

## SYLLABUS 5300 - 4300

University of North Texas  
Department of Library and Information Sciences  
Management of Information Agencies

### INSTRUCTOR INFORMATION

Dr. Maurice B. Wheeler  
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Appointments can be made in advance to meet with students on campus. However, electronic communication with me is readily available through email accessed via the course web page.

### INTRODUCTION

The organizational complexity of libraries often comes as a surprise to new librarians who are thrust into positions that require the application of managerial skills as part of their first assignments in rural, small or specialized libraries. Likewise, professionals advancing in their careers to positions of greater responsibility frequently are required to assume administrative and managerial roles on a variety of levels. SLIS 5300 Management of Information Agencies is designed for current and future information professionals who are interested in learning more about the theory and practice of management. It is a highly interactive course and requires in-depth exploration and discussion of topics presented in the course modules.

### GRADUATE CATALOG COURSE DESCRIPTION

Management principles and practices. Problem-solving, public relations and program development. Libraries and information centers and their social and political context. Coping with change. Facilities and equipment. Representative research and data analysis.

### COURSE GOALS AND OBJECTIVES

To study and discuss historical approaches to management; to become knowledgeable about the application of management principles and functions as they relate to the management of library and information organizations; to explore and analyze real-world management issues in the professional literature; to encourage students to pursue independent study and research; and to provide students with opportunities to interact with local and regional public library leaders and practitioners.

## COMPETENCIES and OBJECTIVES

By the end of the course students will be able to:

1. Analyze the theory and application of planning, organizing, staffing, directing, and controlling within libraries and information centers.
2. Appraise the changing role of the manager of libraries and information centers within the total institution and/or organization to which information and services are being provided.
3. Identify current trends and issues in library management and administration.
4. Gain an understanding of organizational culture and structure in information organizations, and how these environmental issues relate to and affect governance and management.
5. To gain a better understanding of the dynamic of organizational change, and the manager's role in the process.

## COURSE METHOD

The course will be a combination of lectures, reading assignments, field-observation, written assignments, research and module exercises and presentations. Students will be expected to complete assignments and projects, participate in module discussions and exercises.

The outline of the content of the course will generally follow the text by Stueart & Moran, however, there will be both required and optional supplementary readings which will accompany each unit of the course. Lectures, discussions and individual reports along with case studies will be used throughout the course. Topics covered will include: planning, organizing, staffing, directing, coordinating, reporting, budgeting, managing, public relations, professional ethics, and current issues.

## COURSE ACCESS

The course content for SLIS 5300 is accessible only using WebCT Vista. Students registered for the course with a valid UNT EUID AND PASSWORD will have access to the WebCT Vista pages. At times, technical problems may result from uploads to the database. If you are registered for the course and are experiencing access problems, please consult the WebCT Vista Student Guide at:

<http://courses.unt.edu/webct/vista/student/index.htm>

To access PowerPoint viewer, a free download that enables you to view PowerPoint files, go to <http://support.microsoft.com/kb/126492> For video, you will need RealPlayer. You can download RealPlayer at [http://courses.unt.edu/webct/student/browser\\_system\\_plugin.htm](http://courses.unt.edu/webct/student/browser_system_plugin.htm)

## TEXT BOOK

Stueart, Robert D. & Moran, Barbara B. Library and Information Center Management. 5th Edition. Englewood, CO: Libraries Unlimited, 2007.

## REQUIRED READINGS

There is no required text to purchase. However, you may choose to purchase the text for your

convenience of use. The Stueart & Moran book is available online at netLIBRARY (accessed through UNT's Library Resources webpage at <http://irservices.library.unt.edu>) Other readings will be available electronically through the "Articles" folder on the course homepage. If you choose to purchase the resources, consider the following sources:

- 1) UNT Bookstore: <http://shop.efollett.com/htmlroot/storehome/universityofnorthtexas413.html>
- 2) Directly from the publishers.
- 3) Other online bookstores such as:  
[www.collegebookzone.com](http://www.collegebookzone.com)  
[www.efollet.com](http://www.efollet.com)  
[www.textbooksatcost.com](http://www.textbooksatcost.com)  
[www.varsitybooks.com](http://www.varsitybooks.com)  
[www.textbooksource.net](http://www.textbooksource.net)  
[www.classbook.com](http://www.classbook.com)  
[www.amazon.com](http://www.amazon.com)  
[www.bn.com](http://www.bn.com)

## STUDENT EVALUATION

Classroom participation/online discussion and written assignments 50%

Midterm Paper 25%

Final Project 25%

Students are responsible for tracking their progress in the course.

Extra credit: As a general rule, extra credit is not offered.

Basis of Course Evaluation:

- 1) Completion of required readings 2) Completion of required assignments 3) Timely submission and quality of written assignments 4) Course participation

## WRITTEN ASSIGNMENT GRADING

Style Manual:

The APA Publication Manual is the approved style manual for the preparation and submission of assignments. Please assure that your work has been edited for spelling, grammar, and logic prior to posting any written assignments.

Midterm and Final Research Papers:

- Quality of writing and level of discussion and exploration of topic
- Completely meets each level of assignment as outlined in instructions

(APA style manual must be used consistently for all written assignments, especially for references)

Exams:

Written papers are assigned. There will be no mid-term or final exam.

## GRADING STRUCTURE

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

"A" Excellent work that considerably exceeds the stated course requirements.

"B" Good to very good work that generally exceeds the stated course requirements.

"C" Fair to poor work that minimally meets the stated course requirements.

## ASSIGNMENTS

\*\*The course calendar can be found on the course web page and contains all due dates - all assignments are due by 11:55pm on the due date. When you submit assignments, please DO NOT ask for confirmation that it has been received; however, you are strongly advised to retain copies of all assignments submitted.

Students are required to include student name and assignment number or name on the top of each page submitted. Save files with a consistent and unique naming sequence:

LASTNAME\_FIRSTNAME\_assignmentname\_number, i.e. Smith\_Jane\_AnnotatedBib\_1

\*\*Late mid-term papers will receive one letter grade reduction for each day the assignment is late.