IRLS608 Planning and Evaluation of Libraries and Information Centers

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

COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 608-010  Planning and Evaluation of Library and Information Centers. Open to students in second or later semester, or with approval of instructor.  This course fulfills the management distribution requirement.

[Prerequisite: IRLS 504 or consent of the instructor.]

Instructor: Tom Wilding

COURSE DESCRIPTION:

This course will focus on the planning and evaluation cycle as an approach to developing and assessing various library and information services and organizations. Specific attention will be given to organizational environments and cultures, planning and design of library and information organizations, marketing, and the practical importance of measurement and evaluation, resource allocation, and human resources management.

COURSE OBJECTIVES:

By the end of the semester, students will have demonstrated a theoretical and practical knowledge of:

1. organizational planning and assessment in libraries and information centers;
2. organizational structures and communications in libraries and information centers;
3. the relationship of planning to resource allocation in libraries and information centers;
4. marketing and customer service in libraries and information centers;
5. staffing and human resource management in libraries and information centers;
6. space planning and management in libraries and information centers; and
7. leadership and supervision in libraries and information centers.

REQUIRED COURSE MATERIALS:

The textbook for this class is:

It is available from the University of Arizona bookstore. There will be other readings assigned as the course progresses. They will be noted on the class site as they occur. Some assignments require students to locate appropriate readings on their own and report on them.

**COURSE REQUIREMENTS:**

The effectiveness of this course will depend on the development of an active and engaged learning community in the online environment. It will require that students keep up with the content, readings, and assignments, and that they be active participants in the discussions related to the class. It will require that the instructor be actively engaged as well, meeting deadlines, communicating frequently, and providing feedback in a timely way. The assignments are described elsewhere. In addition to compliance with the code of integrity cited elsewhere, the instructor will expect that all assignments are completed on time, meet the specifications for that assignment, and are professional in appearance and grammatically correct.

**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**

- Completed assignments will be submitted via the D2L dropbox unless otherwise specified. Some completed assignments will be shared with other students. Assignments will normally be commented on and graded and returned to students via the dropbox.
- Assignments will be expected to be submitted on or before the dates specified, with the date ending at 11:59pm. The instructor will be willing to negotiate alternative dates as needed but only if such negotiation takes place prior to the due date. Late assignments that have not been negotiated beforehand will be accepted at the discretion of the instructor.
- Assignments are expected to be professional in appearance; that is, they are neat, grammatically correct, with no spelling or typographical errors. Citations may be in any recognized format as long as they are consistent. (Please see the “Guide for Formal Written Assignments in Graduate School” in the contents area on D2L.)
- One assignment will entail working in groups. Online group projects are challenging, but not impossible. Students will be expected to manage the process so that all group members are included in decisions, all share an equal responsibility for the product, and all participants are treated with respect.

**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:**

In order to receive a grade of B for the class, students will have to have completed all assignments for the class reflecting a good grasp of the topic, integrating lecture material, discussions, and readings. An A will signify that all work has been completed well and a substantial amount of the work has been completed excellently. In addition, to receive an A or B, students must be engaged actively in discussions throughout the semester and demonstrate familiarity with lecture materials and readings. A C or lower will be given if some assignments are not completed, if a significant number of assignments are not completed acceptably, or if students fail to participate in class discussions or to engage with the course content.

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 (95-100)
- A- (90-94)
- B (85-89)
  - B- (80-84)
- C (75-79)
- C- (70-74)
- D (65-69)
- D- (60-64)
- E (59 or below)

University grades do not include + or -. Final grades will be computed on the work of the semester plus participation in class discussions. Students will receive a grade of A, B, C, D, or E for the semester unless we have negotiated an Incomplete.

Each assignment is due on the date specified. A student may negotiate a revised due date if necessary, but this must be done in advance. Assignments will be accepted late only at the discretion of the instructor.

A significant portion of the semester grade is dependent on active participation and engagement in the substance of the class including the discussion topics, lectures, and readings. There will be ongoing discussions throughout the semester. Students will be expected to read the postings in the discussion forum and to contribute their ideas and opinions on a continuing basis. Participation points will be given on the basis of the percentage of postings read and the number and
quality of contributions. A substantive posting is one that contributes new information, new ideas, or new perspectives or one that moves the conversation along or into new areas. On average students will be expected to contribute at least two or three substantive postings per week in addition to responding to others’ posts.

INSTRUCTOR NAME AND CONTACT ADDRESSES:

Instructor: Tom Wilding, Professor of Practice

Contact Information: SIRLS Room 8 Campus Phone: 621-5221 Home Phone: (520) 229-3261 Email: wilding@email.arizona.edu

Office Hours: Thursday 10:00 - 12:00 noon. The instructor will be available at other times by appointment Virtual office hours will be held in the chat room and will be scheduled at various times, and the instructor would be happy to meet individually with students in the chat room, or by email or phone, so please arrange this with him.

Navigation

- Browse Site
- For Authors

Courses

- Syllabi
  - Fall 11
  - Summer 2011
  - Spring 11
  - Fall 10
  - Summer 10
  - Winter 10-11
  - Spring 10
  - Winter 09 10
  - Fall 09
  - Summer 09
  - Spring 09
  - Winter 08 09
  - Fall 08
    - IRLS506-001 Research Methods
    - IRLS506-011 Research Methods
    - IRLS515-001/010 Organization of Information
    - IRLS515-011 Information Organization
    - IRLS520-001 Ethics for Library and Information Professionals
    - IRLS520-010 Ethics for Library and Information Professionals
    - IRLS521 Children’s and Young Adult Literature in a Multicultural Society
    - IRLS524
- IRLS532-001 Online Searching
- IRLS532-010 Online Searching
- IRLS550 Information Environments from Hispanic and Native American Perspectives
- IRLS560
- IRLS561 Academic Libraries Practice and Administration
- IRLS563 Readers' Advisory Services in Public Libraries
- IRLS571 - 001/010
- IRLS572-010 Government Information
- IRLS573-010 Information Technology in Libraries
- IRLS575-791 User Interface and Web Site Design
- IRLS588 Issues in Indigenous Information Services
- IRLS608 Planning and Evaluation of Libraries and Information Centers
- IRLS622-010 Information Quality
- IRLS675 Advanced Digital Collections
- IRLS688: Books and Society: From the Late Middle Ages to Early Cyberspace

- Archive of Old Syllabi

- Schedules
- Core Courses
- Course Delivery Options
- Course Descriptions
- Distributed Electives
- Individual Studies: Internships, Independent Studies & Practica
- Registration
- Required first course: IRLS504
- Suggested Courses by Specialization
- Suggested Out of Department Courses
- Workload

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)