

Library Science Administration 403/503

Credit hours: 3

Prerequisites: None

Course Description (Workshop format)

Services, objectives, and standards of school and other libraries. Treats with problems in library management such as housing, equipment, collection development, circulation, acquisition, processing, budget, public relations, reference instruction, and implementation of computer techniques.

Conceptual Framework

Southeastern Louisiana University College of Education and Human Development Conceptual Framework

The COEHD's Conceptual Framework provides direction for the development of effective professionals. It is a living document that continuously evolves as opportunities and challenges emerge. The four components of the Conceptual Framework are the institutional standards used for candidate assessment in undergraduate and graduate programs. They are Knowledge of Learner (KL), Strategies and Methods (SM), Content Knowledge (CK), and Professional Standards (PS). Diversity (DV) and Technology (TY) are included in the assessment process as themes that are integrated throughout all programs in the educational unit.

The following is the link to the conceptual framework on the COEHD website:

http://www.selu.edu/acad_research/colleges/edu_hd/about/conceptual_framework/

Diversity

Students will be prepared to function in a diverse environment and/or community.

Technology

Students will be prepared to utilize technology in their professional environment or practice.

Course Objectives

1. The student will, through observation, learn of the problems of library administration; and, through discussion, be able to arrive at viable solutions.
2. The student will acquire the skills to respond effectively to any administrative crisis which may arise in the library situation.
3. The student will learn to apply the skills learned in other library science courses.

Methodologies

Teaching strategies may include, but is not limited to discussions, lecture, demonstrations, group work, field experiences, and on-line instruction. Course content will be drawn from theory and research, from student experiences, and from discussions in and out of class sessions.

Field Experiences

Field experiences may be required in this course in order to meet the course objectives.

Required Text

Yesner, B. and Jay, H. (1998). *Operating and evaluating school library media programs*. New York: Neal-Schuman Publishers, Inc.

Course Assessment/Evaluation Method

Students will be evaluated through a combination of methods including, but not limited to written examinations, practical examinations, projects, and class participation. Each instructor reserves the right to establish additional methods of assessment.

Unit (COEHD) Assessment

Artifacts to be designated by the instructor will be placed in the student's Portfolio on PASS-PORT, the unit's required electronic portfolio system

As students complete any professional development activities, they are required to enter them into PASS-PORT.

Writing Style

All bibliographic entries will follow University of Chicago or MLA format and all submissions must be typed.

Reference List

Journals and Periodicals
American Libraries
Choice
Bridge: Asian-American Perspectives
The Hornbook
School Library Journal
Wilson Library Bulletin

Books

American Library Association (1998). *Information Power: Building Partnerships for Learning*. Chicago: American Library Association.

Bielefield, Arlene and Lawrence Chessemann (1995). *Library Patrons and the Law*. NY: Neal Schuman.

Buckland, Michael K. (1988). *Library Services in Theory and Context*. NY: Pergamon.

Carson, Ben (1991). *Management Ideas for Media Specialists and School Administrators*. Englewood, CO: Libraries Unlimited.

Carter, Betty (1994). *Best Books for Young Adults*. Chicago: ALA.

Chirgwin, F. John and Phyllis Oldfield (1988). *The Library Assistant's Manual*. 3rd. ed. London: Clive Bingley.

Connor, Jane Gardner (1990). *Children's Library Services Handbook*. Phoenix: Oryx.

Directory of Ethnic Publishers and Resource Organizations (1979) 2nd ed. Chicago: ALA

Hart, T. L.(1990). *Creative Ideas for Library Media Center Facilities*. Englewood, CO: Libraries Unlimited.

Miller, Elizabeth B. (1998). *The Internet Resource Directory for K-12 Teachers and Librarians*. Englewood, CO: Libraries Unlimited.

Nauman, Ann K. and Marvene Dearman. (1992). *Making Every Minute Count: Time Management for Librarians*. Berkeley Heights, NY:Library Learning Resources.

Shonrock, Diana D. (ed). (1996). *Evaluating Library Instruction*. Chicago: ALA.

Other Materials Sources

American Indian Historical Society

Anti-Defamation League, B'nai B'rith

Association for the study of Afro-American Life and History, Inc

Council on Interracial Books for Children