

# SYLLABUS

## INFO 5450: Rare Books, Spring 2021, Dr. Jennifer K. Sheehan

**Description:** This course is an introduction to the principles and practices of rare book librarianship, including: bibliography and its applications to identification and evaluation of rare materials; history of printing and binding; and administration of rare book or special collections, including bibliographic and physical access, reference, evaluation techniques, cataloging, public relations and personnel.

### Required Texts:

Clemens, R. & Graham, T. (2007). *Introduction to Manuscript Studies*. Ithaca, NY: Cornell University Press.

Galbraith, S. K. & Smith, G. D. (2012). *Rare Book Librarianship*. Santa Barbara, CA: Libraries Unlimited.

Gaskell, P. (1995). *A New Introduction to Bibliography*. New Castle, DE: Oak Knoll Press.

### Optional (but highly recommended!):

Carter, J. and Barker, N. (2004). *ABC for Book Collectors, 8<sup>th</sup> edition*. New Castle, DE: Oak Knoll Press. Available online via: <https://ilab.org/articles/john-carter-abc-book-collectors>

### Objectives

1. Develop an appreciation of books as historical objects.
2. Understand changes in the production of written and printed books through time.
3. Learn the components of books and become familiar with the specialized vocabulary for describing and discussing them.
4. Recognize the issues involved in the administration of special collections and current developments in the field.

### Requirements

1. Participate in online discussions. Everyone should have at least one substantial discussion posting and one response to another student's posting per lesson to receive full credit. Something like "me, too" does not count as a response—it must be more substantive. To receive full credit, *you must complete your discussion postings for a given unit prior to the day the next unit begins, and you cannot post before a given unit begins*. You will lose 4 points on your participation grade for each posting and 4 points for each response you do not complete during the period of the associated unit.
2. Write a brief summary of a scholarly article related to the course content.
3. Write a midterm research paper which will be an overview of a particular topic in book

history.

4. Write a paper based on a visit (physical or virtual) to an institution with special collections. Rather than being a formal research paper, this assignment is intended to apply what you have learned in the course.
5. Complete a terminology quiz during the final exam period.

### **Grades:**

Participation/Discussions	15%
Article Summary	10%
Midterm Paper	30%
Institution Assessment Paper	30%
Terminology Quiz	15%

Grades are determined on a 100-point scale with 10 points per grade (90-100 = A, 80-89 = B, etc.).

You may choose your own style guide (Turabian, MLA, etc.), but you must be consistent. Ideas or quotations taken from sources must be properly referenced in your paper. Both substantive content and quality of writing are considered. Substantive content includes demonstrated knowledge of appropriate concepts, strong supporting material, reasonable conclusions or solutions, and completeness. Quality of writing covers organization and clarity of expression, appropriate use of references, and correct grammar, punctuation, and spelling. Rubrics are provided for each assignment, so you may see the criteria upon which you will be graded in advance.

### **Grade Options**

**Extra credit:** Assignments for extra credit will not be made under any circumstances. If you are having trouble with regular assignments, consult me as soon as possible.

**Incomplete:** See *UNT Graduate Catalog* for policies and semester schedule for deadlines. A grade of incomplete (I) will be given only for justifiable reason and only if you are passing the course. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within the time frame agreed upon with the instructor, you will receive a grade of F.

**Withdrawal:** See *UNT Graduate Catalog* for policies and semester schedule for deadlines. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of F.

### **Policies**

## Contacting Me

[Meet Your Instructor](#)

## Late Work

I do not accept excused late work. This course is largely self-paced, and you are provided with all of the assignments at the beginning of the semester. If you know there are going to be problems completing an assignment on the given due date, plan and work ahead. For each day that an assignment is turned in late, 10 points will be deducted from the grade for that assignment. *After the third day, the assignment receives a grade of 0.*

## ADA Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

## Academic Misconduct

UNT has an *Academic Misconduct Policy* that focuses primarily on cheating and plagiarism. The UNT Code of Student Conduct and Discipline, Section V (Fall 2003) defines these as follows:

**A. Acts of Dishonesty**, including but not limited to:

1. *Academic dishonesty – cheating*. The term “cheating” includes, but is not limited to:
  - (a) use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - (c) the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the university;

(d) dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s).

(e) any other act designed to give a student an unfair advantage.

2. **Academic dishonesty – plagiarism.** The term “plagiarism” includes, but is not limited to:

(a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and

(b) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Enrollment in any INFO course is considered implicit acceptance of all INFO and UNT student policies. It is the **responsibility of the student** to understand and adhere to these policies.

**Plagiarism** is the most common form of academic misconduct in INFO. The INFO 5450 instructor may choose to submit any student work to **Turnitin** for verification of originality.

**Penalties** for plagiarism in INFO 5450 are as follows:

- First offense: Final course grade reduced by **one complete grade**
- Second offense: Final course grade reduced to **F(Fail)**

## Course Schedule

For each unit, open the Learning Module to view the lecture and any associated videos, read the assigned readings, participate in the unit discussion, and complete any relevant assignments.

<u>Module</u>	<u>Dates</u>	<u>Topic</u>	<u>Assignments</u>
1	January 11-17	Introduction	Discussion posting & response
2	January 18-24	Manuscripts	Discussion posting & response
3	January 25-31	The Hand-Press Period, Part I	Discussion posting & response
	<b>January 31</b>		<b>Article summary due by midnight</b>
4	February 1-7	The Hand-Press Period, Part II	Discussion posting & response
5	February 8-14	The Machine-Press Period, Part I	Discussion posting & response
6	February 15-21	The Machine-Press Period, Part II	Discussion posting & response
	<b>February 28</b>		<b>Midterm paper due by midnight</b>
7	March 1-7	Careers in Rare Books: Preparation & Competencies	Discussion posting & response

8	March 8-14	Acquisitions & Cataloging	Discussion posting & response
9	March 15-21	Reference/Customer Service	Discussion posting & response
10	March 22-28	Exhibitions & Public Relations	Discussion posting & response
	<b>April 4</b>		<b>Institution assessment paper due by midnight</b>
11	April 5-11	Preservation & Digitization	Discussion posting & response
12	April 12-18	Access & Security	Discussion posting & response
	<b>April 25</b>		<b>Terminology quiz completed by midnight</b>

Click the [Modules](#) button on the upper left to get started. Welcome to the course!