I. Course Information
INFO 5366 – Law Library Management, 2023 Spring
Course meets on Wednesdays from 6-8pm (central) at https://unt.zoom.us/j/9667617586

Instructor Information
Sarah E. Ryan, MA, MLS, JD, PhD (she, her, hers)
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Telephone: 646-660-1458 (cell)
Office address: #E295E

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 to schedule a meeting.

Course Format
This course is 100% online. We will have required weekly meetings at: https://unt.zoom.us/j/9667617586

Reading Materials
Budgeting course registration: The Information School at UW-Madison has given us access to their budgeting course. The first module of that course is required for this course and, if you choose, you can complete the entire budgeting course to earn a budgeting certificate. To register, use the discount code and instructions provided by the instructor. You may register for this course at any time spring semester; we will cover the course in week 12. Please do not share the discount code with anyone outside this course.

All other 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)
5. Module 5: Budgeting (week 12)

III. Student Assessment & Grading
Course Activities and Assessments
1. Attendance and Active Participation (10% of total grade)
   You are expected to attend weekly class sessions. If you cannot attend, please inform the instructor in advance and obtain instructor approval.
2. 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. Most weeks, you will have one in-class and one out-of-class exercise. While out-of-class exercises will be completed individually, in-class exercises will often be completed in teams.
3. 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 one final piece of the team marketing kit (i.e., the flyer, or Facebook post, or public transportation poster) in Canva.
4. Leadership Philosophy & Development Plan (20% of total grade)
   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, and 4) articulate a 3-year professional development plan for enhancing your leadership knowledge, skills, and experiences.
Points at a Glance
Attendance and Active Participation 100 points 10%
In-class and out-of-class assignments 400 points 40%
Law Library Marketing Project 300 points 30%
Leadership Philosophy 200 points 20%

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

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 here as the official due date repository. 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

<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Mod</th>
<th>Topics</th>
<th>Assignments/Due Dates</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>1</td>
<td><strong>Overview of Law Librarianship</strong></td>
<td><strong>Readings:</strong> 1) Abdullah et al, 2) Ryan (2022), 3) Ryan (2013)</td>
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<tr>
<td>Jan. 17-22</td>
<td></td>
<td>-history of the profession</td>
<td><strong>In-class:</strong> AALL Salary Survey</td>
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<tr>
<td></td>
<td></td>
<td>-history of legal education</td>
<td><strong>Out-of-class:</strong> Your Law Librarianship Job (due 1/22)</td>
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<td></td>
<td></td>
<td>-designing services for new kinds of patrons</td>
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<tr>
<td>Week 2</td>
<td>2</td>
<td><strong>Policy Development &amp; Strategic Planning</strong></td>
<td><strong>Readings:</strong> 1) Delmar &amp; Tarves, 2) Studwell</td>
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<tr>
<td>Jan. 23-29</td>
<td></td>
<td>-strategic planning as a leadership exercise</td>
<td><strong>In-class:</strong> Gov’t. law library strategic plans</td>
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<td></td>
<td></td>
<td>-major approaches to strategic planning (SWOT, SOAR)</td>
<td><strong>Out-of-class:</strong> SWOT or SOAR? (due 1/29)</td>
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<tr>
<td>Week 3</td>
<td>2</td>
<td><strong>Policy Development &amp; Strategic Planning</strong></td>
<td><strong>Readings:</strong> 1) Eiseman et al. (2011), 2) Eiseman et al. (2012), 3) Yale Law Library Strategic Plan, 2014-2018</td>
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<td>Jan. 30-Feb. 5</td>
<td></td>
<td>-strategic planning as a culture exercise/manifestation</td>
<td><strong>In-class:</strong> Guest speaker reflection</td>
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<td></td>
<td></td>
<td>-strategic planning over time</td>
<td><strong>Out-of-class:</strong> UMich. Law DEI strategic plan analysis (due 2/5)</td>
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<tr>
<td>Week 4</td>
<td>2</td>
<td><strong>Policy Dev. &amp; Strategic Planning</strong></td>
<td><strong>Reading:</strong> 1) Leary, 2) Role for role-play</td>
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<tr>
<td>Feb. 6-12</td>
<td></td>
<td>-strategic planning as a stakeholder engagement and power exercise</td>
<td><strong>In-class:</strong> Strategic planning role-play</td>
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<td></td>
<td></td>
<td>-strategic planning as a budget or staff reduction exercise</td>
<td><strong>Out-of-class:</strong> Strategic planning role-play reflection (due 2/12)</td>
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<tr>
<td>Week 5</td>
<td>3</td>
<td><strong>Academic Law Libraries</strong></td>
<td><strong>Readings:</strong> 1) Hickman, Kearney, &amp; Leong , 2) Ryan</td>
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<tr>
<td>Feb. 13-19</td>
<td></td>
<td>-organizational structure</td>
<td><strong>In-class:</strong> Tableau data</td>
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<td></td>
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<td>-reference services</td>
<td><strong>Out-of-class:</strong> Immigration readings (due 2/19)</td>
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<td>Week 6</td>
<td>3</td>
<td><strong>Academic Law Libraries</strong></td>
<td><strong>Readings:</strong> 1) Morgan et al., 2) Gordon, et al., 3) Grimes et al.</td>
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<td>Feb. 20-26</td>
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<td>-technical services</td>
<td><strong>In-class:</strong> Guest speaker reflection</td>
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<td></td>
<td>-access services</td>
<td><strong>Out-of-class:</strong> Collection development part 1: Institution and patron analysis (due 3/5)</td>
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<tr>
<td>Week 7</td>
<td>3</td>
<td><strong>Academic Law Libraries</strong></td>
<td><strong>Reading:</strong> 1) Sayward, 2) Marke et al.</td>
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<td>Feb. 27-Mar. 5</td>
<td></td>
<td>-collection development</td>
<td><strong>Out-of-class:</strong> Collection development part 2: Funded-Collection Collection Development Plan (due 3/5)</td>
</tr>
</tbody>
</table>
| Week 8 | Mar. 6-12 | 3 | Academic Law Libraries  
-instruction and pedagogy  
-student services & engagement  
-marketing & outreach | **Readings:** 1) Johnston-Green et al., 2) Burnett & Lundgren  
**In-class:** Guest speaker reflection  
**Out-of-class:** Student engagement marketing analysis (due 3/12) |
| Week 9 | Mar. 13-19 | 4 | Spring Break |
| Week 9 | Mar. 20-26 | 4 | Government Law Libraries  
-access to justice  
-public programs  
-self-represented (pro se) litigants  
-Lawyers in the Library  
-legislators  
-legislative history  
-legislative procedure  
-state agencies | **Readings:** 1) Metheny, 2) Burnett & Lundgren.  
**In-class:** Guest speaker reflection  
**Out-of-class:** Our library -- location, demographics… publics (due 3/26) |
| Week 10 | Mar. 27- April 2 | 4 | Government Law Libraries  
-access to justice  
-access to legal technology  
-marketing | **Reading:** Harmon et al.  
**In-class:** Marketing activity  
**Out-of-class:** Individual marketing deliverable (due 4/2) |
| Week 11 | April 3-9 | 4 | Government Law Libraries  
-marketing | **In-class:** Marketing activity  
**Out-of-class:** Group marketing plan (due 4/9) |
| Week 12 | April 10-16 | 5 | Budgeting  
Complete Module 1 of the University of Wisconsin budgeting course | **Readings:** Complete the budgeting course readings  
**In-class:** Guest speaker reflection  
**Out-of-class:** Complete the budgeting course quiz and submit a screenshot of your best result in Canvas (4/16) |
| Week 13 | April 17-23 | 6 | Leadership & Law Firm Libraries | **Readings:** 1) Searle & Barbuto, J., 2) Eva et al.  
**In-class:** Opportunities and threats: The librarian credentials debate  
**Out-of-class:** TBD |
| Week 14 | April 24-30 | 6 | Leadership & Law Firm Libraries | **Readings:** 1) Klausner & Le, 2) Gediman & Stahl  
**In-class:** TBD  
**Out-of-class:** TBD |
<p>| Week 15 | May 1-7 | 6 | Leadership &amp; Law Firm Libraries | <strong>Readings:</strong> 1) Peros &amp; Sessi, 2) Brown, Ramirez Toft-Nielsen, &amp; Reeve Davis |</p>
<table>
<thead>
<tr>
<th>(last class)</th>
<th>In-class: TBD</th>
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<tbody>
<tr>
<td></td>
<td>Out-of-class: TBD</td>
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<tr>
<td>Finals</td>
<td>Leadership Philosophy &amp; Development Plan</td>
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<td></td>
<td>Leadership Philosophy &amp; Development Plan TBD</td>
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