FACULTY OF INFORMATION AND MEDIA STUDIES
LIS 9650 - SPECIAL LIBRARIES
Summer 2024

Instructor:	Robert Craig
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Enrollment Restrictions	Enrollment in this course is restricted to graduate students in the Master of Library and Information Science program.
Office Hours:	By appointment. Students are encouraged to use OWL Brightspace 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 office hours from 5:15-6:15 on Monday evenings – Office: FNB 4134
Classes:	**Unless otherwise noted,** lectures are delivered live on Mondays 6:30-9:20pm (Sessions are delivered in FNB 2230)

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 17th
Information Needs Report	20%	May 31st
Collections and Services Report -or- Budget and Staffing Report	15%	June 14th -OR- June 21st
Space Planning Report	20%	July 12th
Special Library Focus Presentation	10%	July 22nd (in class)
Final Consulting Report	25%	August 9th
Class preparation and participation	10%	

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

- **The goal of conversations in the course**: **Advance the discussion.** Your participation grade is not based on the number of times you ask questions, but 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 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

See also the statement on plagiarism in the MLIS Student Handbook:
http://intranet.fims.uwo.ca/graduate/policiesprocedures/academic_offences.html
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MLIS GRADE GUIDELINES

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

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.

SUPPORT SERVICES

Students who are in emotional/mental distress should refer to Mental Health Support at https://www.uwo.ca/health/psych/index.html   for a complete list of options about how to obtain help.

COURSE TIMELINE AND FORMAT

Sessions are delivered in-person at FNB2230 (unless otherwise noted). 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.	- Introduction to special libraries and information centres: history of special libraries, role of associations. - Competencies for special librarians - Types of special libraries
2.	- Role of special libraries within the larger organization - Organizational structures - Identifying missions and goals
3.	(Due to Holiday, content will be hosted on OWL Brightspace) - Use and users of special libraries and information services - Determining information needs in the special libraries' context
4.	- Collections and services - Collection development - Identifying library services - Organization of materials
5.	- Managing the special library - Budgeting - Staffing
6.	- Planning and the special library - Problem Solving and Decision Making - Facilities and space planning
7.	- Managing our people: - Coaching - Development - Engagement
8.	- Resources in the Special Library - eBooks - Other specialized resources in the special library - Vendor relationships
9.	- Marketing library and information services - Technology in the special library
10.	- Small special libraries (solo librarianship) - Evaluation of special libraries and services
11.	Student Special Library Presentations
12.	- Valuing special libraries and information centres - Keeping special libraries in the spotlight in times of challenge

		• Course conclusion: Marketing ourselves