



**FACULTY OF INFORMATION AND MEDIA STUDIES**  
**LIS 9650 - SPECIAL LIBRARIES**  
**SUMMER 2021 – Blended Format (Live virtual and OWL)**

<b>Instructor:</b>	Robert Craig
<b>Email:</b>	rcraig24@uwo.ca
<b>Classes:</b>	Each week, content will be loaded onto OWL. It will be supplemented/supported by a 1-2 hour live virtual class. Class will be recorded for offline viewing for those unable to attend.  In our first class, we will determine optimal times for the live virtual session.
<b>Office Hours:</b>	By appointment. Students are encouraged to OWL Forums to ask questions as it relates to assignments. You can also reach me via email to ask questions (M-F) or make an appointment. Typically, I will be available for virtual office hours from 5:30-6:20 on Monday evenings. See OWL for meeting details
<b>My commitment for support:</b>	This term is unique. As you adjust to a new and different way of participating in your education – I am adjusting as well. I encourage you to reach out to both myself and your fellow students.  I will also seek your feedback during the term for how things are working (or not working) – I encourage you to be generous in your feedback. I will do my best to reasonably adjust!

**COURSE OBJECTIVES** To introduce students to the characteristics of special libraries and information services, focussing on information needs, collection development, services, planning, budgeting, marketing, and management principles. Students will examine the literature, design a specific library, present findings, and write a consulting report in order to gain a general knowledge and practise in the skills needed in planning and running special libraries and information centres.

**METHODS OF EVALUATION**

To complete this course, you must attend all classes, read required readings, and do the following proposal and assignments:

<b>Activity</b>	<b>% of final grade (if applicable)</b>	<b>Due Date (due at midnight)</b>
Initial Team Proposal	n/a	May 21 <sup>st</sup>
Information Needs Report	<b>20%</b>	June 2 <sup>nd</sup>
Collections and Services Report -or- Budget and Staffing Report	<b>15%</b>	June 16 <sup>th</sup> -or- July 7 <sup>th</sup>
Space Planning Report	<b>20%</b>	July 21 <sup>st</sup>
Special Library Focus Presentation	<b>10%</b>	August 3 <sup>rd</sup>
Final Consulting Report	<b>25%</b>	August 11 <sup>th</sup>
Class preparation/OWL participation	<b>10%</b>	

**Class preparation/OWL participation**, participation in class discussions and OWL resources based on required weekly readings, reporting on group discussions regarding library being designed, participation in exercises and other course activities.

#### **About online conversations**

- **The goal of online conversations in the course: Advance the discussion.** Your participation grade is not based on the number of times you post, or the number of words you post, but on how you advance the discussion.
- **Quality of thought is more important than the polish of your words** – I would rather hear what your thoughts versus being concerned on how polished the comment appears. Your reply should not be an essay. A brief response can advance the conversation and stimulate thought.
- **Listening/watching the conversation is valuable** – do not feel obliged to respond to every conversation. Like everyone in the group, you are learning, you are growing – you are not expected to be an expert.
- **Talk to each other – we learn from each other.** I will do my best to stimulate conversation – I encourage you to do the same. I will not respond to every comment made, nor do I expect you to respond to my comments. Feel free to ask your own questions and respond to your online colleagues. Advance the conversation.

## **COURSE MATERIALS**

There is no text for the course. Each week, a variety of readings, accessible electronically, will be provided. In preparing assignments, students are expected to read widely in the literature.

## **LATE PAPERS**

Grades shall be reduced for late papers at the rate of 5% per day for the first two days, and 2% per day thereafter, including weekends. Papers more than one week late will not be accepted.

## **STATEMENT ON ACADEMIC OFFENCES**

Scholastic offences are taken seriously, and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_grad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf)

See also the [statement on plagiarism](#) in the MLIS Student Handbook:

[http://intranet.fims.uwo.ca/graduate/policiesprocedures/academic\\_offences.html](http://intranet.fims.uwo.ca/graduate/policiesprocedures/academic_offences.html)

## **MLIS GRADE GUIDELINES**

The MLIS Student Handbook contains information on the criteria used to grade assignments.

## **SUPPORT SERVICES**

Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.