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:
Class activities will focus on the attainment of the course objectives listed. These objectives are understood to be reflective of, but not limited to, those behaviors advocated by the Kentucky Education Reform Act (KERA) guidelines. Curriculum connections will be made with KERA Initiatives: Kentucky Learner Goals and Academic Expectations, Program of Studies, and Core Content. The Kentucky Education Professional Standards Board (EPSB) themes of diversity, assessment, literacy, and gap achievement are addressed in the course as potential topics for discussion as they relate to the course themes of administration and management. In the same way, the additional themes regarding technology and leadership are central issues that are integrated throughout the course. The Code of Ethics is discussed in connection with the issues of management style and program administration.

Each of these objectives has been associated with the appropriate standards and dispositions below:

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. Theories of Management
   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:
   The grading scale will be:
   
   93-100% = A  86-92% = B  79-85% = C  72-78% = D  0-71% = F

   All papers will conform to styles described in the Publication Manual of the

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 Texts:

Selected References:


**XIII. PREREQUISITES:**

None

**XIV. STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY:**

Murray State University does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, or disability in employment, admission, or the provision of services, educational programs and activities, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. For information regarding nondiscrimination policies contact the Office of Equal Opportunity, 270-762-3155.