COURSE NAME, NUMBER AND PREREQUISITES:

Information Technology in Libraries
IRLS 573 Section 010

[Prerequisites: IRLS 504 and IRLS 571]

Instructor: Trevor Smith

[DRAFT 09/29/2010]

COURSE DESCRIPTION:

"Explores various information technologies and how they are used in libraries and information services. 3 credit hours."

IRLS 573 picks up where its important prerequisite, IRLS 571, Introduction to Information Technology, leaves off. We start day-one assuming you are comfortable with basic computer and networking concepts, operations on the command-line, remote log in, file transfer, HTML, and all the usual web and desktop application programs (Office, HTML & text editors, Blogs, Wikis, OPACs, etc.). You should also have a solid grasp of the human factors related to technology including user interface design, information seeking behavior, computer supported cooperative work (CSCW), and some of the social consequences of technology (especially coevolution and disintermediation).

This course will cover a collection of advanced information technologies from the perspective of a librarian. While some of the topics will require us to look at background and theory, the vast majority of work and learning will be of the “hands on” variety—often requiring you to figure things out, debug issues, and create deliverables. We won’t just be reading about technology, we’ll be using it.

The list of topics we will study this semester includes the following:

- Information power tools (with a focus on both spreadsheets and scripting)
- Wikis, blogs, and podcasting
- Social Networks
- Content Management Systems
- Server Virtualization
- Mobile Devices
- Mashups
- Folksonomies
- Gaming and virtual worlds
- HTML5, Javascript, and CSS
• The future of technology in the library

We will talk about the definition of Web 2.0 and Library 2.0, and briefly touch upon server-side technologies (cgi, php, webserver and system administration), databases, intellectual property issues, and digital video creation.

Course Delivery
This is a virtual course with the majority of interaction taking place in the UA's course management system, Desire2Learn (D2L). In D2L we have access to email, announcements, discussion boards, an assignment drop-box, a resource repository, a chat room, and a secure grade book. We will use all of these features this semester. Many of the online lectures include both video and sound. No on-campus attendance is required.

A normal week will start on Monday with the posting of the week’s readings, support material, and any new Unit Assignment. Lectures will be posted on Wednesday. Announcements and discussion postings may be added at any time. Every attempt will be made to release the grades and individual comments for an assignment within a week of the submission date.

What to Expect
There are two areas to consider when planning your time commitment during the semester. We will share about 40 hours of "mediated instruction" (it would be "classroom time" if we were in a face-to-face course), or about 2.5 hours per week. This will consist of everything from text-based lectures and interactive tutorials to multi-media Flash presentations and movies.

The rest of the time you devote to this class will be spent on the homework, Unit Assignments and your Individual Project. This will include required reading, finding and using optional resources, answering questions, discussing issues, and hands-on activities with specific technologies.

IRLS 573 is entirely asynchronous, you can log in to D2L any time you wish. Having said that, to keep up with the discussion boards and announcements, you should expect to check in about 5 times a week; once a day Monday-Friday is perfect. Keep in mind that most of the important information will be distributed on Wednesday. If you are going to be unable to access the class for more than three or four days in a row, please let me know so we can make some special arrangements.

COURSE OBJECTIVES:
By the completion of this course, you will:

• have studied a number of advanced Internet- and Library-related technologies and will understand their strengths, weaknesses, how they can be utilized effectively, and when they should not be used
• have implemented an individual software development project from proposal to delivery and critique
• be able to use tools like spreadsheets and scripts to effectively manipulate basic library data
• be able to create online content with multimedia and/or interactive components
• be able to evaluate and implement Web 2.0 technology in a library context

This course is intended to address, in part, the following Student Competencies and Learning Outcome:

A3) Students will demonstrate understanding of the use of information and communication technologies in the provision of information resources and services in libraries and other settings.

REQUIRED COURSE MATERIALS:
Textbook:


The bookstore should have copies by the first week of classes, but you might want to look at the major online sites and compare price and availability.

Technology:

One of the most important things you will need for this class is a computer on which you have the authority and access to install and uninstall software programs. Windows, Macintosh, and Linux operating systems are all fine for this course, each with its strengths and weaknesses. Don’t rush out and buy any additional software, we will be using open-source products and free trials for all the Unit Assignments. High speed Internet such as broadband cable or DSL is highly recommended if not an out-and-out necessity.

U-System Account:

You will need to have a U-System account for several of the individual homework assignments. You must request this account be created for you (it is not automatically created when you get your email address); but, if you have recently taken IRLS 504 or IRLS 571, you probably have already completed the process.

If not, go to [https://account.arizona.edu/](https://account.arizona.edu/) and follow the "Create your U of A Email and other CCIT computer accounts" link. Request a U-System Computing account. The process can take 24 hours or longer, so try to get this done as soon as possible. If you have any trouble, contact the CCIT helpdesk at [http://uits.arizona.edu/departments/the247](http://uits.arizona.edu/departments/the247).

COURSE REQUIREMENTS:

1. Coursework (Unit Assignments)
2. Individual Project
3. Class Participation

The coursework will consist of five Unit Assignments, each worth 100 points, for a total of 50% of your final grade. These assignments will require you to perform and document "hands-on" exercises, post information on the discussion boards, and answer essay questions. While study groups, either in-person or virtual, are encouraged, the Unit Assignments should be your own work. In other words, you can talk to each other about the assignments but do the exercises and write-up the results independently.

The Individual Project is 40% of your final grade; the points are distributed as follows:

- *Proposal* -- 50 points
- *First Progress Report* -- 25 points
- *Second Progress Report* -- 25 points
- *Project Deliverable* -- 250 points
- *Critiques of Other Students' Projects* -- 50 points

We will spend a significant amount of time in the first part of the course discussing the nature, acceptable topics, and evaluation criteria of the Individual Project.

Class participation will be worth a maximum of 100 points or 10% of your course grade. Participation points will be awarded for contributing to group discussions, editing the class Wiki, and taking a role in activities that are not specifically scored as part of the Unit Assignments or the Individual Project.

COURSE, SCHOOL, AND UNIVERSITY POLICIES:

Academic Code of Integrity

Students are expected to abide by The University of Arizona [Code of Academic Integrity](http://tech.sbs.arizona.edu/node/3036). '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 assignments:** All Unit assignments must be submitted in the D2L drop-box. They may be submitted by email (either D2L or my external email) only if there are technical problems with the drop-box. The format must be "standard" HTML--what this means is that you can not just use your word processor to "save-as" an HTML file. If you have Dreamweaver or FrontPage, they will work fine for your assignments; but if not, check out [NVU](#), a free web development tool for all three major PC operating systems. If a unit assignment asks you to make a contribution to the discussion groups, please cut-and-paste what you posted into your drop-box submission. If you have any graphics or other objects referenced in your HTML, make sure that you submit all the files and use a relative link to objects from the same directory as your HTML document.

- **Assignment due dates:** The Course Schedule will list specific due dates for assignments, and reminders will be posted in D2L. In general, late assignments will not be routinely accepted. I understand that emergencies and problems can occur in the course of the semester, so please contact me as soon as you find you may not be able to make a particular due date; under certain circumstances partial credit may be possible. To avoid technical problems remember my digital mantra, "save early, save often!"

- **Writing style:** Be sure to include your name at the top of every submission. Clear and concise writing consistent with graduate coursework is expected on all assignments. I am not a stickler for precisely following a style manual (it can be almost impossible to create some things like "hanging indents" in HTML), but be certain to properly attribute the quotes, work, and ideas of others with citations--check out APA and Citation Machine for help. Spell-check is your friend.

**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:**

Every effort will be made to rapidly correct homework assignments. Feedback will be provided through the gradebook feature of D2L or email.

**Point Distribution:**

| Coursework (5 Unit Assignments/100 points each) | 500 Points |
| Final Individual Project | 400 Points |
| Class Participation | 100 Points |

**Grading:**

<p>| Letter Grade | 573 |</p>
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<th>Grade</th>
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<tr>
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<td>below 649</td>
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</tbody>
</table>

**How to get a good grade:**

- Read, understand, and follow the assignment instructions. This bears repeating, every assignment will include a set of instructions—*follow them*.
- If you aren't sure what I expect, ask me for clarification; better yet, post a question in the discussion boards—it is likely others are wondering as well.
- Don't be afraid to venture outside the assigned readings and lectures. The Internet is a fabulous resource for resolving problems with technology. Odds are that you aren't the first one to have a particular issue.
- Go with your strengths! If you are a gamer, pick a final project that has to do with gaming or virtual worlds. If you live and die over information literacy, think about an online tutorial of some kind. Bend your interests into the context of the class and you will get more out of the course, and likely, a better grade.

**INSTRUCTOR NAME AND CONTACT ADDRESSES:**

Email is the quickest and most reliable way of contacting me. For class matters, internal D2L email is preferred and I will be checking it frequently during the semester. You can also contact me at my regular email address: smitht followed by @cochise.edu.

If you feel more comfortable with online chat, IM, or Skype, just email me for an appointment and detailed contact information. I’m glad to work with the type of communication technology that best fits your learning style.

If you have a question or situation that might be easier to talk about than exchange email, or if you get frustrated with technology and just want help from a human voice, I am available via telephone virtually any time by appointment. Feel free to call my number at Cochise College, (520) 515-5421, but please understand if I have to reschedule our conversation to work around my "day job".

--Trevor Smith
IRLS515-001 Organization of Information (On Campus Frické)
IRLS515-011 Organization of Information (Virtual, Frické)
IRLS517/417 Digital Cultures
IRLS520-010 Ethics for Library and Information Professionals (Virtual Fallis)
IRLS520-011 Ethics for Library and Information Professionals (On Campus Mathiesen)
IRLS523-010 Early Childhood and Public Libraries (Virtual SHiggins)
IRLS532-010 Online Searching
IRLS540 - Introduction to Archives
IRLS551-001 Equity of Access (Virtual -Montiel Overall)
IRLS554-010 DIVERSE CULTURES, COMMUNITIES, AND LIBRARIES
IRLS557-010 Documenting Diverse cultures and Communities
IRLS559 Marketing Library and Information Services to Communities
IRLS562-010 Public Libraries Practice & Administration
IRLS571-010 Introduction to Information Technology, Spring 2011, (Dr. Sun)
IRLS572-010 Government Information ~ Spring 2011
IRLS573-010 Information Technology in Libraries (Virtual, Smith)
IRLS581-010 School Library Administration and Organization (Virtual SHiggins)
IRLS585 Information Literacy Instruction (Spring 2011)
IRLS589 Scholarly Communication
IRLS613-010 Decision Making for Library and Information Professionals
IRLS673 Managing the Digital Information Environment
IRLS674 Preservation of Digital Collections
IRLS696b-001 ISSUES & WRITING SEMINAR: Advanced Research Methods & Statistics (By Heshan Sun)

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Summer 10
Winter 10-11
Spring 10
Winter 09 10
Fall 09
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Spring 09
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Fall 08
Archive of Old Syllabi

Guided exploration
Related categories

Course: IRLS573
People: Adjunct Faculty » Smith
Semester: Spring 11