

Long Island University
Palmer School of Library & Information Science

LIS 741
PUBLIC LIBRARIES

Term: Spring 2018

Meets: **Online Course**
January 22 – April 25.

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Available by appointment

Course Description:

A study of the philosophy, background, function and place of public libraries in contemporary society. Examines the principles and techniques of management as they relate to public library organization, administration, planning, operation, resources, services and facilities. Study of current conditions, trends and issues.

Course Objectives:

Attain a brief historical perspective on the development of public library service and examine the key events, both nationally and statewide, that helped shape public library service today.

Explore the different types of public libraries in New York State and in particular Long Island, and understand the similarities and differences among each type.

Understand the role of the public librarian in delivery of information.

Understand the importance of Library Law and Regulations and how they affect the organization and management of public libraries and, ultimately, public library service.

Explore the role of public relations in a public library and how it relates to all aspects of quality library service.

Explore the role of the Library Board of Trustees, Library Staff and organizational structure and how this relates to public service.

Explore the budget process and how it relates to the public libraries plan of service.

Explore the use of statistics as a method of measuring, communicating and advancing the mission of the public library.

Awareness of the current issues affecting state & local public libraries, in order to prepare students in the administration and planning of public libraries.

Explore the changing trends in population diversity of the public library constituency.

Understand the relationship between the public library and the community it serves, establishing the library as a community center.

Student Learning Objectives (SLO) Addressed by this Course:

I.d. To use effective communication skills applicable for specific audiences and user groups. *Activity Used to Assess:* Class Discussion; *Method of Assessment:* Rubric.

IV. b. Explain and apply management principles, processes and practices including those relating to operational functions of a library or other type of information organization. *Activity Used to Assess:* Course Assignments; *Method of Assessment:* Rubric.

120 hours of assignments and activities calculations:

<u>Course Assignments & Activities</u>	<u>Hours</u>
Reading of articles & text (12 weeks @ 3 hours/week)	36
Case Study & Summary (3 weeks @ 4 hours/week)	12
Select & Evaluate Public Library Webpage (8 weeks @ 2 hours/week)	16
Library Observation & Evaluation (12 weeks @ 4 hours/week)	48
Survey Preparation (2 weeks @ 4 hours/week)	8

Total: 120

Course Text & Readings:

The text for this course is Introduction to Public Librarianship, **Second Edition** by Kathleen de la Pena McCook (Neal-Schuman Publishers, Inc., New York, NY, 2011). Readings should be completed prior to the week for which they are assigned. Additional readings and case studies will be assigned.

Course Assignments & Grading Criteria:

I. Library participation. (20%)

Students must attend and report on one library board meeting or participate in Library Advocacy Day in Albany (Suffolk County Library Association or Nassau County Library Association bus available), February 28th, 2018.

II. Case Study. (20%) Assignment due: February 16th

Students will select a current issue that affects public libraries on a local, state or national level. Students will be asked to outline the issue and report their findings.

III. Select & Evaluate a public library webpage (20%) Assignment due: March 16th

Select and evaluate a public library webpage using the following criteria: easy of use, access to basic information & services, readability, format, outside links and access to the library online catalog.

IV. Prepare a survey (10%) Assignment due: April 6th

Prepare a survey, 1-2 pages, which will enable you to measure a particular public library service.

V. Library Observation & Evaluation. (30%) Assignment due: April 20th

Choose a public library where you will be expected to observe and write a report evaluating your choice. The criteria for evaluation will be provided to students.

Weekly Schedule

- Jan. 25-27 Introductions, review of course, syllabus, assignments.
History & Growth of Public Libraries & Library Service
(Readings: de la Pena McCook, Chapter 1, Chapters 2 & 3).
- Jan. 29- Feb 3 Public Libraries: Types & Creation
(Readings: Education Law 216, 216-a, 217, 253, 255)
Additional information can be found on the N.Y.S. Division of Library Development Web Site: <http://www.nysl.nysed.gov/libdev>
- Feb. 5–10 The Library Trustee & Governance
(Readings: McKinney's N.Y.S. Education Law 226, 260, Handbook for Library Trustees of New York State:
www.nysl.nysed.gov/libdev/trustee/handbook; www.nyla.org)
- Feb. 12-17 How a Public Library Operates: Reference & Adult Services, Youth Services. (Readings: de la Pena McCook, Chapters 7, 8 & 9)
- Feb. 19-24 How a Public Library Operates: Patron & Circulation Services, Technical Services. (Readings: de la Pena McCook, Chapters 7, 8 & 9)
- Student library visit – to public library of your Observation & Evaluation
- Feb. 26-Mar.3 No Class – NYLA Library Advocacy Day 2018
- March 5 –10 Organization, Law, Funding & Politics
(Readings: de la Pena McCook, Chapter 5)
- Mar. 12-17 No Class – Spring Recess
- Mar. 19-24 Public Library Law
(Readings: www.nysl.nysed.gov/libdev/fundlaw2.htm search under Robert Carter's Public Library Law in New York State (2006)

- Mar. 26-31 Public Library Budget Process (readings and/or materials provided)
- Apr. 2-7 The Public Library Vote: “Get out the Vote,” Marketing & the Public Meeting (readings and materials provided)
- April 9-14 Statistics & Public Libraries – how to use them: Surveys, NYS Annual Report(s), County reports, U.S. data reports (readings and/or materials provided)
- April 16-21 Marketing, Public Relations, Community Service Programming and the Public Library (readings and/or materials provided).
- April 22-25 Managing your Career – The Civil Service Game
(Research: www.suffolkcountyny.gov/departments/civilservice.aspx ,
www.nassaucivilservice.com, www1.nyc.gov/jobs & www.cs.ny.gov/)

End of Term