LIS 598: Management of Financial Resources

Course Outline

School of Library and Information Studies
University of Alberta

LIS 598 Special Topics: Management of Financial Resources

Summer 2017

Monday & Wednesday: 6 pm – 8:50 pm

Instructor: Margaret Law

Email: margaret.law@ualberta.ca

Cell Phone: 780-720-3959

Office Hours: by Appointment

Calendar Description:
The course covers the management of financial resources in a library setting, including planning, development and presentation of budgets for library operations, programs, projects, and capital projects; understanding financial terminology and how to read, interpret and present financial statements; presenting information for financial decision making; grants and fundraising; and maintaining adequate internal controls and purchasing procedures to keep your library free from fraud and error.

Objectives:

At the end of the course students will be able to:

● Understand the flow of financial resources through the library or other organizations in the LIS environment.
● Understand the budgeting process and develop appropriate budgets for a library and information science context
● Read and interpret financial statements of libraries and information science organizations and prepare basic financial reports
● Analyze financial reports to identify issues, irregularities and appropriate internal controls in library and information science organizations
● Identify appropriate purchasing procedures for library and information science organizations
● Understand the use of grants and fundraising and the role of these revenue sources in a library and information science context

Content:

The course will incorporate principles of financial literacy and financial management in a library and information science context, including budget preparation and presentation, financial reporting and analysis, the use of funds in not for profit entities, operational analysis using financial tools and costing mechanisms, internal control and safeguarding assets, purchasing, request for proposals and contracts, capital projects and financing, grant writing and fund development.

Methods:

Lectures, guest speakers, group discussions, and a discussion board (within course management software).

Readings:

No textbook. Weekly readings as listed in the schedule.

Course Relationships:

Pre-requisites: LIS 501 and LIS 504 or the consent of the instructor.

Assignments & Evaluation:

Because of the nature of the content and course, the assignments include hands on practical questions or tasks relating to the class content and include budget preparation, financial statement analysis, operational evaluations.

5 Discussion Board Postings 30%  Due July 16,30, and August 13
Class Participation 15%  Includes responses to discussion board postings
Assignment 1 10%  Due at the end of class 3
Assignment 2 30% Due at the end of class 8
Assignment 3 15% Due at the end of class 10

Inclusive Language & Equity:

The Faculty of Education is committed to providing an environment of equality and 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 backgrounds. 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.

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/) 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.

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**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.