INFO 5320: Public Libraries

Instructor Information
Name: Dr. Adrianne Washburn, Adjunct Professor
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Office Hours: By appointment via Zoom

Dr. Washburn brings professional experience from both public and corporate libraries. She has taught courses in Library Management, Advanced Library Management, Finance and Human Resource Management, and Public Libraries.

Course Description, Structure, and Objectives

Course Description
This course explores the organization and management of public libraries and urban/rural library systems. Topics include resources, functions, services, federal and state programs, and emerging trends. Students will investigate major issues individually.

Course Structure
INFO 5320 is a fully online, asynchronous course delivered via Canvas. There are no required face-to-face meetings; however, there is one required Zoom meeting. See the Course Summary for meeting details. The course includes lectures, readings, field observations, assignments, and discussion. Students are expected to engage with all content, participate, and complete all assignments on time. This introductory course requires students to explore beyond the materials provided.

NOTE: Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for F-1 Visa (DOC) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

Course Objectives and Goals
This course surveys the historical development and current status of public libraries, examines governance and finance, and encourages independent study and research. Students may interact with library professionals at various levels.

Upon completion, students should be able to:

- Explain library history and apply lessons to modern practice.
- Conduct program/resource assessments.
- Develop short- and long-term plans.
- Analyze organizational culture and governance.
- Prepare and present budgets.
- Assess technology's impact on library programs.
- Stay current via professional resources.
- Collaborate effectively.
- Identify management trends.
- Conduct and cite academic research.

How to Succeed in this Course

Communication Expectations
Please email Dr. Washburn directly at Adrianne.Washburn@unt.edu for immediate concerns. Expect responses within 24 hours.

ADA Accommodation
The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.
You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the Office of Disability Access website (https://studentaffairs.unt.edu/office-disability-access).

Academic Support Resources
UNT strives to offer you a high-quality education and a supportive environment, so you learn and grow. Your instructor is committed to helping you be successful as a student. To learn more about campus resources and information on how you can be successful at UNT, go to unt.edu/success and explore unt.edu/wellness. To get all your enrollment and student financial-related questions answered, go to scrappysays.unt.edu.

Supporting Your Success and Creating an Inclusive Learning Environment

Teaching Philosophy
Dr. Washburn values an inclusive, engaging environment where students interact with varied course materials and perspectives. Students are expected to engage in reading, independent exploration, and critical thinking. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all.

You are encouraged to review UNT's student code of conduct so that we can all start with the same baseline civility understanding (https://policy.unt.edu/policy/07-012).

Required/Recommended Materials

The required texts are available for purchase from the UNT bookstore (https://unt.bncollege.com/shop/unt/home) or accessed through the library.

Required Texts

- De la Peña McCook, K., & Bossaller, S. (2017). *Introduction to Public Librarianship* (3rd ed.). Neal-Schuman.
- Van Slyck, A. A. (1998). *Free to All.* University of Chicago Press.

Additional potential readings

- Block, M. *The Thriving Library*.
- Woodford, F. B. *Parnassus on Main Street* (excerpt provided).
- Whitesides, W. L. *Reinvention of the Public Library* (available online via UNT).

Supplementary materials, both required and optional, will be located in each module in the Canvas course.

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and Microsoft Office products. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

Course Requirements/Schedule

Date	Topic	Assignment	Points Possible	% of Final Grade
08/20	Introduction – Welcome!	Introduce Yourself Discussion	50 points	10%
08/22		Intro Zoom Meeting	50 points	
08/26	Contemporary Roles of Public Libraries	Module 1 Assignment	5 points	60%
09/02	Historical Development of Public Libraries (Part 1)	Module 2 Assignment	5 points	
09/09	Historical Development of Public Libraries (Part 2)	Module 3 Assignment	5 points	
09/16	Governance of the Public Library	Module 4 Assignment	10 points	
09/23	Public Awareness	Module 5 Assignment	10 points	
09/30	Support Services and Operations	Module 6 Assignment	5 points	
10/07	Public Services	Module 7 Assignment	10 points	
10/14	Technology	Module 8 Assignment	10 points	
10/21	Planning and Evaluation	Module 9 Assignment	10 points	
10/28	Financing and Budgeting	Module 10 Assignment	10 points	
11/4	Client-Centered Services	Module 11 Assignment	10 points	
11/11	Professional and Community Partnerships and Collaborations	Module 12 Assignment	10 points	
11/18 & 12/9	Final Project	Final Team Project Outline; Final Team Project: Grant Proposal & Presentation; Final Project: Self-Evaluation	100 points	30%

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, the calendar is subject to change, as described in the Campus Closures Policy (https://policy.unt.edu/policy/15-006).

Assessing Your Work

Grading Scale
A = 90-100 (Excellent)
B = 80-89 (Good)
C = 70-79 (Fair)
D = 60-69 (Poor)
F = 50 and below (Failing)

Evaluation Criteria
Assignments will be evaluated for:

- Writing quality, grammar, and citation (APA)
- Depth of content and reflection
- Familiarity with course materials

Assignment Policies
- Assignments are due by 11:59 PM CST on the stated due date.
- Late submissions lose one letter grade per day.
- Use the Module Response Guide for submissions.
- File naming format: LastnameModulenumberINFO5320 (e.g., SmithModule2INFO5320).
- No midterm or final exams.

In this course, we want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like Claude, ChatGPT, and Gemini is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the Student Academic Integrity policy (https://policy.unt.edu/policy/06-003).

Every student can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success (https://policy.unt.edu/policy/06-003).

Attendance and Participation

Students are required to log into the course through Canvas daily to view class announcements, check grades, and complete assignments. Because this course involves collaboration, participation is essential to learning. Project-based activities require you to be actively engaged in discussions and group work. It is important that you communicate with the instructor, before being absent from the course in order to discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the instructor if you are unable to attend to course activities because you are ill.