**University of North Texas**
**College of Information**
**Department of Information Science**

## I. Course Information

INFO 5366 – Law Library Management, **2024 Spring**
Course is hybrid with monthly meetings [specific days TBD] from 6-8pm (central) at
https://unt.zoom.us/j/9667617586

### Instructor Information

Sarah E. Ryan, MA, MLS, JD, PhD (she, her, hers)
Director of the Law Librarianship Program & Associate Professor
Department of Information Science, College of Information, University of North Texas
**Email:** sarah.ryan@unt.edu
**Telephone:** 646-660-1458 (cell, text preferred)
**Office address:** Discovery Park, Office E295E

### Teaching Assistant

Tanzina Hossain, MBA   TanzinaHossain@my.unt.edu

### Office Hours

You are **welcome** to make an appointment with me at any time to discuss law librarianship or course related questions, issues, or concerns. Please send me an email or text to schedule a meeting.

### Course Format

This course is hybrid. We will have required monthly meetings at: https://unt.zoom.us/j/9667617586

### Reading Materials

All readings and materials will be available for free in Canvas on each Module's "Learning Objectives, Materials, & Resources" page.

## II. Course Introduction

This course offers a survey of the history and development, characteristics and distribution of law libraries in the United States. It covers the role and function of law libraries or collections in academic, government or private institutional contexts. We will discuss topics in law library administration, including organization, personnel and financial management, library planning, marketing and evaluation. We will briefly study of tools for collection development, collection development plans and technical processes. By the end of the course, you will have gained a solid introduction to the profession of law librarianship and training in a host of management skills.

**Course Objectives**

Upon successful completion of this course, you will:
1. function effectively as an information management professional in law libraries or collections in academic, court, government or private sector settings
2. know the basic elements of administration of law libraries in various institutional contexts
3. describe the organization, structure and function of different types of law libraries and the principles of law library management.
4. discuss techniques for identifying and determining the information needs of the user populations for law libraries and for implementing user-oriented library and information services responsive to those needs
5. comprehend and apply theories, principles and practices of collection development and bibliographic control of print and non-print resources for law libraries and legal collections.

**Course Outline**

The course is organized into 6 Learning Modules:
1. Module 1: Overview of Law Librarianship (week 1)
2. Module 2: Policy Development & Strategic Planning (weeks 2-4)
3. Module 3: Academic Law Libraries & Collection Development (weeks 5-8)
4. Module 4: Government Law Libraries & Marketing (weeks 9-11)
5. Module 5: Budgeting (week 12)
6. Module 6: Law Firm Libraries & Leadership (weeks 13-15, final)

**III. Student Assessment & Grading**

1. **Assignments: In- and out-of-class (40% of total grade, 22 total, lowest 2 dropped)**
   You will complete weekly exercises, reading reflections, management activities, etc. All assignments will be available via Canvas.

2. **Law Library Marketing Project (30% of total grade)**
   You will work with a team to create marketing materials for a county law library. Each member of the team will mock up a visual design and content ideas for a flyer, Facebook post, and/or public transportation poster. Then, the team will decide on a cohesive visual story ("look") and messaging content, and each member of the team will create <u>one</u> final piece of the team marketing kit (i.e., the flyer, or Facebook post, or public transportation poster) in **<u>Canva</u>** with a 500 word explanation for your choices accompanying the Canva piece.

3. **Leadership Philosophy & Development Plan (30% of total grade)**
   You will interview a law librarian by week 10 of the semester. Then, at the end of the semester, you will write a ~2,000 word leadership philosophy in which you: 1) describe (with a research citation) at least one leadership **theory** (e.g., servant leadership) that guides your approach to leadership, 2) identify your **beliefs** about what constitutes good leadership of individual employees, organizational units, organizations, and organizations-as-community-members, 3) list and describe your current leadership capacities and **strengths**, 4) articulate a 3-year professional development **plan** for enhancing your leadership knowledge, skills, and experiences, and 5) weave in tips, best practices, and insights from at least one guest speaker and your law librarian interviewee.

**Points at a Glance**

| | | |
|---|---|---|
| In-class and out-of-class assignments | 400 points | 40% |
| Law Library Marketing Project | 300 points | 30% |
| Leadership Philosophy | 300 points | 30% |

**Late Work**

Late assignments will not be accepted. However, the lowest two assignment grades will be dropped to accommodate for unexpected circumstances.

**Grading Scale**

A = 900-1000     B = 800-899     C = 700-799     D = 600-699     F = 500-599

**IV. Communications**

Course announcements and information will be sent by email and/or posted under "Announcements," so you should monitor this area of Canvas. You should check your Canvas Message box and UNT email address regularly, as this is the main avenue of communication.

**V. Disability Accommodations**

Everyone has the right to an education. 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 Access (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, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

**VI. Technical Requirements/Assistance**

To fully participate in this class, you will need internet access to reference content on the Canvas Learning Management System and library databases such as Nexis Uni and Hein  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).

**VII. Student Feedback, Course and Instructor Evaluation**

All courses at UNT provide you with an opportunity to evaluate teaching and course effectiveness. Typically, the SPOT course evaluation will be available 7 days before the end of class. It can be accessed from a student's my.unt.edu page. NOTE: The evaluation closes at the end of the term!

**VIII. Scholarly Expectations and Academic Integrity**

All works submitted for credit must be original works created by you uniquely for this class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

**IX. Course Policies**

**Assignment Policy**

Please use the academic calendar included below for topics and general guidance. Specific due dates will be listed in Canvas. Additional information on assignments can be found in the modules.

**Incompletes**

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. You must arrange with the instructor to finish the course at a later date by completing specific requirements. Please refer to http://essc.unt.edu/registrar/academic-record-incomplete.html for more information. If you do not remove the incomplete within one calendar year, you will receive a grade of F.

**Withdrawal:** See *UNT Graduate Catalog* for policies and UNT 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.

**X. RESOURCES**

UNT Portal: http://my.unt.edu
UNT Canvas Technical Support: https://it.unt.edu/helpdesk
UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access

**Appendix A Course Schedule**

| Week/Dates | Mod | Topics | Readings and Assignments |
|---|---|---|---|
| Week 1<br>Jan. 15-21 | 1 | *Overview of Law Librarianship*<br>-history of the profession<br>-history of legal education<br>-designing services for new kinds of patrons | **Readings**: 1) Abdullah et al, 2) Ryan (2022), 3) Ryan (2013)<br>**Assignment 1**: AALL Salary Survey<br>**Assignment 2**: Your Law Librarianship Job |
| Week 2<br>Jan. 22-28 | 2 | *Policy Development & Strategic Planning*<br>-strategic planning as a leadership exercise<br>-major approaches to strategic planning (SWOT, SOAR) | **Readings**: 1) Delmar & Tarves, 2) Studwell<br>**Assignment 3**: Gov't. law library strategic plans<br>**Assignment 4**: SWOT or SOAR? |
| Week 3<br>Jan. 29-<br>Feb. 4 | 2 | *Policy Development & Strategic Planning*<br>-strategic planning as a culture exercise/manifestation<br>-strategic planning over time<br><br>**First synchronous meeting!** | **Readings**: 1) Eiseman et al. (2011), 2) Eiseman et al. (2012), 3) Yale Law Library Strategic Plan, 2014-2018<br>**Assignment 5**: Guest speaker reflection<br>**Assignment 6**: UMich. Law DEI strategic plan analysis |
| Week 4<br>Feb. 5-11 | 2 | *Policy Dev. & Strategic Planning*<br>-strategic planning as a stakeholder engagement and power exercise<br>-strategic planning as a budget or staff reduction exercise | **Reading**: 1) Leary<br>**Assignment 7**: What I bring to strategic planning |
| Week 5<br>Feb. 12-18 | 3 | *Academic Law Libraries*<br>-organizational structure<br>-reference services<br>-empirical reference services | **Readings**: 1) Hickman, Kearney, & Leong , 2) Ryan<br>**Assignment 8**: Tableau data<br>**Assignment 9**: Immigration readings |
| Week 6<br>Feb. 19-25 | 3 | *Academic Law Libraries*<br>-technical services<br>-access services<br>-special collections and archives | **Readings**: 1) Morgan et al., 2) Gordon, et al., 3) Grimes et al.<br>**Assignment 10**: Collection development part 1: Institution and patron analysis |
| Week 7<br>Feb. 26-<br>Mar. 3 | 3 | *Academic Law Libraries*<br>-collection development<br>-alumni relations and donor funding<br>**Second synchronous meeting!** | Reading: 1) Sayward, 2) Marke et al.<br>**Assignment 11**: Collection devt. part 2: Funded-Collection Collection Development Plan<br>**Assign. 12**: Guest speaker reflection |

| Week 8<br>Mar. 4-10 | 3 | *Academic Law Libraries*<br>-instruction and pedagogy<br>-student services & engagement<br>-marketing & outreach | **Readings**: 1) Johnston-Green et al.,<br>2) Burnett & Lundgren<br>**Assign. 13**: Student engagement marketing analysis |
| Week 9<br>Mar. 11-17 | **Spring Break** | | |
| Week 9<br>Mar. 18-24 | 4 | *Government Law Libraries*<br>-access to justice<br>-public programs<br>-self-represented (*pro se*) litigants<br>-Lawyers in the Library<br>-legislators<br>-legislative history<br>-legislative procedure<br>-state agencies | **Readings**: 1) Metheny, 2) Burnett & Lundgren.<br>**Marketing Project I**: Our library -- location, demographics… publics |
| Week 10<br>Mar. 25-31 | 4 | *Government Law Libraries*<br>-access to justice<br>-access to legal technology<br>-marketing<br>**Third synchronous meeting!** | **Reading**: Harmon et al.<br>**Marketing Project II**: Individual marketing deliverable<br>**Assign. 14**: Guest speaker reflection |
| Week 11<br>April 1-7 | 4 | *Government Law Libraries*<br>-marketing | **Marketing Project III**: Group marketing plan |
| Week 12<br>April 8-14 | 5 | *Budgeting* | **Readings**: TBD<br>**Assign. 15**: Budgeting quiz<br>**Assign. 16**: Trim the budget<br>**Assign. 17**: Budgeting advice |
| Week 13<br>April 15-21 | 6 | *Leadership & Law Firm Libraries* | **Readings**: 1) Searle & Barbuto, J.,<br>2) Eva et al.<br>**Assign. 18**: Law librarian credentials debate<br>**Assign. 19**: Which firm interests me? |
| Week 14<br>April 22-28 | 6 | *Leadership & Law Firm Libraries* | **Readings**: 1) Klausner & Le,<br>2) Gediman & Stahl<br>**Assign. 20:** Trellis analysis<br>**Assign. 21**: Competitive intelligence |
| Week 15<br>April 29-<br>May 5<br>(last class) | 6 | *Leadership & Law Firm Libraries* | **Readings**: 1) Peros & Sessi,<br>2) Brown, Ramirez Toft-Nielsen, & Reeve Davis<br>**Assign. 22:** Professional development for firm librarians |

| Finals | | **Leadership Philosophy & Development Plan** | **Leadership Philosophy & Development Plan** due May 9 |
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