LIS 531 Collection Management
Course Outline
Spring 2016

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Office hours: Tuesdays/Thursdays 5-6pm by appointment.

Calendar Description:
An analytical approach to collection management including the acquisition, review and evaluation of collections.

Course Objectives:
Upon completion of the course, a student will be able to:

1. Develop and administer basic collection management programs.
2. Develop and administer basic collection policies and procedures for a variety of materials and resources.
3. Critically consider implications of the needs of communities in relation to particular collections.

Measurable Student Learning Outcomes (SLOs):
After critical reading in collection management and related literature in tandem with lectures, students will discuss and scrutinize appropriate theories and principles to collection management decision making, including but not limited to decisions about: policy development; selection and de-selection; acquisition; vendor contracts and relations; licensing, copyright and legal issues; resource sharing; outsourcing; access, ethics and intellectual freedom; preservation; and, evaluation.

After drawing upon community needs assessment literature and discussion, students will prepare a mock community needs assessment.

After exposure to relevant literature and guest speakers, students will explore and address the concept of culturally sensitive stewardship of materials through a scholarly reader response paper.
After exposure to expert guest speakers on the nature of collections in specific settings and sectors in tandem with individual research on a particular material, students will know the diversity of resources collected by library and information professionals through a set of in-class presentations and shared resource guides.

After examination of collection management and related literature, students will critically identify and analyze major issues and trends in the area, including those opportunities and challenges related to digital content and access, through a final term paper.

Content:

- Selection and management principles, policies, and procedures in various settings
- Production and distribution of resources
- Selection, acquisition, access and ownership for different types of resources
- Information needs assessment and community study
- Budgeting, planning and decision-making cycles
- Negotiation of technology licensing agreements
- Relationships between vendors, publishers, platform providers and libraries
- Outsourcing and privatization
- Copyright
- Intellectual freedom and censorship
- Culturally sensitive stewardship of materials
- Preservation
- Evaluation and de-selection

Methods:

Lectures, guest lectures, in-class discussions, required readings, case studies, reader-response, small group work, and student presentations/oral reports.

Course Relationships:

Pre-requisites: LIS 501, 502, 503, & 505.

Required Texts:


In addition, there will be a variety of required readings throughout the semester. In accordance with copyright, some of these resources are publicly accessible; others are accessible through University of Alberta Library databases.
**Assignments and Weighting:**

Class Contribution, including Reading Discussion Presentation (10%) - Ongoing

Community Needs Assessment (20%) – Due May 19, 2016

Culturally Sensitive Stewardship of Materials Response Paper (15%) – Due May 31, 2016

Resources Presentation & Resource Guide (20%) – Due June 7, 2016

Contemporary Issues Term Paper (35%) – Due June 16, 2016

Details of these assignments, due dates, late penalties, etc. will be provided in class. Raw scores (marks on assignments) are totaled at the end of the course and converted to University of Alberta’s letter grading scale.

**School of Library and Information Studies Grading Statement:**

Grades reflect professional judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in class. The instructor should mark in terms of raw scores, rank the assignments in order of merit, and with due attention to the verbal descriptions of the various grades, assign an appropriate final letter grade.

**Academic Integrity:**

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at [http://www.governance.ualberta.ca/](http://www.governance.ualberta.ca/)) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

Students should also be mindful of the [SLIS Copyright Policy](#).

**Inclusive Language and Equity:**

The Faculty of Education is committed to providing an environment of respect for all people within the university community and to educating faculty, staff, and students in developing teaching and learning contexts that are welcoming to all. The Faculty recommends that students and staff use inclusive language to create a classroom atmosphere in which students’ experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation and ethnic background. Students who require accommodations in this course due to a disability.
affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Specialized Support and Disability Services.

**Recording of Lectures:**

Recording of lectures is permitted only with the prior written consent of the professor or if recording is part of an approved accommodation plan.

Policy about course outlines can be found in Section 23.4(2) of the University Calendar.