IRLS 564-031 The Organization and Administration of a Corporate Library

Updated Mon, 02/21/2011 - 07:37

COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 564 The Organization and Administration of a Corporate Library

Instructor: James Matarazzo

IRLS 504 is not a pre-requisite.

COURSE DESCRIPTION:

Over the past few decades the number of corporate libraries has increased dramatically. For over 100 years, and in spite of the changes in the economy, membership in Special Libraries Association mirrored the growth of the number of company libraries. In the past five years, however, companies have focused on cost savings in operations as one method of increasing shareholder value and some company libraries have suffered as a result.

This course will examine the history, types of libraries, staffing, development, and future of company libraries in the United States. Specific attention will be given to examples of highly successful models as well as those corporate information centers which have encountered problems. Research on the value of information professionals and the perceived value of corporate libraries are examined in detail. Methodologies to evaluate the company library will be discussed. Comparative data on corporate libraries in the U.S., Europe, and Japan will be considered.

The concept of shareholder value has forced many firms to change the way they operate. Management's quest for increased profits has led to new efficiencies at many firms. This focus on profits, has in turn, led to outsourcing certain functions and the reduction of services in the past consider part of "doing business." These and other bottom line management decisions will be discussed.

Students in this course should be prepared for change; change not only in the work place, but in the class as well.

COURSE OBJECTIVES:

To examine the corporate library/information center closely.

To understand the role of the company librarian in a complex corporate organization.

To examine Special Libraries Association and the role it can play in the career development of the company librarian.

To work as part of a team to solve problems.

Learning Outcomes
- Students have the ability to judge a firm before placement in a corporate position.
- Students can assess the need for information because he/she understands the actual work of the customer.
- Students understand the value of internal as well as external information in a company setting.

PLEASE NOTE:
Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning, and psychiatric disabilities.
REQUIRED COURSE MATERIALS:

There is nothing to purchase. Articles that must be read and case studies will be supplied by the instructor at no cost to the student. All assignments will be completed during the weeks of class.

COURSE REQUIREMENTS:

This course will begin on May 23rd, have extensive readings to be completed before coming to campus, and meet face to face on the UA campus, May 23-27. Attendance is required at all IRLS 564-031 face to face sessions.

COURSE OUTLINE
9:00 A.M. - 4:00 P.M.

Monday, May 23, 2011
A. History of Business

B. Libraries in American Business and Industry
   · Introduction to the course
   · History of company library development
   · Types and distribution of special libraries

C. Special Libraries Association
   · SLA’s History
   · SLA Salary Surveys
   · SLA and Research

For Wednesday read: MLS Renewal papers by Susan Klopper (1), Nancy Lemon (2), Carol L. Ginsberg (3), and Toby Pearlstein(4). These papers are numbered and are in your folder.

Tuesday, May 24, 2011
Field Trips

We will visit corporate libraries.

One of the places we will visit has specific rules. No weapons of any kind (includes small pen knives) and no cell phones. No one but those on the class list may visit, including children. No cameras.

These apply just for Tuesday, May 24, 2011.

NOTE: There is nothing to purchase for this course. I will supply all of the readings and cases at no cost to the student.

For Thursday read; John R. Lathman (5) and (6)
Wednesday, May 25, 2011

Corporate Library Closings

- Beacon Gas Company
- Maryland Glass Company
- Winston Engineering
- Precision Engineering Company
- Specialty Chemical Corporation

With your group, prepare a 10 minute oral report on the company assigned. Brief description of the firm and any reason for closure.
Be creative in your presentation.

These 5 cases represent the only record of company libraries that have closed. Other company libraries have closed since these cases were written. We do not have any data on those closures, however.


Thursday, May 26, 2011

Corporate Library Excellence

- Allergan Pharmaceuticals
- Chevron Corporation
- System Planning Corporation
- Abbott Laboratories
- McKinsey

With your group, prepare a 10 minute oral report on the companies assigned. Brief description of the firms and any reasons for excellence.
Be creative in your presentation.

Read: Latham (9)

Read also: The Nut Island Effect and respond in a very brief report as a team. The Nut Island Effect case is in your folder.

Friday, May 27, 2011

A. Value of the Information Professional

- SLA Task Force on the Value of the Information Professional

B. The Value of a Corporate Library

- Discuss the value of the corporate library in your group. Specifically, where is the value?

C. Evaluating the Corporate Library

- The Double Edged Sword

D. The Future of Corporate Libraries in the U.S.

- External competition - fees for information service; the vendor
• External competition - other sources
• Internal competition
• The corporate library of the future: possible scenarios
• Outsourcing - Offshoring

E. Corporate Libraries in Europe and Japan

Read: “Saving Special Libraries” (9) and each student will be on one of the 5 teams.

Groups

<table>
<thead>
<tr>
<th>Beacon/Allergan Team</th>
<th>Maryland Glass/Chevron</th>
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<td>4.</td>
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<table>
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<tr>
<th>Winston/McKinsey Team</th>
<th>Precision/Abbott Team</th>
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Specialty/System Planning Team

- Written Assignments
  - First Written Paper (an individual assignment)

  Terse Analysis: Typed 3 pages, “Did this library have to close?” Take a position and defend your position. Do not repeat the content of the case. THINK! Paper due 12 Noon, Wednesday, May 25, 2011.

  Your analysis will be judged on the quality of the content and the clarity of the presentation. Above all else, you will be judged on the originality of your thought. All of your written work will be graded on this basis.

  Please do not use cover sheets, binders etc. on any of the papers. These are not necessary.

  - Second Written Paper (an individual assignment)


COURSE, SCHOOL, AND UNIVERSITY POLICIES:

Academic Code of Integrity

Students are expected to abide by The University of Arizona Code of Academic Integrity. 'The guiding principle of academic integrity is that a student's submitted work must be the student's own.' If you have any questions regarding what is acceptable practice under this Code, please ask an Instructor.
Accommodating Disabilities

The University has a Disability Resource Center. If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me, the Instructor, official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Assignment Policies

- How to submit your assignments: Please submit your written assignments in paper. Your papers will be graded and returned.
- Assignment due dates: NO LATE PAPERS!
- Writing style: No Style Manual.
- Late Policy: NO LATE PAPERS!

Incompletes

The current Catalog reads

The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term ...

If the incomplete is not removed by the instructor within one year the I grade will revert to a failing grade.

GRADING:

<table>
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<tr>
<th>Class Participation</th>
<th>25%</th>
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<tbody>
<tr>
<td>Presentations</td>
<td>25%</td>
</tr>
<tr>
<td>Case Presentation and Analysis</td>
<td>50%</td>
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Grading Scale

Each assignment will be graded, and each assignment will be given a percentage weight for the semester grade. Assignments will be given the following grades:

A (90-100)
B (80-89)
C (70-79)
D (60-69)
E (59 or below)

INSTRUCTOR NAME AND CONTACT ADDRESSES:

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Phone: 617-521-2815
Courses

- Syllabi
  - Fall 11
  - Summer 2011
    - IRLS 470-010 Database Development and Management (Summer 2011)
    - IRLS 475/575-010 User Interface and Web Site Design (Virtual, Smith)
    - IRLS 488-010 Issues in Information Resources: International Librarianship
    - IRLS 521-010 Children's and Young Adult Literature in a Multicultural Society
    - IRLS 524-010 INFORMATION RESOURCES & SERVICES
    - IRLS 533-010 Medical Online Searching
    - IRLS 541-001 Preservation
    - IRLS 556-010 Health Information in Ethnic-Cultural Communities
    - IRLS 564-031 The Organization and Administration of a Corporate Library
    - IRLS 570-010 Database Development and Management (Summer 2011)
    - IRLS 571-010 Introduction to Information Technology (Virtual-Smith)
    - IRLS 588-010 Issues in Information Resources: International Librarianship
    - IRLS 588-011 Archival Care and Management of Photographs
    - IRLS 588-012 Information Resources: Instructional Programs in Academic Libraries
    - IRLS 588-014 Introduction To Special Collections
    - IRLS 608 Planning and Evaluation of Libraries and Information Centers
    - IRLS 651-010 Information Policy & Cultural Perspectives
    - IRLS 672-010 Introduction to Applied Technology (Summer 2011)
    - IRLS 676-910 DigIn Capstone
  - Spring 11
  - Fall 10
  - Summer 10
  - Winter 10-11
  - Spring 10
  - Winter 09 10
  - Fall 09
  - Summer 09
  - Spring 09
  - Winter 08 09
Guided exploration

Click a term to initiate a search.

Audience
- for Students (92)
- for Faculty (28)
- for Alums (24)
- for Staff (17)
- for Prospective Students (7)
- more...

Course
- IRLS417 (2)
- IRLS418 (1)
- IRLS432 (1)
- IRLS470 (2)
- IRLS488 (6)
- more...

People
- Adjunct Faculty (152)
- Faculty (150)
- Staff (17)
- Friends (6)

Semester
- Fall 11 (29)
- Summer 11 (27)
- Spring 11 (30)
- Winter 10 11 (1)
- Fall 10 (20)
- more...

Task
- Choosing Courses (27)
- Advising (5)
- Applying (5)
- Registering (2)
Submitting Final Paperwork (2)
more...

Related categories

Course: IRLS564
People: Adjunct Faculty » Matarazzo
Semester: Summer 11

Guided keyword

Search  More options