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**FACULTY OF INFORMATION AND MEDIA STUDIES
LIS 9650 - SPECIAL LIBRARIES
SUMMER 2022**

Instructor	Robert Craig
Email	rcraig24@uwo.ca
Enrollment Restrictions	Enrollment in this course is restricted to graduate students in the Master of Library and Information Science program.
Class	Mondays 6:30-9:20pm (Sessions are delivered in FNB 2230)
Office Hours	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.

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.

PROGRAM CONTENT AREAS: Managing and Working in Information Organizations

LEARNING OUTCOMES (With alignment to [MLIS Program Level Learning Outcomes](#)): Upon successful completion of readings, assignments, and class participation, students will be able to:

1. Identify the unique characteristics of special libraries (PLLO 2);
2. Implement a user-needs analysis study for the creation of a special library (PLLO 2, 8);
3. Create a basic collection development plan and identify appropriate services for the library. (PLLO 8);
4. Create a basic budget for a special library (PLLO 2);
5. Understand the basic principles of planning and management within the special library context (including space planning, marketing and employee development) (PLLO 4);
6. Write a consulting report to present findings for the establishment of a special library (PLLO 9).

METHODS OF EVALUATION

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

Activity	% of final grade (if applicable)	Due Date (due at midnight unless otherwise noted)
Initial Team Proposal	n/a	May 20 th
Information Needs Report	20%	May 30 th
Collections and Services Report -or- Budget and Staffing Report	15%	June 13 th -or- June 27 th
Space Planning Report	20%	July 11 th
Special Library Focus Presentation	10%	August 2-4 th (online)
Final Consulting Report	25%	August 8 th
Class preparation and participation	10%	

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

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

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

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.

HEALTH/WELLNESS SERVICES

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

ACCESSIBLE EDUCATION WESTERN (AEW)

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with [Accessible Education Western \(AEW\)](#), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AEW and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

COURSE TIMELINE AND FORMAT

Sessions are delivered in-person at FNB2230. The following course timeline provides a high-level overview of what will be covered during the course. Enrolled students can refer to the detailed course outline (on OWL) for readings and additional information.

Week	Content
1.	<ul style="list-style-type: none">• Introduction to special libraries and information centres: history of special libraries, role of associations.• Competencies for special librarians• Types of special libraries
2.	<ul style="list-style-type: none">• Role of special libraries within the larger organization• Organizational structures• Identifying missions and goals

3.	<ul style="list-style-type: none"> • Use and users of special libraries and information services • Determining information needs in the special libraries context (Self-direct activity on OWL)
4.	<ul style="list-style-type: none"> • Collections and services • Collection development • Identifying library services • Organization of materials
5.	<ul style="list-style-type: none"> • Managing the special library <ul style="list-style-type: none"> • Budgeting • Staffing
6.	<ul style="list-style-type: none"> • Planning and the special library <ul style="list-style-type: none"> ○ Problem Solving and Decision Making ○ Facilities and space planning
7.	<ul style="list-style-type: none"> • Managing our people: <ul style="list-style-type: none"> ○ Coaching ○ Development ○ Engagement
8.	<ul style="list-style-type: none"> • Resources in the Special Library <ul style="list-style-type: none"> ○ eBooks ○ Other specialized resources in the special library • Vendor relationships
9.	<ul style="list-style-type: none"> • Marketing library and information services • Technology in the special library
10.	<ul style="list-style-type: none"> • Perspectives on Special Librarianship (guest speakers via Zoom)
11.	<ul style="list-style-type: none"> • Small special libraries (solo librarianship) • Evaluation of special libraries and services
12.	<ul style="list-style-type: none"> • Student Special Library Presentations (online)
13.	<ul style="list-style-type: none"> • Valuing special libraries and information centres • Keeping special libraries in the spotlight in times of challenge • Course conclusion: Marketing ourselves