

**Faculty of Information and Media Studies**  
**GRADLIS 9315 – Collection Management**  
Winter 2024

**Course Information**

*Section:* 650 (Distance/Online)

*Time:* Asynchronous. Course runs Monday through Sunday.

*Enrolment Restrictions:* Enrollment in this course is restricted to graduate students in the Master of Library and Information Science program.

**Instructor Information**

*Instructor:* Roger Chabot, MLIS, PhD

*Pronouns:* He/Him or They/Them

*Email:* [rchabot2@uwo.ca](mailto:rchabot2@uwo.ca)

*Office Hours (Questions/Concerns):* By appointment over Zoom or phone

**Communication:** I check my email regularly throughout the day and will usually respond within a 24-hour period. Please put “9315” somewhere in the subject line so that I can effectively triage my inbox. Responses may be slower on weekends. Please plan your work ahead, as I may be unable to respond to questions about assignments immediately before deadlines. Questions that may take some time to answer are best addressed “face-to-face” by making an appointment to meet with me via teleconference.

**Course Description**

This course provides an introduction to the theory and practice of collection management for print and electronic resources in libraries, including selection tools and criteria, methods of acquisition, evaluation of collections, deselection strategies, preservation and other collection management and development topics.

**Learning Outcomes**

***Course learning outcomes and their relationship to MLIS Program-Level Learning Outcomes***

Upon successful completion of readings, assignments, and class participation, students will be able to:

1. Apply a critical awareness of professional values, standards, and ethics in the context of collections management (PLLO 1, 2, 3, 5)
2. Apply critical awareness of trends and concerns in collection management and development, publishing, and electronic resources management (PLLO 1, 2, 3, 5)
3. Identify and analyze a library's community and collection and develop new collections based off an initial analysis (PLLO 1, 6, 7, 9)
4. Distinguish and understand various review sources for developing collections (PLLO 7, 8, 9)
5. Distinguish and understand essential components of an electronic resource license (PLLO 7, 8, 9)

## **Course Requirements**

To complete this course, you must:

1. View the assigned audio-visual content each week.
2. Complete the assigned readings each week.
3. Complete the following assignments:
  - a. Choose Your Own Adventure Short Paper (20%)
    - i Completed solo
    - ii DUE: Any time during semester
  - b. Integrated Collection Assignment Part 1 (30%)
    - i Community Analysis, Collection Evaluation
    - ii Completed solo or in pairs
    - iii DUE: End of Week 7
  - c. Integrated Collection Assignment Part 2 (35%)
    - i Weeding and Selection
    - ii Completed solo or in pairs
    - iii DUE: End of Week 12
  - d. Electronic Licensing Activity (15%)
    - i Completed solo
    - ii DUE: End of Week 14

## **Course Materials**

All the course readings, audio or video files, links, or documents are provided to you directly through each week's lesson in the course OWL site. The great majority of readings (outlined below) are also available through the Western Libraries catalogue (<http://lib.uwo.ca>) and the internet.

## Course Policies

**Attendance:** There are no in-class or mandatory synchronous portions to this course. However, it is advised that the assigned lectures, readings, and assignments for the course are completed in or by the end week that they are assigned or are due. In some weeks there will be no "deliverable" to submit for a grade, however, it is expected that in these weeks you will still engage with whatever reading or lecture content that is made available. ***It is your responsibility to keep pace with the class*** and to be aware of due dates or other deadlines (such as drop deadlines). Please be aware that the OWL course management software allows me to see who in the class has been or hasn't been accessing the course materials on a regular basis. I also track views on the lecture videos which I host unlisted on YouTube. Students should plan for this course to occupy approximately 4-6 hours of their time each week.

**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/universec/handbook/appeals/scholastic\\_discipline\\_grad.pdf](http://www.uwo.ca/universec/handbook/appeals/scholastic_discipline_grad.pdf).

**Plagiarism:** Plagiarism is a serious academic offence. The University's plagiarism policy requires instructors to remind students that, "Students must write their assignments and essays in their own words. Whenever students take an idea or a passage of text from another author, they must acknowledge their debt by using quotation marks when quoting directly from another work and by proper referencing such as footnotes or in-text citations. Plagiarism is a major academic offence (see Scholastic Offences Policy in the Western Academic Calendar)". See the MLIS student handbook for more details.

Additionally, plagiarism includes, but is not limited to, the unauthorized use of generative artificial intelligence to create content that is submitted as one's own. Students whose use of AI-content generators (e.g., ChatGPT) to complete assignments without attribution or permission from the instructor are committing a scholastic offence.

**Health and Wellness Services:** Students who are in emotional/mental distress should refer to Mental Health@Western (<https://www.uwo.ca/health/psych/index.html>) 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.

**Potentially Re-Traumatizing Subjects:** It is not anticipated that that any of the course content will deal with traumatic topics. I have done my best to provide an exhaustive list of topics and readings for students to investigate beforehand and offer content warnings (CW) where I can. If a student has a previous, or continuing, history of emotional trauma and think some subjects may be difficult for them, please prepare ahead to address these concerns. Please come speak to me or Chris Circelli in the grad services office if you have any concerns about your mental health in regard to course content and I will do my best to accommodate. And of course, please consult the appropriate resources if you require ongoing medical accommodations or support.

**Course Schedule and Topics**

Week	Dates	Topic
Week 1	Jan 8-14	What is Library Collection Management?
Week 2	Jan 15-21	Community Analysis
Week 3	Jan 22-28	Collections Development Policies
Week 4	Jan 29-Feb 4	Collection Analysis and Evaluation
Week 5	Feb 5-11	Selection in Public Libraries
Week 6	Feb 12-18	Selection in Academic Libraries
Week 7	Feb 19-25	MLIS Research Week
Week 8	Feb 26-Mar 3	Managing a Physical Collection: Deselection, Storage, Security and Preservation
Week 9	Mar 4-10	Trends in Public Library Collecting
Week 10	Mar 11-17	New Concerns in Scholarly Publishing and Scholarly Communication
Week 11	Mar 18-24	Electronic Publications Management

Week 12	Mar 25-31	Licensing of Electronic Materials
Week 13	Apr 1-7	Resource Sharing and Consortia
Week 14	Apr 8-12	Final Assignment Work Time