LBSC 783 – Seminar in Technical Services
Course Schedule – Spring 2013, UMD
Erik Mitchell erik@umd.edu

Course Information

Course Prefix and Number: LBSC 783
Course Title: Seminar in Technical Services
Credits: 3

Class Meetings:

Time – Thursday 2:00 – 4:45 pm
Place – Hornbake 4115
Class Website – http://elms.umd.edu

Electronic support

Blackboard

This class will make use of the UMD Canvas system for course information distribution and assignment submission. The course is located at http://elms.umd.edu

Course Listserv

You have been subscribed to the course listserv. This list will be used for course information and may be used to post questions, observations, and discuss issues.

To send messages to the class list use the information in the listserv welcome message that you receive. The address for this course is: lbsc783-0101-spr13@coursemail.umd.edu

Instructor Information:

Erik Mitchell
Assistant Professor
College of Information Studies
University of Maryland College Park
http://erikmitchell.info
Contact Information:

Email: erik@umd.edu - email preferred

Office Hours:

Wednesday 10am – 12pm – Hornbake 4121
Thursday 12pm – 2pm – Hornbake 4121
By appointment over email, phone, or other means as necessary

Course Description:

Seminar in Technical Services explores trends, theories and practice in the areas of librarianship concerned with the acquisition, management, curation, and cataloging of resources. This wide focus includes an interest in resources, systems and services.

Our exploration of these areas will include an examination of the impact of format/media, licensing, ownership and technology on the business of resource acquisition, curation and management and will explore the systems, services and management requirements of a leader in this areas.

Course Objectives and Outcomes:

To become familiar with the areas of librarianship that are included under the umbrella of Technical Services
To be familiar with current trends and issues that impact areas included in technical services
To be proficient in discussing the facets of a particular area of technical services
To be familiar with metadata standards that are important in technical service areas
To be familiar with the lifecycle of print and digital documents and the role of librarianship

Teaching Strategies:

Class lecture, readings, exploration, and discussion
Individual and group in class work and outside of class assignments
Student presentations, reflection, writing, class participation

Grading scale

Graduate: A+ 100-97%, A 96-93%, A- 92 –90%, B+ 89-87%, B 86-83%, B- 82-80% C 79-70%, D < 69%
Attendance Policy:

Attendance, preparation for and participation in this class are expected and highly valued by the instructor and your peers. Students need to arrive on time, attend each class and participate actively. While attendance in class is required, I realize that an absence may be necessary. Please contact me by email or leave a message when you know you are going to be absent. If you must miss class, coordinate with a class colleague to review the session and collect handouts and get with me if needed.

Academic Integrity Policy

Students are expected to follow the obligations of academic integrity described in the UMD Code of Academic Integrity. Students should make themselves familiar with this document and realize that they will be held accountable for understanding and following the guidelines for all activities and assignments. However, collaboration, discussion, and seeking assistance from students is encouraged and is not inconsistent with the Code of Academic Integrity.

Syllabus Status

This syllabus will contain up-to-date information throughout the semester. When modified I will try to notify you. It is your responsibility however to make sure that your preparation each week is based on the current syllabus and Blackboard information.

Course Location

The class meets on the College Park campus campus. Selected classes will be conducted online or on in other locations as required for special presentations.

Course materials can be accessed via the Blackboard site at http://blackboard.umd.edu

Required Text:

There is no required text for this class. Readings will be selected chapters, articles and other readings made available via the course packet, blackboard or UMD ereserves system.

Assignment guidelines:

Assignments must be typed and turned in through Canvas

Assignments must be turned in on time.

Assignments turned in late without prior approval will be docked the equivalent of one letter grade (e.g. a B instead of an A). If you are unable to turn the assignment in by the due date, contact me prior to the due date to arrange an alternative due date to ensure full credit.

Please see me privately or email me if you have an emergency.

Blackboard and the UMD email system will be used to provide up-to-date class information. This syllabus largely reflect course content but may shift during the semester to accommodate changes in need. Please check your email weekly for class information. Blackboard has links to course information and documents that may be useful.
PLEASE NOTE: Students who have any special need which might affect their academic performance in this class, are encouraged to seek assistance from the instructor at the beginning of the semester or as soon as possible after an initial diagnosis. This class will follow the guidelines set out in the faculty teaching handbook (http://www.faculty.umd.edu/teach/TeachingPolicies1112.pdf). If you have a disability that qualifies under the American with Disabilities Act and requires special accommodations, you should contact the office of Disability Services (Dissup@umd.edu). Documentation of the disability must be on file. Specific accommodations will be determined on an individual basis.
**Course Schedule**

**Class 1.** What are technical services (Jan 24)  
Class preparation activities

- Review syllabus
Readings

None

Class activities

Icebreaker

Watch & discuss - http://www.youtube.com/watch?feature=player_embedded&v=KcsEei1_aUY#!


Select readings and signup for discussions for the semester

Class 2. Current issues in technical services (Jan 31)

Class preparation activities

Complete readings

Sign up for a technical services listserv (http://www.lib.umd.edu/TSD/tsd_links.html#electronic)

Readings


Class activities

Lecture: The Past, Present and Future of Technical Services

Instructor-led discussion

Class 3. Collection management (Feb 7) - Online

Class preparation activities

Complete readings
Readings


Class activities

Lecture: Collection management and acquisitions

Participate in discussion forum at least 3 times during week (early, mid, late)

Class 4. Vendors, Contracts and Negotiations (Feb 14) - Online

Class preparation activities

Complete readings

Readings


Class activities

Lecture: Types of vendors in library technical services

Participate in discussion forum at least 3 times during week (early, mid, late)

Class 5. Formats: Print, Digital, Media (Feb 21)

Class preparation activities

Complete readings
Readings


Class activities

Lecture: Explore new models of acquisitions using patron driven acquisition methods (article review and discussion)

Assignment 2 presentations: Job Advertisements in Technical Services

Student led discussion (1)

Class 6. Continuing resources and assessment (Feb 28)

Class preparation activities

Complete readings

Readings


Class activities

Lecture: Tracking usage and other statistics in TS

Student led reading discussion (2)

Class 7. Tour of technical Services (March 7)

Class preparation activities

Complete readings
Readings


Class activities

Tour of UMD McKeldin Technical Services

Class 8. Current issues in resource description (March 14)

Class preparation activities

Complete readings

Find article to discuss

Readings


Class activities

Lecture:  A brief history of resource description issues in LAM institutions

Student led discussion (3)

Turn in final project description

No Class – Spring Break (March 21)

Class 9. Receiving and processing materials (March 28)

Class preparation activities

Complete readings
Readings


Class activities

Lecture: The mechanics of working with materials
Assignment 3 Case study presentations

Class 10. Case Study– Technology (April 4)

Class preparation activities

Complete readings

Readings


Class activities

Guest Speaker: Kevin Ford
Student led discussion (4)

Class 11. Case study - New models of technical services (April 11)

Class preparation activities

Complete readings
Readings


Class activities

Guest Speaker Lauren Corbett – Wake Forest University

Student led discussion (5)

Class 12. TBD (April 18) – TBD (Online)

Class 13. Leading technical services (April 25)

Class preparation activities

Complete readings

Readings


Class activities

Lecture: Why many Library Directors get their start in TS

Student Led Discussion (6)

Class 14. Case Study in Library Services – Digital Humanities and E-Science (May 2)

Class preparation activities

Complete Readings

Readings


Class activities

Lecture: The foundations of data services in LAM institutions

Student led discussion (7)

Class 15. Final assignment presentations (May 9)

Class preparation activities

Complete readings

Readings

Class activities

Assignment 4 Research project presentations
Assignment 1: Class participation and reflection

Overview

Class participation is an important part of this course. There will be in-class work based on reading and in-class exercise materials, opportunities in every class to discuss readings, current events, and issues. Please ask questions and participate in the discussions – by doing so you will make the class much more interesting.

In addition to ongoing class participation, you will be responsible for leading the article discussion portion of class in one class. This will involve selecting the articles for reading, presenting a brief (5 minute overview) of the article and guiding the discussion.

Weight: 25 points total

Guidelines

- Some classes will be held online. In these cases specific point values will be assigned to participation.
- Participation includes completing course readings, engaging in discussion and treating others with respect

Due Date

Ongoing throughout the semester

Point distribution

Online classes (2 points per class: 6 total points)

Discussion leading class (10 points)

Find Library, Information Science & Technology Abstracts through http://researchport.umd.edu. Find an article that discusses the theme for the week. Read article and post a summary of your article on blackboard. (We will do this in week 1)

General participation (9 points)

Assignment 2: Review of job advertisements in technical services

Overview

In this assignment you will select a type of job in technical services and review current job descriptions. You will identify the top skills commonly sought in this sort of position and prepare a short presentation on the “job profile” for this position. This is an individual project.
Weight: 15 points

Purpose

The purpose of this assignment is to become familiar with what skills and competencies are currently being sought in the LIS marketplace.

Guidelines

- Using the job listing services at ALA, LISJobs, Chronicle of Higher Education, LibGig or other services seek positions that match one of the following areas:
  - Management, Electronic resources, Serials coordination, Cataloger /Metadata analyst, Acquisitions, Government Documents.
    - [http://libgig.com](http://libgig.com)
    - [http://lisjobs.com](http://lisjobs.com)
    - [http://joblist.ala.org](http://joblist.ala.org)

- Identify at least three job descriptions for a similar position

- Identify the top skills/competencies required, potential career paths, nature of day-to-day responsibilities, areas of library operations in which this position operates (e.g. wholly technical services, outreach, public service, IT) and the types of libraries that employ your selected position.

- Prepare a short presentation (5-10 minutes) about the job and skills required

  - [http://joblist.ala.org/modules/jobseeker/Salaries.cfm](http://joblist.ala.org/modules/jobseeker/Salaries.cfm)

Evaluation

This assignment will be evaluated by the following criteria.

- Oral report (15 points)
  - Presentation of job elements
  - Analysis of career path, library type, skills required
  - Connection to past, present, future positions in technical services
Assignment submission

Presentations and report due in Class 5

Assignment 3: Technical service case study

Overview

In this assignment you will select a topic area related to technical services and locate an article that is a case study about that service (e.g. A case study on automation of copy cataloging). After reading the case study and studying the topic explored you will present the case you analyzed to the class.

This assignment can be completed either in groups or individually. If in groups – group size is limited to 2 and larger groups require more complex case studies. Each person must submit a written report.

Weight: 25 points

Purpose

The purpose of this assignment is to become familiar with how technical service departments handle current issues or projects. To do this you will engage in case study analysis research and present your findings to the class.

Guidelines

- Using the library databases at [http://researchport.umd.edu](http://researchport.umd.edu) find a case study article related to technical services.

- Explore the case study, seeking additional information as needed (e.g. additional article research, contacting the author, etc).

- Prepare an oral report (~ 10 minutes) on your case study - form of report is up to you.

- Complete a written analysis of the case study (3-5 pages)

Evaluation

This assignment will be evaluated by the following criteria.

- Case study quality and appropriateness (5 points)
  - Case study should be of sufficient complexity, length and timeliness for topic

- Oral report (15 points)
  - Presentation of case study elements
  - Analysis of issues
  - Exploration of alternative approaches
• Written report (5 points)
  o Written report should document findings and case study analysis

Assignment submission

Presentations and report due in Class 9

Assignment 4: Concentrated Research Paper / Presentation

Overview

In this assignment you will choose a topic of interest to you, research it fully, write a paper (15 pages max) and complete an oral presentation (10 minutes) of your work

Weight: 35 points

Guidelines

• You may work individually or as a group. If you work as a group the scale of the paper/project should increase accordingly

• Choose a topic of interest, compelling question, current trend or controversy. Complete a thorough literature review on your topic using the resources available at UM. Talk with practicing professionals if appropriate.

• Create a written report of your work (15 pages max – double spaced).

• Prepare a short, informal presentation of your work (5-10 minutes).

Evaluation

This assignment will be evaluated by the following criteria:

• Research project proposal (5 points)

• Research paper (20 points)
  o Extensiveness of literature review on topic
  o Presence of analytical thought on topic
  o Quality of writing and synthesis of research material
  o Appropriate formatting, citations.

• Presentation (10 points)
  o Appropriate introduction of topic
  o Exposition of issue or trend
  o Ability to answer class questions
**Assignment submission**
Presentation and report due in Class 15
Submit your paper and any materials supporting your oral presentation

**Resources to consider**
Course Readings, exercises

**Information science databases** - [http://www.lib.umd.edu/guides/librarysci.html](http://www.lib.umd.edu/guides/librarysci.html)

**Relevant technical service journals**
- Against the Grain
- Acquisitions Librarian
- Collection Management
- College & Research Libraries
- First Monday
- Journal of Academic Librarianship
- Library Collections, Acquisitions, and Technical Services
- Management of Electronic Journals by Libraries and Information Centers. To subscribe: [arl-ejournal@cni.org](mailto:arl-ejournal@cni.org)
- Serials Librarian (co-published simultaneously as North American Serials Interest Group (NASIG) Proceedings
- Technical Services Quarterly