 10% for a late presentation.

Textbook:

Burke, J. (2001). *Library Technology Companion: A basic guide for library staff*. Neal-Schuman: New York. ISBN: 1-55570-398-4

University Policies

Please review the graduate catalog for all rules and regulations. These will be followed, including the rules on incomplete grades. Also review the UNCG Academic Integrity Policy (<http://saf.dept.uncg.edu/studiscp/Honor.html>) this policy will also be followed.

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required. Students with disabilities must verify their eligibility through the office or Disability Services, 157 Elliot University Center 334.5440.

Course Schedule and Outline

Week	Date	Topic	Chapter
1	8/19	Introduction and Welcome	1
2	8/26	Researching Technology and Presenting Results	2
3	9/2	Holiday—No Class	
4	9/9	Computer Workstations	3
5	9/16	Intro to Technology Plans	15
6	9/23	Request for Proposals	
7	9/30	Library Automation Systems (group 1)	4
8	10/7	Networks & Communication Technology/ the Internet (group 2)	5 & 6
9	10/14	Fall Break—No Class	
10	10/21	Electronic Resources (group 3)	7
11	10/28	Methods for Storing Information (group 4)	8
12	11/4	Adaptive Technology and Technology for Education (group 5)	9 & 10
13	11/11	Troubleshooting and Protecting (group 6)	11 & 12
14	11/18	Building the Technology Environment, Evaluating and Buying	13 & 14
15	11/25	Recap of writing the technology plan and the Request for Proposals	
16	12/2	work day	
17	12/9	work day Group project due by end of class	

This schedule is tentative and subject to change by the instructor and/or the university.