COURSE SYLLABUS

DEPARTMENT: Early Childhood and Elementary Education

COURSE NUMBER: LIB 620       CREDIT HOURS: 3

I. TITLE: Library Administration

II. CATALOG DESCRIPTION:

The theories, principles and processes underlying the administration and organization of library service for a learning community: planning, organizing, staffing, directing, coordinating, evaluating, reporting, programming, scheduling, public relations/marketing, budgeting, equipping and housing. May include visits to school library media centers or other libraries for observations or to consult resources as required by course assignments.

III. PURPOSE:

To present the theories, principles and processes underlying the administration and organization of library service for a learning community: planning, organizing, staffing, directing, coordinating, evaluating, reporting, programming, scheduling, public relations/marketing, budgeting, equipping and housing.

IV. COURSE OBJECTIVES:

Each of these objectives has been associated with corresponding Kentucky Experienced Teacher Standards (http://www.kyepsb.net/standards/exp_teach_stds.html) and the ALA/AASL/NCATE Program Standards (http://www.ncate.org/standard/new%20program%20standards/ala%202001.pdf)

Upon completion of the course, the student will be able to:

A. Compare and contrast at least five management theories relative to personnel issues, productivity expectations and public relations. [KY Standards 1, 2, 4, 8; ALA Standard 4].
B. Observe and react to verbal and non-verbal behaviors that communicate management style. [KY Standards 1, 2, 4, 8; ALA Standard 4].
C. Analyze organizational charts to determine communication linkages and observe the potential influence on personnel issues. [KY Standards 1, 2, 4, 8; ALA Standard 4].
D. Analyze his/her own work environment in terms of management theories and practices. [KY Standards 1, 2, 4, 8; ALA Standard 4].
E. Analyze his/her own management style and how it relates to personnel, services, facilities and the collection. [KY Standards 1, 2, 4, 8; ALA Standard 4].
F. Identify sources of networking, resource sharing, and libraries to meet and extend informational needs of users. [KY Standards 1-10; ALA Standards 1, 4]
G. Demonstrate an understanding of issues related to management of time resources. [KY Standards 1, 2, 4, 8; ALA Standard 4].
H. Market and evaluate the library media center and its resources. [KY Standards 1, 2, 4, 8; ALA Standard 4].
I. Demonstrate an understanding of issues related to the library media center budget. [KY Standards 1, 2, 4, 8; ALA Standard 4].
V. CONTENT OUTLINE:

A. Introduction: Management
   Distinguish between leadership, management, administration and supervision.

B. Individuals and Theories about Management
   1. Abraham Maslow
   2. Peter Drucker
   3. Victor Vroom
   4. Fredrick Hertzberg
   5. David McClelland
   6. Ken Blanchard
   7. Theory X
   8. Theories Y and C
   9. Consensus Management
   10. MBWA (Management by Wandering Around).
   11. Time Management
   12. Participatory Management
   13. TQM (Total Quality Management)
   14. MBO (Management By Objectives)

C. Management theory and practice in library media centers

D. Group Dynamics

E. Management techniques and issues:
   1. Budget
   2. Personnel
   3. Resources
   4. Programs
   5. Marketing

F. Legal and ethics issues in the library media center

G. Evaluation techniques

VI. INSTRUCTIONAL ACTIVITIES:
   Instructional activities will include lecture, discussion, independent study, small group inquiry, and media center experiences.

VII. FIELD AND CLINICAL EXPERIENCES:
   Students will visit school library media centers or other libraries for observations or to consult resources as required by course assignments. May vary according to instructor and/or student preferences.

VIII. RESOURCES:
   The course will include a website (Blackboard) that will offer additional information to students.
IX. GRADING PROCEDURES:

Students will be evaluated on class participation, contributions to the class and the quality of presentations, papers and collaborative projects and tests. The grading scale will be:

91-100% = A  
81-90% = B  
71-80% = C  
61-70% = D  
0-60% = F

All papers will conform to styles recommended in the *MLA Handbook for Writers of Research Papers*, 6th ed., 2003. Websites summarizing the style will be provided.

X. ATTENDANCE POLICY:

This course adheres to the policy published in the current *Murray State University Graduate Bulletin*.

All students are expected to attend each assigned class meeting. Missing scheduled class meetings may result in loss of grade points.

XI. ACADEMIC HONESTY POLICY:

This course adheres to the policy published in the current *Murray State University Graduate Bulletin*.

XII. TEXT AND REFERENCES:

**Required Text:**


**Selected References:**


**XIII. PREREQUISITES:**

Admission to graduate study.