IRLS 588-014 Introduction To Special Collections

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COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 588 Section 014

[Prerequisite: IRLS 504, which may be taken simultaneously]

Instructor: Todd Gilman, PhD, MLS

COURSE DESCRIPTION:
This course provides an introduction to principles, practices, and current debates in the field of special collections librarianship. It is designed with two kinds of students in mind:

- For students who plan to specialize in rare books or archives, this course: provides an in depth introduction to the field; introduces terms and concepts that will be used in other courses in the specialization; and explains how the various components of special collections fit together.

- For students who pursue another specialization, the course: offers an overview of special collections librarianship; helps students become conversant with terminology; and explains how special collections relates to other aspects of information management.

The focus of the course will be on reading and weekly discussion. There will be some lectures but not as many as you might expect in an undergraduate course. Students will be required to do significant research and writing. Critical reading of course materials will be essential to stimulate informed participation in class discussions.

COURSE OBJECTIVES:
Successful completion of this course will help students achieve the A1, A2, A3, B4, B5, B6, C9, and C10 competencies outlined at http://sirls.arizona.edu/about/studentCompetencies.

More specifically, by the end of the semester, students will be able to:

- Become familiar with the structure, organization, literature, and current issues of special collections.
- Be able to identify and discuss major technical and artistic developments in typography, book design, and book production
- Become conversant in the terminology and concepts used in special collections administration.
- Be aware of the legal, policy, and ethical issues surrounding special collections administration.
- Understand how special collections fit into the larger world of information resources.

REQUIRED COURSE MATERIALS:
You do not need to own all of these—the combined cost is quite high—but you should have access to all of them via a library near you.


The textbooks may be ordered directly from the publishers or through Web-based vendors such as Amazon at www.amazon.com or Barnes & Noble at www.bn.com

NOTE: You will need to have the Avrin book in hand by the first day of class, so please make sure you can obtain easy access to it as soon as you read this Syllabus.

Additional readings, including a recent edition of John Carter’s The ABC for Book Collectors, will be supplied by the instructor as pdf files within d2l or will be free on the Web.

COURSE REQUIREMENTS:
Successfully completing assignments related to objectives listed above.

Reading assignments must be completed each week. Be prepared to familiarize yourself with a large number of book and printing-related Websites.

The instructor shall evaluate ALL written work according to the following criteria in addition to the specific requirements for each assignment:

- Quality of the presentation—neat and error-free
- Quality of the writing—clear, direct, and correct
- Quality of the organization—smooth, logical flow and content
- Quality and amount of reflection, analysis, and evaluation

All papers must be typed, double spaced, with a font size of at least 12 points. They must also conform to APA style. You should own a copy of the Publication Manual of the American Psychological Association, 5th edition (2001) or 6th edition (2010).

There are 100 possible points for this course, divided as follows:

- 4 Article Reviews=5 points each x 4=20 points total
- 4 Exercises [i.e., sets of 10 identification questions each]=5 points each x 4=20 points total
- ONTIME PARTICPATION in 10 Threaded Discussions (1 or 2 due each Unit, based on assigned readings)=3 points each Unit x 10 (ONTIME=You must participate by midnight of the day before the next Unit begins)=30 points total
- 2 Papers (the first, an evaluation and comparison of three online book exhibits, is 1500 words; the second, a manuscript and book evaluation, is 3000 words)=10 points and 20 points=30 points total

Specific requirements for each assignment, including due dates, will be posted in the course site via d2l.
COURSE, SCHOOL, AND UNIVERSITY POLICIES:
Each student will

- assume responsibility for his/her learning
- use the provided learning guides and resources; conduct data searches when necessary
- manage his/her time effectively (plan a schedule and practice time management)
- ask for assistance when needed; avoid unnecessary frustration and confusion
- remain active in Discussions and Email
- prepare all work at graduate performance levels
- enter each Unit beginning the date that Unit starts. He/she is then free to access that Unit as many times as he/she likes through the end of the course
- follow good online etiquette

Please note:

- You must have access to a “bricks and mortar” (i.e., physical, not just virtual) library.
- I prefer not to use the Chat function for this course, though you are welcome to; formal interaction of the class as a whole will take the form of Discussions.
- So that I am not inundated with email, please limit the number of emails you send me to two per week if possible. That means saving up questions, perhaps, for several days.
- Plagiarism will result in a failing grade for the assignment in question (see more on plagiarism below).

The instructor will

- welcome the class to each Unit on the day it opens and include updates and other announcements
- provide assistance/knowledge in facilitating understanding of the course content
- guide students through the course
- provide feedback
- maintain records
- mark assignments and maintain records within 15 working days
- respond to messages on Tuesdays and Thursdays

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: Assignments should be submitted using the d2l dropbox
- Late Policy: Late assignments will be accepted up to 5 days late with a one-point per day (1% of course grade) penalty. No work will be accepted that is more than 5 days late. Students may be granted extensions on up to 3 assignments if the extensions are requested BEFORE the due date.
Technology/Computer Requirements

Students are expected to meet the technology requirements for entry into the SIRLS program, described at:
http://sirls.arizona.edu/resources/computing

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.”

Students will have until September 30, 2011 to complete any outstanding work, at which time the I will be changed accordingly. If all work is not completed by September 30, 2011 the I grade will revert to whatever grade has been earned.

GRADING:
90-100=A
80-89=B
70-79=C
60-69=D
Below 60=E

INSTRUCTOR NAME AND CONTACT ADDRESSES:
Professor Gilman holds a Ph.D. in English from the University of Toronto and an M.S. in Library and Information Science from Simmons College in Boston. He is Librarian for Literature in English at Yale University Library (www.library.yale.edu). He also teaches part-time for the School of Library and Information Science, San Jose State University. He is a frequent contributor to The Chronicle of Higher Education on library issues.

I shall have no specific online office hours, but shall be available to answer questions submitted either through the d2l course site or directly: todd dot gilman at yale dot edu. Please note that I am on Eastern Standard Time, and that you should expect to receive a reply to any questions within 48 hours of receipt. Any extended absences that might affect response time will be announced through the d2l course site.

Todd Gilman, PhD, MLS
Librarian for Literature in English
Humanities Collections and Research Education
Sterling Memorial Library
130 Wall Street
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New Haven, CT 06520-8240
Navigation

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- For Authors

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
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Guided exploration

Click a term to initiate a search.

Audience
- for Students (92)
- for Faculty (28)
- for Alums (24)
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Course
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- IRLS418 (1)
- IRLS432 (1)
- IRLS470 (2)
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People
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- Friends (6)

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- Summer 11 (27)
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Task
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