IRLS564 The Organization and Administration of a Corporate Library

Updated Mon, 08/24/2009 - 19:00

COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 564 The Organization and Administration of a Corporate Library
Instructor: James Matarazzo

COURSE DESCRIPTION:

COURSE OUTLINE
8:00 A.M. – 5:00 P.M.
MONDAY-FRIDAY

Monday, June 15, 2009

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

Read: MLS Renewal papers by Susan Klopper (1), Nancy Lemon (2), Carol L. Ginsberg (3), and Eric Lessor (4). These papers are numbered and are in your folder.

Tuesday, June 16, 2009

- Special Libraries Association
  - SLA’s History
  - SLA Salary Surveys
  - SLA and Research

- The Current Economy

Read: John R. Lathman (5) and (6)

Field Trips

Business Casual Dress: This means no jeans or sneakers, and more to be announced in class.

Wednesday, June 17, 2009
• 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. Briefly describe 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, June 18, 2009

• 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. Briefly describe the firm and any reason for closure.

Be creative in your presentation.

Read: Manion (9) and Canby (10)
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, June 19, 2009

• Value of the Information Professional
  ○ SLA Task Force on the Value of the Information Professional

• The Value of a Corporate Library
  ○ Discuss the value of the corporate library in your group. Specifically, where is the value?

• Evaluating the Corporate Library
The Double Edged Sword

- **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 – Off shoring

- **Corporate Libraries in Europe and Japan**

*Read: Standards for Special Libraries (11)*

**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.

**REQUIRED COURSE MATERIALS:**

See the Course Description section above for the required materials that must be read each day.

Suggested Readings: (Several copies of each item are on reserve)


Other readings will be provided. Some will require class discussion.

**COURSE REQUIREMENTS:**

This course will begin on June 8th, have extensive readings to be completed before coming to campus, and meet face to
face on the UA campus, June 15-19. Attendance is required at all IRLS 564-001 face to face sessions.

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.

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:

Class Participation 25%
Presentations 25%
Case Presentation and Analysis 50%

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)

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, June 17, 2009.

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)

Terse Analysis: Typed 3 pages on the Reasons for success and excellence. Do not repeat the case in your analysis. THINK!


INSTRUCTOR NAME AND CONTACT ADDRESSES:

Class Participation 25%
Presentations 25%
Case Presentation and Analysis 50%

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, June 17, 2009.

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)

Terse Analysis: Typed 3 pages on the Reasons for success and excellence. Do not repeat the case in your analysis. THINK!

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)