Course Profile: Library Administration and Management

Course Number: INF 7040

Credits: 3

Prerequisite: INF 6010 and INF 6080 or concurrently

Rationale for Inclusion in Curriculum:

Libraries and information centers are complex organizations whose functions are influenced by their size, user community, and location. New graduates often receive initial assignments that require managerial skills. Professionals advancing within their careers will become involved in the management process and frequently assume responsibilities at various administrative levels. This course is designed to prepare students for various levels of involvement in the management of libraries and information centers and to have them understand the role of administration in the successful functioning of libraries and information centers.

Learning Outcomes:

By the end of the course students will be able to:

1.   Discuss the dynamic and evolving role of libraries and information centers as influenced by societal trends and by the institutions and organizations of which they are part.
2.   Identify, analyze, and assess environmental factors which have an influence on libraries and information centers and the specialized information and services they are expected to provide.
3.   Analyze the theory and application of planning, organizing, staffing, directing, budgeting, communications, and controlling within libraries and information centers.
4.   Assess the changing role of the manager of libraries and information centers within the total institution and/or organization to which information and services are being provided.
5. Articulate their philosophy of management and their preferred management style.

Content:

The outline of the content of the course will generally follow the selected textbook. Students, however, will have both required and optional supplementary readings to accompany each unit of the course. According to the choices of the instructor, lectures, guest lectures, discussions, group exercises, individual exercises, and case studies will be used throughout the course. Topics covered will include: planning, organizing, staffing, directing, coordinating, reporting, budgeting, grant writing, managing, public relations, professional ethics, and future trends.

Course Methodology:

The course will be developed in keeping with the instructor's personal viewpoint of administration (not devoted singularly to library administration) and will be cornplemented by the text and supplementary readings. Students will address selected policy questions in library management through the use of case studies, exercises, and issue papers. According to the instructor, guest lectures will provide differing perspectives on management by type and size of library.

Bases for Evaluation of Student Performance:

Student performance in the course will be based on:

1. Class participation including any group exercises.
2. Completion of required readings and other required assignments.
3. Timely submission and quality of written assignments.
4. Final examination

Text:
To be selected by lead instructor in consultation with other instructors

Approved: 1/12
Updated: 8/13