**LIB 5050: Information and Management Technology
in Libraries and Educational Media Centers/ 3 credit hours**

Course Syllabus
Spring 2004

Dept. of Leadership and Educational Studies
Appalachian State University

Instructor: Dr. Robert Sanders
Class Meeting Place: CVCC
Spring Term Office Hours: Mon. 9:00-3:30, Wed. 9:00-4:30, and by appointment.
Office: 318E Duncan Hall   Phone: (828) 262-7236
Home Phone: (828) 262-3219   E-mail: sandersrl@appstate.edu
FAX: (828) 262-6035

Course Description:

Library automation and technology for administrative and instructional applications in libraries and media centers. Explores current and emerging technologies of computers, CD-ROM, video, telecommunications, interactive video, and multimedia, and relates them to the instructional, bibliographic and administrative roles of the educational and public librarian. Assesses available systems for library networking and for building level computer applications, including integrated automated library systems.

Course Content, Goals and Objectives:

Using a base of professional literature, lecture, student presentations, class discussions, field trips, conferences, and laboratory experiences, the student will be able to discuss and/or have competency in dealing with the following aspects of technology in the public library and educational media center:
1. The impact of technology on modern life, and in particular, upon student learning in the classroom and media center and upon adult lifelong learning in the public library.
2. History of computers.
3. Computer hardware and basic operations of computers.
4. Introduction to operational skills.
5. Computer software for:
> Library operations;
> Instructional support;
> Selection, evaluation and use.
6. Managerial aspects of the library, the computerized classroom and media
> center, including:
> Copyright;
> Facilities design for computer use.
7. The library and media center linked to other systems:
> Networks including the Internet;
> LANs;
> Online information retrieval;
> Telecommunications.
8. Multimedia applications, hypermedia, laser discs, creating home
> pages for libraries, schools, and media centers.
9. CD-ROM.
10. Planning for innovation; funding technology--grant writing.
11. The future of technology in libraries and in school media centers.

Textbooks and Recommended Bibliography/References/Reading:

Clyde, L.A. (1999). *Managing infotech in school library media centers*. Westport, CT: Libraries Unlimited, Inc.

Shuman, B.A. (2001). *Issues for libraries and information science in the internet age*. Englewood, CO: Libraries Unlimited, Inc.

Wisner, W.H. (2000). *Whither the postmodern library?: Libraries, technology, and education in the information age*. West Jefferson, NC: McFarland & Co, Inc.

Methods of Teaching:

Lecture, course readings, hands-on with computer software, Web-based course activities, CD-ROM, laserdisc, multimedia and hypermedia software and Internet searching, as well as use of the ASU VAX for E-Mail and other appropriate applications (e.g., Listservs, Notes Conferencing), guest lecturers, lab work (in class and outside of class with a computer automation system), fieldtrips, online searching (ERIC, University library catalog, other libraries), class discussion, and student demonstrations and oral reports will all be utilized as teaching methods in this course.

Course Requirements and Assignments, Attendance:

There are a number of major assignments or projects required for this course. A final component of the course grade will consist of class participation and attendance, and possibly attending a technology conference. Please note that more than one class missed may result in a lower grade in this course. Projects are designed as student learning activities and may be individualized to meet the particular needs of each student and/or group. Many of the major assignments are intended as group projects.

1. <u>Assignment #1--PowerPoint Introduction to Yourself</u>

Each student will do a 2-3 slide PowerPoint introduction to him/herself and present it before the class. The presentation must include appropriate graphics and at least one other multimedia feature, such as sound. PowerPoint Presentation included in the Daily Work/Participation grade.

2. <u>Major Assignment #2--Technology Concept Presentation and Annotated Bibliography</u>

The student will select a topic from those recommended below or another appropriate one, which **<u>must</u>** be approved by the instructor (anything on the list is approved, but sign up for the topic). Students will then read 10-12 articles minimum on the chosen subject, annotate each article in a 1 paragraph summary, and present the findings in a 15-20 minute oral presentation to the class (see dates on course calendar). You must use Presentation Software to do this--such as HyperStudio or Power Point--or a similar type of program. Copies of the annotated bibliography, which must <u>not</u> exceed 2 pages, must be provided to <u>all</u> class members by the end of the course.

Please use the *APA Style Manual* for style and check your grammar and spelling carefully before turning in your bibliography.

Technology Concept Presentation Topics:

1. Copyright and Technology

2. Digital cameras

3. Networks and Networking

4. Handheld computers

5. Shareware

6. Multimedia/hypermedia

7. Desktop Publishing

8. Online Searching in Schools

9. Computer Services in the Public Library

10. Computer Services Policy Manual

11. Privacy of Information

12. Electronic Publishing

13. Z39.50

14. DVD

15. Listservs

16. Wireless Technology

17. Web Browsers

18. Filservers/MP3 (Napster)/FTP

19. Computer Graphics

20. Working with IT Personnel

21. Filters

22. Teleconferencing and Distance Education

23. CD-ROM

24. Client/server applications

25. Digital divide

Other topics as appropriate **only** with the instructor's permission

Due Date: See course calendar. Student's own due date: _____

3. Major Assignment # 3--Computer Competency

This will be demonstrated by the student's presentation of the following in a portfolio or notebook:

1. A one-page newsletter using Microsoft Publisher, Word, Adobe PageMaker, or other appropriate desktop publisher. Be sure to include attractive format, graphics, and interesting news (even if you've made up the content).
2. Two appropriate word-processed applications (i.e., a form letter*, an administrative report, etc.) using an appropriate word processor.
    *Form letters will be explained and demonstrated in class.

    A common problem in successfully completing this assignment in the past has been that students do NOT include: 1. The database for the form letters 2. A printout of each of the letters, OR: 3. They forget to include the 2nd word processed application which can be any library science content-related text of the

student's own choice. NOTE: A 2nd form letter application is not required.

3.   A spreadsheet application, again using Microsoft Works or Excel, appropriate to the public library or the school library, to create a spreadsheet of data such as circulation figures, library budget, inventory of collection or equipment, etc. Be sure to list separately your formulas used.
4.   At least two database applications using Works, Office, FileMaker Pro, etc., including at least 8-10 records in EACH database. At least 3 reports using each database must be turned in with the databases.
     The most common reason students lose points on this part of the assignment is that they do NOT include:
     1. Two separate applications 2. They include too few records to make sensible, logical reports 3. Reports are "skimpy" (i.e., do not really show anything useful), OR 4. Formatted reports are not attractive or very useful.
5.   Evidence of successful use of the Internet and an appropriate e-mail and telecommunications systems on ASU's network or the students home or work system, including a minimum of 1 message from your instructor, 1 message from a classmate, and at least 1 communication from a librarian or media specialist or other educator in another location (i.e., not from Boone or your home town), preferably using LM_NET or a similar listserv. Instructions on this will be provided in class.
6.   A thorough evaluation of 1 CD-ROM or DVD database product of reference value to students (not a movie). This CD-ROM or DVD must be copyright 1999 or newer. Further instructions will be given in class.

Due Date This Assignment: _____

4. Major Assignment # 4--Multimedia/Hypermedia Staff Development In-service Project

Please note this is a group project, and must be done with 1 or more other persons. You must use PowerPoint or Hyperstudio or some other appropriate hypermedia software to produce your Staff Development or In-service Project. You are to include at least one other major media format and at least one database from the Internet, which would be useful for this type of instruction.

Using the media demonstrated in class and/or the field trips or software found in the computer labs, design a Staff Development or In-service to show librarians or teachers how this media software can be used to present a public library program or teach integrated subject content area/library media skills in the school library. In order to do this, you must design a complete program or lesson using the media and then present it to your classmates as a demonstration lesson for Staff Development or In-service. Keep in mind that this is instruction for adult learners to help them learn how to integrate the media into their work and use the hypermedia software. It should emphasize hands on with the actual media used and can be as simple or as complex as your group is comfortable with. The presentation or lesson should contain at a minimum:
     1. The actual media that you would use. (This will most likely be a clip from a video, Internet sites, or part of a CD-ROM, etc)
     2. Bibliography of supporting library materials, such as books, DVDs, other videos, etc.
     3.   Purpose of the Staff Development or (if educational) objectives that this In-service lesson will teach.

Remember: we are teaching professional or para-professional ADULTS with this Staff Development/In-service, not the public or students themselves.

Due Date: _____

Home Page Creation

Instructions for this assignment and directions will be given out in class. Each student will be working on his or her own Pathfinder Home Page to complement and support the above presentation. This will be

combined with your In-service Final Project and must be put up on the Web. More details will be given out in class.

Due Date: Same day as Staff Development Project

5. Assignment # 5--Attendance at a Technology Conference or Write a Technology Grant

All students must either attend a technology conference or write a technology grant for submission to an actual funding source. Details will be given regarding both of these in class.

Note: A technology workshop given by your school district or other local agency is NOT a technology conference. A technology conference generally lasts 2 or 3 days, has sessions by many different people or groups, and invariably has vendor exhibits and booths. Example: NCAECT Conference, Charlotte, March 17-19, 2004.
.
> **Technology Grant Option**
> **Note: You may do this instead of attending a technology conference. Please DO NOT do both projects.**
> The student will research and write an actual technology grant funding proposal. More details and information will be provided in class. This may be done as a group project. Grant is due the next to the last class meeting.

6. Class Participation and Attendance

More than one class missed will generally result in a lowered grade. (A Saturday class missed [the equivalent of 2-3 regular weekday classes] may have the same result. Anyone missing 2 Saturday classes will most likely have to make up missed classes the following semester that the course is offered.) Since a part of this class may consist of field trips, laboratory work, and guest speakers, it is imperative that students attend every session. If a student anticipates missing class when s/he is scheduled for an oral report, s/he **MUST** inform the instructor in advance (i.e. 24 hours ahead) to avoid getting a zero for the assignment.

Note: Please be on time for class as this has been somewhat of a problem in the past. It is embarrassing when guest speakers come to class to have students arriving late. Also, <u>this professor often always makes important announcements at the beginning of class</u> and passes out handouts and you risk missing both of these when you come in late. Habitual lateness to class can make a difference in your final grade, particularly for borderline cases.

No incompletes will be assigned for this course unless there are extenuating circumstances (e.g., death in the family, divorce, having a baby, serious ongoing illness (self or family), etc.). In any case, an incomplete will be given only at the instructor's discretion. Students do not ever "take" an incomplete. **<u>Over extension or poor management of one's personal and/or professional time is not a valid cause for an incomplete.</u>** In particular, if you cannot manage the workload in the summer session, please drop the course right after the first class and sign up for it during the regular spring or other term.

Due Date: All Classes
Attendance/Participation/Daily Work

Evaluation/Grading:

Assignments are subject to a 5% reduction in grade for each class period that they are presented or turned

in past the due date. Final grades will be based on the following scale:

A	95-100%	C+	77-79%
A-	90-94%	C	73-76%
B+	87-89%	C-	70-72%
B	83-86%	F	69%-0%
B-	80-82%	Note: The Graduate School does not permit a grade of "D".	

Inclement Weather Policy: Please refer to the university inclement weather policy passed out in class. **Also please be aware that ASU maintains a weather "hotline" which you may access by calling (828) 262-SNOW to obtain local weather information.** Classes at ASU are only cancelled due to weather problems as a last resort. This professor will notify students in this and all other classes if a class is cancelled through the following three means:

1. Through students' E-Mail accounts no later than three hours before a class is cancelled.
2. By having students call her at home (828) 295-6547 or the LES department office (828) 262-2243 no later than four hours before the class is scheduled.
3. Student telephone tree created the first day of class. Because the office personnel will not personally call and notify individual students, please do not expect to receive a personal phone call if a class is cancelled. It is your responsibility to check your E-Mail account or phone your professor. Also, please be aware that weather conditions vary widely throughout Western North Carolina and you must use your own best judgment when traveling to and from classes. An entire class cancelled will be rescheduled toward the end of the semester. An individual class missed by any student due to weather conditions must be made up individually.

Computer Lab Use:

> **All students taking LIB 5050 at ASU must have e-mail access on campus and at home whether registering for the course on campus or through Extension. If you are using someone else's account, YOU MUST provide your instructor with this other e-mail address the first week of classes. Check this account AT LEAST 3-4 TIMES A WEEK FOR NEW MESSAGES, CLASS ANNOUNCEMENTS, POSSIBLE CANCELLATION OF CLASSES, ETC.** There is no longer a separate lab fee which you must pay for using the computer labs in Duncan Hall. Receiving your username (which you will get in class or you may already have) enables you to use computer facilities anywhere on campus as well as at home. You will need a minimum of two double sided high density (preformatted IBM if you wish) 3 1/2" computer disks for class assignments. If you do not know how to format disks, do not worry. We can do this in class. Please be sure to ALWAYS bring your 2 formatted disks to every class so work done in class may be saved.

Also, please bring your syllabus and course calendar to each class as we make changes from time to time and you can adjust these documents accordingly.