UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK
DEPARTMENT OF INFORMATION STUDIES

IST 606: COLLECTION DEVELOPMENT AND MANAGEMENT: Selection and
Acquisition in All Types of Libraries and Information Centers
Fall 2011: Wednesday 4:15-7:05pm

Instructor: Donghee Sinn
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Office Hour: Tue 9:00 – 12:00, Wed 1:30-3:30 or by appointment
Class meets in Husted 204

Course Description
This course is a survey of theoretical and practical aspects of the selection, acquisition, evaluation, and management of resources to meet the information needs of clientele in libraries and other institutional environments. The course covers a variety of related issues, including analysis of information needs, criteria for selection, publishing trends, electronic access, resource sharing, outsourcing, collection use evaluation, and useful resources for collection development.

Course Objectives
- to introduce the principles and techniques of collection development and management in various information centers;
- to recognize the problems and challenges of collection development and management;
- to survey methods for analyzing and evaluating collections;
- to familiarize techniques and tools for selecting and deselecting materials;
- to understand the opportunities and challenges posed by electronic materials; and
- to introduce current research pertaining to collection development and management.

Course Exit Competencies
It is expected that upon completion of this course students will be able to:
- discuss appropriate theories and principles to collection development decisions including decisions related to selection/deselection, management, preservation and collection evaluation.
- understand the importance to identify community needs in developing and managing collections;
- describe how to build a community responsive collection using a variety of appropriate selection tools.
- analyze and evaluate collection development policies that reflects a library's specific context; and

- discuss current trends in collection development such as outsourcing, technological developments and user expectations.

Instructional Methods
This class will incorporate active learning techniques and will require a high level of student participation. There will be a small portion of lecture by the instructor. Every class will revolve around classroom discussions allowing for the exchange of ideas and formulation of questions related to the processes of collection development and management. These discussions will be based on each week's assigned readings. It is important that you complete the reading so that you will be an informed participant in the discussions. **One or two student facilitators will be appointed for each class session**. The facilitators' responsibilities are to have a thorough understanding of the assigned reading material *and* to propose discussion questions based on that material. Discussion questions should be posted in the Blackboard system prior to class. Students do not need to prepare a presentation, and the main role is to facilitate discussions about the topic they choose. All students should be prepared to participate fully in the discussion. The facilitator gets to choose the topic of discussion based on the day's topic and should strive to keep the discussion lively and fair. The instructor reserves the right to usurp the discussion as she sees fit. Additionally, a portion of several classes will be devoted to individual or group exercises with a whole class discussion following the exercise. We will also be hosting several guest lecturers. Attendance of each class session is required. Please discuss any conflicts with the instructor before the scheduled class session.

Policies
Late assignments and incompletes:
Late assignment will be marked down (10% down each day), unless prior permission has been given by the instructor in instances of medial or family emergencies. *Please notify the instructor in writing of any circumstance (such as severe illness or family emergencies) accompanying with appropriate documents that will result in a late assignment.* Assignments must be submitted by 11:59 pm of the due day.

Department of Information Studies Statement on Academic Dishonesty:
The Department of Information Studies takes academic dishonesty very seriously. Before taking classes within the Department of Information Studies, you should familiarize yourself with the department's Academic Dishonesty Policy, available in both the department's Graduate Handbook and online at http://www.albany.edu/cci/informationstudies/forms/admin_forms/Academic_Dishonesty.pdf. Plagiarism will result in a zero for the assignment in which the plagiarism occurred, a zero for the course.

Attendance
Your in-class performance is key to your success in this course. Attendance, itself, is not graded. Instead, graded in-class activities and assignments constitute an important part of the course grade. Missing class means the student earns an automatic "0" credit for the activities or assignments missed. Missing an activity/assignment earns a score of "0."
No make-up opportunities for in-class activities will be available.

Course Communication and Blackboard Learning System
The course syllabus and many other course materials are available in the Blackboard Learning System (BLS) which can be accessible from MyUAlbany. Students should check the BLS routinely for each week's folder and emails. This will be the most efficient method of communication with the instructor concerning assignments, questions, and readings.

Evaluation
Assessment
Criteria used for evaluating written and oral assignments include:
1. Comprehension of the topic or area under study, reflected in the content of the work (complete and correct)
2. Inclusion of information relevant to the assignment, following instructions.
3. Ability to communicate ideas clearly, logically, in a well organized, rational and interesting manner, easily read and understood.
4. Evidence of use of critical thinking, analysis, reflection, and creativity.
5. Evidence of careful editing: free from grammatical errors; visually clear and easy to follow.

Attendance, class discussion, and in-class activities 10%
Discussion facilitation 10%
Collection policy analysis (week 4, 9/21) 20%
Serials cancellation project (week 9, 10/26) 30%
Developing a collection (final project, 12/7) 30%

Scale:
A Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.
A- Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B+ Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.
B 3.0 Student performance meets designated course expectations and demonstrates understanding of the course materials at an acceptable level.
B- 2.7 Marginal work. Student performance demonstrates incomplete understanding of course materials.
C+/C Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
C-/D+/ D/D- Unacceptable work. Coursework performed at this level will not count toward the MLS or MIS degree. For the course to count toward the degree, the student must repeat the course with a passing grade.
F Failing.

Course Resources
Journals:
You should familiarize yourselves with the following journals (available at Dewey Library):

- The Acquisitions Librarian
- Against the Grain
- Booklist
- Choice
- Collection Building
- Collection Management
- Library Collections, Acquisitions, & Technical Services
- Library Journal
- Publishers Weekly
- School Library Journal
- The Serials Librarian
- Serials Review

Textbook:
Evans, G. Edward. *Developing Library and Information Center Collections*. Greenwood Village, CO: Libraries Unlimited, 2005. 1 copy is available on Reserve at DEWEY Library. Copies are available for purchase at Mary Jane Books.

Articles and Book Chapters on ERes: Assigned readings are available on E-res. Our course password is **collections**. Please make sure that you acquire the articles from E-res well before you are responsible for their content. If you have difficulty getting the articles, contact me and I will send you a digital copy.

Useful Web Sites:
AcqWeb's "Directory of Collection Development Policies on the Web." Available at: http://www.acqweb.org/cd_policy.html

AcqWeb's "Directory of Publishers and Vendors." Available at: http://www.acqweb.org/pubr.html.

Bertot, John Carlo, Charles R. McClure, Denise M. Davis, and Joe Ryan. "Capture Usage with E-Metrics." *Library Journal* 129, no. 8 (2004): 30-32. http://www.libraryjournal.com/article/CA411564.html

"LibLicense: Licensing Digital Information: A Resource for Librarians." http://www.library.yale.edu/~llicense/index.shtml

Course Scheldue

Week 1. 8/31 Introduction and Overview
Introduction to the course
What is collection development?
Readings:
Chapter 1 in Johnson, Peggy. *Fundamentals of Collection Development and Management,* American Library Association, Chicago, 2009.
Itner, S. (2001) "Impact of the Internet on Collection Development: Where Are We Now? Where Are We Headed? An Informal Study," *Library Collections, Acquisitions, & Technical Services* 25: 307-322.

Assignment:
Locate a collection development policy for a library with which you are familiar (group work). Bring a printed copy of it to class on Sept. 7.

Week 2. 9/7 Planning for Collection Development and Management; Collection Development Policy
Community Analysis, Collection analysis, Collection Development Policies-Check list of what needs to be included in a collection development policy

Readings:
Chapter 2 Information Needs Assessment and Chapter 3 Collection Development Policies in Evans, G. *Developing Library and Information Center Collections*
Itner, S. (2002) *"Ten steps to great collections"*. *Technicalities: Information Forum for the Library Services Practitioner* 22(4):1, 5-8.
McGuigan, Glenn and Gary White, "Subject Specific Policy Statements," *The Acquisition Librarian*, 15 (2003): 15-32.

A useful document for creating a collection development policy:
Smyth, Elaine B. "A practical approach to writing a collection development policy." *Rare books & manuscripts librarianship* 14, no. 1 (Fall 1999): 27-31. http://worcester.edu/teamsites/governance/CWLAC/Library%20Advisory%20Committee%20Documents/Smyth.WritingCollDevtPol.pdf

In-class Work: Groups examine collection development policies.

Week 3. 9/14 Collection Development in Public Libraries; Publishing and publishing industry
Guest Speaker: Mary Coon, Head of Collection Management Services at Albany Public Library

Readings:

Adkins, Esser, Valsquest& Hill. (2008) "Romance novels in American public libraries: A study of collection development practices," *Library Collections, Acquisitions, & Technical Services* 32: 59-67.

Barreau, Deborah (2001) "Information Systems and Collection Development in Public Libraries" *Library Collections, Acquisitions, & Technical Services* 25: 263-279.

Chapter 5 Producers of Information Materials in Evans, G. *Developing Library and Information Center Collections*

Week 4. 9/21 Collection Development in Academic Libraries; Budgets and Marketing
Collection Policy Analysis Due

Readings:

Branin, Joseph, Frances Groen, and Suzanne Thorin (2000). "The Changing Nature of Collection Management in Research Libraries." *Library Resources & Technical Services* 44: 23-32.

Horava, Tony (2005), "A New Approach to Faculty–Librarian Collaboration: A 'New Professors' Fund' for Collection Development," *The Journal of Academic Librarianship*, Volume 31, Issue 5: 482-485

Chapter 12 Fiscal Management in Evans, G. *Developing Library and Information Center Collections.*

Arora, A. & Klabjan, D. (2002) "A model for budget allocation in multi-unit libraries," *Library Collections, Acquisitions, & Technical Services* 26: 423-438.

Week 5. 9/28 No Class

Week 6. 10/5 Selection Process and Tools
Readings:
Chapter 4 Selection Process in Practice, in Evans, *Developing Library and Information Center Collections*

Agee, Jim (2003) "Selecting Materials: A Review of Print and Online Sources" *Collection Building* 22(3): 137-140.

In-class Work:
Groups examine selection tools in class for strengths and weaknesses.

Week 7. 10/12 Serials and Digital Formats
Readings:
Chapter 6 Serials – Print and Electronic, in Evans, G. *Developing Library and Information Center Collections.*

Chung, Hye-kyung, "An analysis model of creating a core journal collection for academic libraries" *Library Collections, Acquisitions, & Technical Services* 33(2009): 17-24.

Walters, William H. "Criteria for Replacing Print Journals with Online Journal Resources." *Library Resources & Technical Services* 48 (October 2004): 300-304.

Week 8. 10/19 Collaborative Collection Development
Readings:
Chapter 15 Resource Sharing in Evans, G. *Developing Library and Information Center Collections.*

Sandler, Mark. "Collection Development in the Age of Google," *Library Resources and Technical Services* 50/ 4 (Oct. 2006): 239-243.

Walters, W. *Should libraries acquire books that are widely held elsewhere? A brief investigation with Implications for consortial book selection.* http://www.asis.org/Bulletin/Feb-06/walters.html

 Rethinking Resource Sharing Manifesto http://rethinkingresourcesharing.org/manifesto.html

In-class Exercise: Case studies.

Week 9. 10/26 Acquisitions
Guest Speaker: Kate Latal and Jean Guyon, Acquisitions Services, University Libraries
Serials Cancelation Project Due

Readings:
Chapter 10 Acquisitions in Evans, G. *Developing Library and Information Center Collections..*

Fenner (2004). "The Approval Plan: Selection Aid, Selection Substitute," *The Acquisitions Librarian* 31/32: 227-240.

Week 10. 11/2 Intellectual Freedom & Censorship issues; Gifts/exchanges & Vendor/librarian relationships;
Readings:
Chapter 18 Censorship, Intellectual Freedom and Collection Development, in Evans, G. *Developing Library and Information Center Collections.*

Jaeger, Bertot, and McClure, (2004) The effects of the Children's Internet Protection Act (CIPA) in public libraries and its implications for research: A statistical, policy, and legal analysis. *Journal of American Society for Information Science and Technology* 55(13): 1131-1139.

 Bishop, Smith, and Sugnet (2010) "Refocusing a Gift Program in an Academic Library," *Library Resources & Technical Services* 34(4): 115-122.

Maurer and Hurst (2003) "Library-Vendor Collaboration for Re-engineering Workflow: the Kent State Experience," *Library Resources & Technical Services* 27: 155-164.

Recommended readings:
Developing Library and Information Center Collections.
ALA Library Bill of Rights
Before the censor comes
Oppenheim, Censorship in Libraries
Kairis, Rob (2000) "Comparing Gifts to Purchased Materials: A Usage Study" *Library Resources & Technical Services 24(3): 351-359.*

In-class exercise: Case studies.

Week 11. 11/9 Government Documents, Foreign Materials, Alternative Publishers, and other types of Information Materials
Guest Speaker: Jesus Alonso-Regalado, Collection Development, University Libraries

Readings:
Chapter 8 Government Information in Evans, G. *Developing Library and Information Center Collections*

Week 12. 11/16 Managing a collection, deselection; Evaluating a collection
Readings:
Chapter 13 Deselection and Chapter 14 Evaluation in Evans, G. *Developing Library and Information Center Collections.*
Dilevko and Gottlieb (2003), "Weed to achieve: a fundamental part of the public library mission," *Library Collections, Acquisitions, & Technical Services* 27: 73-96.
Dobson, Kushkowski, and Gerhard (1996) "Collection Evaluation for Interdisciplinary Fields: A Comprehensive Approach" *The Journal of Academic Librarianship* 22(4): 279-284.

Week 13. 11/23 No Class (Thanksgiving Holiday)

Week 14. 11/30 Protecting a collection: Preservation, Disaster Management and recovery
Guest Speaker: Karen Brown, Preservation Department, University Libraries
The class meets at the Standish Room (3rd Floor of the Science Library). After the guest lecture, there will be a preservation lab tour.

Readings:
Chapter 16 Protecting the Collection in Evans, G. *Developing Library and Information Center Collections*

Week 15. 12/7 Future of Collection Development; Student Presentation and Wrap-up
Collection Development Final Project Due

Readings:
Anderson (2008), "Future-Proofing the Library: Strategies for Acquisitions, Cataloging, and Collection Development," *The Serials Librarian* 55(4): 560-567.