Course Syllabus

LI 862 XI

Digital Library Development

Summer Semester 2019

Faculty: Sarah Sutton
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Primary Phone: 620-341-5816
Online Course Login: canvas.emporia.edu
Credit Hours: 3
Meetings: Internet begins 5/20

Important Dates for Summer 2019

Event: First Day of Class: May 20
Last Day to Add/Drop: June 3
Last Day to Withdraw: July 3
Last Class day: August 9
Final Grades Due: August 14
Program Goal

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.

Catalog Description

LI862 Current Issues in Technology (general description). The course focuses on selected topics of current significance within the context of information technology. Students analyze technology issues in the context of libraries and information agencies, including hardware and software and the dynamic relationships among computers, audio, video and telecommunications, mass storage, social media, and users. (Approved 3/9/2015)

Digital Library Development (specific description). This course explores the issues in and practice of digital library and repository design and implementation across institutional settings with an emphasis on technological and social issues. Topics include advanced analysis of components of digital libraries and repositories; organization, use, and technological requirements; the economic, social, legal, preservation, and management issues; the hardware and software needed to create and maintain digital libraries and repositories; types and formats of content, and future trends and research. It will give students up-to-date, hands-on experience in designing and building a small but functional digital library. Prerequisites: LI 804 and 815 or permission of instructor. LI 843 and LI 883/884 are not required but strongly recommended.
Course Learning Outcomes

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

<table>
<thead>
<tr>
<th>Program Outcomes</th>
<th>Professional Values</th>
<th>ALA Core Competence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate the components of digital libraries and repositories by considering their organization, services, use, and technological requirements.</td>
<td>3, 5</td>
<td>1</td>
</tr>
<tr>
<td>Apply the economic, social, legal, preservation, and management issues related to digital libraries and their services to the design of a digital library or repository.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Identify and use the hardware and software needed to create and maintain a digital library or repository.</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Plan and create a small-scale, but functional, digital library or repository.</td>
<td>2, 3, 4, 5</td>
<td>2, 3</td>
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</table>

Instructor Contact Information

My contact information is included at the beginning of this syllabus and in several places in Canvas. I prefer that you contact me via Canvas email or Zoom, but I will reply to almost any kind of communication.

I will conduct office hours in my physical office in SLIM (WAWL room 423B) and in my Zoom virtual office. You can contact me in my Zoom virtual office using this URL: https://emporiastate.zoom.us/j/8314911547 or by dialing 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll) and using
Office hours are those hours that I set aside exclusively for communicating with you, however you are welcome to contact me at any time. During office hours I will endeavor to reply to you immediately. During other times, I will make every effort to reply within 48 hours. While I may not reply immediately outside of office hours, my goal is to be as accessible and responsive to you as I possibly can. I reserve the right not to respond to communication during evening hours or on the weekend (outside of office hours).

If you email me outside of Canvas, please do so from your ESU email address. All of the email that I receive goes into a special folder in my Outlook mailbox and these are the ones I always answer first.

Required Readings


Note: An electronic version of both of these books is available from the ESU William Allen White Ebsco e-book collection. You are not required to purchase the print versions.

Required and recommended readings will be assigned for each lesson module in Canvas. I will provide you with copies of readings that are not available to you through the ESU William Allen White Library’s (WAWL) electronic resources. Those that are available through the WAWL, I will expect you to find for yourself. I expect you to be proficient in the use of all WAWL resources or to become so by asking a librarian for assistance.
Learning Activities & Homework

Learning activities for this course encompass assignments (described briefly below) as well as homework for each lesson module of the course. Below I have provided the percentage of the final grade represented by each assignment. Please be aware that while you earn points for each assignment, those points may not translate directly to the percentage of your final grade below. For example, the Conference Presentation Proposal assignment is graded on a scale of 25 points and represents 20% of your final grade.

Managing your time:

From the ESU University Policy Manual: “One on-campus class credit is defined as 1 class hour of classroom or direct faculty instruction per week and a minimum of 2 class hours of out-of-class student work each week for a minimum of 15 weeks. It is expected that the academic work required of graduate and professional students will exceed 3 hours per credit per week.” Since this is a three-credit hour course that extends over 16 weeks, you can expect to spend at the very least 9 hours per week on this course, and very often more than that since the course is occurring during the 12-week summer session instead of the 16-week fall or spring semester.

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Course Outcome(s) Met</th>
<th>Due Date</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>All</td>
<td>Throughout</td>
<td>25%</td>
</tr>
<tr>
<td>Professionalism and Teamwork</td>
<td>All</td>
<td>Throughout</td>
<td>10%</td>
</tr>
<tr>
<td>Digital Library Plan</td>
<td>All</td>
<td>8/9</td>
<td>25%</td>
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Weekly homework activities.
Students will engage in weekly homework activities including discussions (both online and face to face), collaborations, and other learning activities such as digital library planning exercises. Homework will include peer evaluations. Most homework will be building blocks toward the Digital Library Plan assignment and the Functioning Digital Library assignment.

Professionalism & Teamwork.
In addition to learning the course content, this course simulates a professional project. Through collaborative work and participation in course discussions, students will develop and be evaluated on their ability to demonstrate professional behavior.

Digital Library Plan.
Students will work together through a series of exercises that will culminate in a digital library project plan that covers the core elements of a digitization initiative.

Functioning Digital Library.
Using the Digital Library Plan created during the first half of the semester, students will work together to create a small-scale, but functional, digital library or repository.

Tentative Course Outline
The course outline is presented here in order to give you an overall sense of the course content and pace. This course outline (here, in the syllabus) will not be updated. You will be notified of changes in Canvas in the weekly modules. Thus, your primary source of up-to-date information about course readings,
activities, and assignments will be Canvas modules and NOT this schedule.

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<thead>
<tr>
<th>Session</th>
<th>Topics</th>
<th>Readings</th>
<th>Activities and Due Dates</th>
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<tbody>
<tr>
<td>Week 6: 6/24-6/30</td>
<td>Introduction to CONTENTdm</td>
<td>CONTENTdm introduction</td>
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<tr>
<td>Week 7: 7/1-7/7</td>
<td>Evaluating, selecting,</td>
<td>Purcell (2016) chapter 6</td>
<td>Homework: Second group</td>
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<tr>
<td>Session</td>
<td>Topics</td>
<td>Readings</td>
<td>Activities and Due Dates</td>
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<td></td>
<td>classifying, and describing digital content</td>
<td>Banerjee (2018) chapter 4</td>
<td>meeting</td>
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<td>Homework: Resources selection, vision &amp; mission draft due 6/30</td>
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<td>Week 8: 7/8-7/14</td>
<td></td>
<td>Banerjee (2018) chapters 6 &amp; 7</td>
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<td>Week 10: 7/22-7/28</td>
<td>CONTENTdm &amp; working on your library</td>
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<td>Homework: Third group meeting</td>
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<td>Week 11: 7/29-8/4</td>
<td></td>
<td>Purcell (2016) chapters 9 &amp; 10</td>
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<tr>
<td></td>
<td></td>
<td>Banerjee (2018) chapter 4</td>
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<tr>
<td>Week 12: 8/5-8/9</td>
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<td></td>
<td>Digital library and project plan due 8/9</td>
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**Grading Criteria**

I will use a rubric to grade each assignment. Each rubric is customized for the specific assignment. The full instructions for each assignment in Canvas will contain a description of the criteria upon which my evaluation of your work (your grade) will be based. My specific expectations for each criterion are contained in the rubric for each assignment. I strongly recommend that you review the rubric for each assignment and
ask questions about it before you begin the assignment.

Each rubric reflects my expectation that you will produce graduate-level quality and quantity. A grade of “A,” exceptional, indicates outstanding work that exceeds expectations and contains no errors. A grade of “A-,” good, indicates more than just competent or satisfactory work that demonstrates deeper thinking and reflection. A grade of “B,” competent, indicates work that is satisfactory for passing the assignment and the course but contains little evidence of work beyond the minimum requirements established in the assignment instructions and/or little evidence of deeper thinking and reflection; as well as consideration of the audience(s) for your portfolio, what they might know and not know. A grade of “C,” developing, indicates work that is unsatisfactory, does not meet the minimum requirements established in the assignment instructions, contains no evidence of deeper thinking and reflection, and/or contains multiple errors.

My goals is to post the grades you earn for each assignment and learning activity in Canvas within two weeks of the date upon which the assignment is due. I will provide grades and feedback on each assignment in the rubric in Canvas, and often on the assignment document itself, also within Canvas. You will be able to check your progress in the class anytime using the Canvas Grade Center.

**Writing**

A note about writing: I have high expectations for your writing. It is hugely important in our profession that you are able to communicate clearly with a variety of people in a variety of formats (as evidenced by ALA Core Competence #1J). I expect your writing to be clear and concise, grammatically correct, punctuated correctly, spelled correctly, follow APA style, be presented in the correct format (e.g. report, essay, discussion post, and so on), and use the appropriate level of formality in its language. I expect you to be familiar with and apply all sections
of the APA Publications Manual, which is why it is a required text for this course.

Formatting for written assignments will depend to some extent on the type of writing you are asked to do. All assignment files should include your last name and the name of the assignment, for example, Sutton_Schema_Summary.docx.

**Late work**

I will penalize you 0.5 (1/2, one half) point per day for work turned in after the due date unless we have come to an agreement about an extension before the due date. All assignment are due at 11:59 pm local time on the due date unless otherwise specified in Canvas. Canvas tracks the date and time that an assignment is turned in. I will use Canvas's time stamp to determine "lateness." Please set your time zone in Canvas.

**SLIM Grade Policy**

All graduate courses required in the university-approved curricula of SLIM’s master’s degree programs, certificate and licensure programs, academic concentrations, and doctoral program – or their approved substitutions – must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required courses, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses. In addition, if a student has a semester GPA of less than 3.0 he or she will be given an academic warning.

When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment, and the student will be removed from any registered courses for the upcoming semester. Before the student can be enrolled, he or she is required to meet with the student’s
academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean upon satisfactory completion of the academic improvement plan.

If the student fails to complete the terms set forth in the academic improvement plan, then the student’s academic progress will be reviewed by the student’s academic advisor and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from SLIM’s graduate program.

This SLIM Grade Policy applies to all students in SLIM’s master’s degree programs, certificate and licensure programs, the doctoral program, and academic concentrations. It also applies to all those who have passed into MLS or doctoral degree candidacy. (Approved 9/19/2018)

**SLIM Technology Requirements**

SLIM has specific hardware, software and network requirements for all students that are specified on the [SLIM Technology Requirements](#) web page. Computer technology is integrated throughout the curriculum, including the use of Canvas, ESU’s learning management system, and use of video-conferencing software. All students must have devices, high-speed Internet access, and current software for home use that makes possible full participation in extensive course assignments. See the [ESU TechSite](#) for software available to students at no cost. Contact the [ESU financial aid office](#) for details about possible funding for purchase of computer equipment. (Approved 10/17/2018)

**SLIM Attendance Policy**

Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-
5pm on Saturday.

**Absence from a SLIM Course’s Class Weekends**

There are no class weekend meetings for this course.

In-person attendance at weekend class meetings is especially critical to the overall success of a weekend-intensive graduate course. Therefore, students who miss any part of weekend class meetings due to illness or personal emergency are required to notify their instructors and their advisors, at which time they will be advised to withdraw from the course and apply for tuition reimbursement by submitting the [ESU Business Office Petition for Tuition/Fee Readjustment](#).

All students who submit petitions for tuition/fee readjustment due to illness or personal emergency should be aware that, while SLIM policy supports the submission of petitions for tuition and fee reassessment when appropriate, SLIM cannot guarantee tuition and fee appeals will be granted by the ESU Business Office.

**Inclement Weather**

In cases of inclement weather, the class instructor, in collaboration with the regional director, will make a determination as to whether to hold or cancel the class weekend or a portion thereof. Any such decisions will be communicated to students at the earliest possible opportunity through the campus email system and with an announcement on the course management system.

(Approved 9/5/2018)

**SLIM Incomplete Grade Policy**

SLIM’s Incomplete Grade Policy upholds the [Emporia State University Incomplete Grade Policy](#). SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the
instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.

(Approved 11/14/2018)

Online Communication Policy

This course will involve the exchange of ideas, questions, and comments in an online and/or blended learning community. In all of your class communications, please use the utmost tact and respect. Remember that in online communication the visual and auditory aspects are missing, so be especially careful to ensure your emails and discussion postings accurately convey your meaning and are not open to misconstruction. Humor is especially difficult to convey in this environment, so take extra care with your writing. Please maintain professionalism and courtesy at all times when interacting with others in the class.

(Approved 10/17/2018)

SLIM Course Evaluation Policy

Course evaluation is an important part of the process of teaching and learning. SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each and every
course. The resulting data is reviewed by the instructors and the Dean, who work together to improve teaching and learning across the whole of SLIM. Evaluation surveys are made available to students toward the end of each semester, and periodic email reminders are sent to encourage participation. The surveys are administered by The IDEA Center through the Campus Labs platform, and student responses are anonymous (unless students share any identifying information in their comments). Nobody in SLIM has access to individual student surveys at any time, and aggregated data is only made available to instructors after final grades have been submitted. (Approved 11/14/2018)

Faculty-initiated Student Withdrawal Procedure

SLIM instructors follow the university's policy of faculty-initiated student withdrawal which states: “If a student's absences from class, disruptive behavior, lack of prerequisites, or academic dishonesty become detrimental to the student's progress or that of other students in the class, the faculty member may advise the student to withdraw from the class. Withdrawal may also be advised if the student is inappropriately enrolled in the class. If the faculty member chooses to withdraw the student, he/she shall attempt to notify the student in writing that a faculty-initiated withdrawal is in progress. This notification will be copied to the department chair and Academic Affairs office to serve as the request for withdrawal. If efforts to contact the student have been unsuccessful, or unacknowledged, the faculty member shall then seek the aid of the Academic Affairs office in contacting the student. The Academic Affairs office shall provide the student with information about the existing appeals procedures. Upon receiving a written request for withdrawal from the faculty member, the Academic Affairs office may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate any student withdrawal” [Policy and Procedures Manual, Section 4E.15].
Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. [Policy and Procedures Manual, Section 3D.0801]

Diversity & Inclusivity Policy

Emporia State University supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students and faculty at Emporia State will respect differences and demonstrate diligence in understanding how other people’s perspectives, behaviors, and worldviews may be different from their own.

If there are aspects of the design, instruction, and/or your experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the unit head (Department Chair or equivalent) as soon as possible, and/or contact the office of the Assistant Dean of Students for Diversity, Equity, & Inclusion. [Policy and Procedures Manual, Section 4L.]

Accessibility Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to
contact the Director of Student Accessibility and Support Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, Student Accessibility and Support Services, and the professor will be strictly confidential. [Policy and Procedures Manual, Section 4K]

Contact information for Student Accessibility and Support Services

Student Accessibility and Support Services
106 Plumb Hall
Emporia State University
1 Kellogg Circle / Box 4023
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
E-mail Student Accessibility and Support Services