

LIS 642 Special Libraries

Fall 2023



Eight-week Class October 10-December 8

How to Contact Me:

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**Course Description/Overview:**

The purpose of the course is to gain an understanding of the professional and ethical concerns of special librarianship as well as special libraries’ historical growth and development. Students examine special libraries’ similarities and differences; identify and analyze the wide variety of business needs and opportunities for special librarians/libraries; identify and evaluate the information needs of special library patrons and the role of special librarians in addressing those needs; recognize and discuss current trends in special library organization and management; and investigate the research literature in the field of special librarianship.

**SLIS Graduate Handbook**:.

(<https://www.usm.edu/library-information-science/slis_grad_handbook_2021-202252621.pdf>)

**Office hours**: Monday, Wednesday 9:30am-1pm; Thursday 9:30am-12pm or virtual or by appointment.

**Classroom Sessions:** Mondays 6:30-8pm Central. First class will meet on October 16 at Canvas:

Join URL: https://usm-edu.zoom.us/j/85284226600

**Drop Dates**: Last day to withdraw from Session II(week 2) with grade of W is Wednesday November 8, 2023. More dates please check (https://www.usm.edu/registrar/fall-2023-academic-calendar.php)

**Course Prerequisite(s):** None  
**Number of Credit Hours:** 3

**Nature of Course:** Elective course for MLIS degree

**Nature of Students:** Graduate

**Format of Course:** The course will be taught online with posted lecture notes, interactive discussion sessions and tutorials in the virtual classroom, discussion board assignments, and written assignments.

**Catalog Description:** The development and administration of special libraries serving businesses, institutions, and government agencies

**Course Generally Scheduled/Offered: Fall** semester

**Required textbook:** *NO*

USM Cook Library provides services and resources to students in online classes: <http://libguides.lib.usm.edu/online_students>

**Course Materials and Support**

•Required technology includes reliable Internet or Wi-Fi connection and Microsoft Office 365 (free for students at www.usm.edu/itech/microsoft-office-365)

•For tech support such as mobile apps, go to www.usm.edu/itech/student-hot-sheet

•Course materials are available at: https://usm.instructure.com – login with SOAR ID and password

•Canvas support: www.usm.edu/canvas/student-support

•Adobe Connect virtual classroom support:

www.adobe.com/content/dam/acom/en/products/adobeconnect/pdfs/VQSG-Participants.pdf

**Course Objectives**

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| **Objectives**:  Upon successful completion of this course, students will be able to: | **Assignment(s)** | **Assessment** |
| Demonstrate via class participation and discussion board an understanding of the professional ethics and core values of special librarianship including leadership, service, innovation, continuous learning, results and accountability, collaboration and partnership  Demonstrate the similarities and differences among special libraries, such as corporate, medical, law, academic, association, etc.  Identify and analyze the wide variety of information needs of patrons and opportunities for special libraries  Recognize and discuss current trends in special library organization and management | Virtual Class Participation  Discussion Board Postings  Search exercises | Participation Rubric |
| Be knowledgeable about the research currently conducted in/about special libraries. | Annotated Bibliography/subject guide | Annotated Bibliography Rubric |
| Be knowledgeable about the research currently conducted in/about special libraries.  Identify and describe the impact of the historical growth and development of special libraries | Report on a Specialized Library, its history, collections, resources, and organizational structure | Report Rubric |

**Technology Competencies:** Students will gain competencies in using technology for communication and information purposes. They will be expected to use email, web-based instructional interfaces, and word processing software. They will also be expected to use online databases, USM e-reserves, and the Internet to gather information for assignments.   
  
**Teaching Techniques/Methods Used in Course:** Online lecture notes, discussion board postings, discussions in the virtual classroom, and directed readings form the basis for the course.

**Course Activities (Dates subject to revision)**

**Virtual Classroom Sessions(see Canvas zoom):** Mondays 6:30 to 8:00 pm

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| **Topics/Activities** | **Readings and Schedules** | **Weeks** |
| 1.Course introduction and introduction to special libraries | Read the syllabus and introduce yourself  Read:   * Self-introduction due October 16 Monday noon * Discussion 1 due Oct 16 Monday noon * SLA Competencies for Information Professionals <http://www.sla.org/about-sla/competencies/> * Special libraries (ALA library career) <https://www.ala.org/educationcareers/libcareers/type/special> * 1st class Oct 16 Monday 6:30pm | Oct 10-15  Oct 16-22 |
| 2.Special libraries Intro& Management | * Business libraries and information * 2nd class Oct 23 Monday 6:30pm Discussion 2 due Oct 23 Monday noon | Oct 23-29 |
| 3.Buiness/ corporate libraries& librarianship | * Guest lecture(Special libraries) * Read The Basic Business Library: Core Resources and Services (2012, USM ebook) * Discussion 3 due Oct 30 Monday noon * Search exercise 1 due Nov 2 Thursday noon * 3rd class Oct 30 Monday 6:30pm(guest lecture) | Oct 30-Nov 5 |
| 4. Medical libraries & librarianship | * Health science/medical librarian <https://www.mlanet.org/page/explore-this-career> * Health Information Profession <https://www.mlanet.org/page/profession> * Professional competencies <https://www.mlanet.org/p/cm/ld/fid=1217> * Discussion 4 due Nov 6 Monday noon * Assignment 1 Annotated bibliography due November 8 Thursday noon * 4th class Monday Nov 6 at 6:30pm | Nov 6-12 |
| 5. Law libraries& librarianship | * Definition of a law library <https://www.newworldencyclopedia.org/entry/Law_library> * Law librarianship competencies   <https://www.aallnet.org/about-us/what-we-do/policies/public-policies/competencies-of-law-librarianship/>   * Discussion 5 due Monday noon Nov 13 * Search exercise 2 due Nov 16 Thursday noon * 5th class Nov 13 Monday at 6:30pm | Nov 13-19 |
| 6. Government/ special libraries | Presidential libraries and museums <https://www.archives.gov/presidential-libraries>  Art libraries of North America  <https://www.arlisna.org/>  Music library Association  <https://www.musiclibraryassoc.org/>?  American Theological Library Association  <https://www.atla.com/>   * Discussion 6 due Nov 20 Monday noon * Search exercise 3 due * 6th class Nov 20 Monday at 6:30pm (guest lecture) | Nov 20-26 |
| 7. Finals | * 7th class Nov 27 Monday at 6:30pm   Assignment 2 report due November 30 Thursday Noon | Nov 27-Dec 3  Dec 4-8  Dec 5-9 |

**Course Assignments (Dates subject to revision)**

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| --- | --- | --- | --- | --- |
| **Assignment** | **Due Date** | **Group/**  **Individual** | **Grading/**  **Points** | **Rubric** |
| Annotated Subject Guide | Oct 26 Thursday noon | Individual | 20 | Annotated Bibliography Rubric |
| Research report on a Specialized Library | Nov 30 Thursday noon | Individual | 30 | Report Rubric |
| Search exercises  Discussions | Online (3)  Online (6) | Individual | 20  20 | Exam Rubric |
| Participation in Virtual Classrooms | Weekly | Individual | 10 | Participation Rubric |

**Grading Policies and Calculation**

Students may request, under extraordinary circumstances beyond the student’s control, an incomplete (I) if the majority of assignments have been successfully completed. A student who receives an incomplete will have only ONE semester in which to complete the work before the Incomplete turns automatically into an F. Students may also request a W (withdrawal) from the course. If this is the only class a student is taking then the student must contact the USM Graduate School to properly withdraw.

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| --- | --- |
| A | 95-100 |
| A- | 90-94 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 65-69 |
| D | 60-64 |
| F | 0-59 |

**Class Policies:**

* Students are responsible for reading syllabus content and becoming familiar with course policies and procedures
* Students will not be granted an Incomplete for this course for failing to complete assignments. A student who receives an Incomplete will have only ONE semester in which to complete the work, and will not be eligible to receive an A.
* If a student stops attending class and does not complete the appropriate withdrawal papers or procedures with the registrar, that student will be assigned an F. If this is the only class a student is taking then the student must call the USM graduate school to properly withdraw.
* If a student commits plagiarism, that student will receive an F in the course.
* A student may not self-plagiarize or submit work done in another course unless receiving prior permission from the instructor. Any assignment that is self-plagiarized without prior permission from the instructor will receive zero points.
* Virtual classroom attendance and participation is expected. Participation is a large part of the grade and consists of virtual classroom participation and discussion board postings.
* All assignments should be saved in .doc and submitted as a Word document. Work not turned in on time will be assessed a penalty of 10% per week without prior approval from the instructor.
* Failure to follow specific instructions for content and formatting of assignments will result in lower grades.
* Writing skills: All work must be in standard English; inappropriate grammar, punctuation, and/or spelling will result in lower grades.

**Course Expectations**

All assignments are due by the date indicated. Work not received on time may be graded as late (10% off) after 2nd day late (24-hour grace); no additional late points off but not accepted after 14 days without prior arrangement.

All written work is to be submitted through assignment links.  If you have difficulty accessing the course, please contact the instructor immediately or the ITech help desk.  If you submit your assignment some other way you run the risk of 1) my not receiving it, or 2) it not being graded in a timely manner.  Once you have attached your assignments for submission, you should click on the assignment to be sure that it is the CORRECT version.

Our class sessions are key for learning together. Therefore, please plan to attend all classes. If you have extenuating circumstances, please talk with me so we can find a good solution together. In general, sessions that are missed must be made up by submitting a written summary of all the chats held that week.  Prior arrangements should be made with the instructor for missing an interactive discussion if possible.  Additional unexcused absences result in a lower course grade.   
  
The calendar is a part of the syllabus but may be revised by the instructor as needed.  Additional instructions for assignments and grading rubrics are also considered a part of the syllabus.  
  
Students wishing to make up work because of illness or family emergency must provide external documentation before makeup arrangements can be made.

**Course Communication**

Communication between the professor and the students will be facilitated by way of e-mail, live class room, and/or discussion board.  E-mail is used when private discussions are needed between the student and professor or between students.

**Note**: Please feel free to drop in or to set up a virtual appointment by contacting me. If these hours don't work for you, please let me know and we can find another time to meet. I generally respond within 24 hours. If you don’t get a response, please email me again after 2 days.

**Course Workload Statement**

Students are expected to invest considerable time outside of class in learning the material for this course. The expectation of the University of Southern Mississippi is that each week students should spend approximately 2-3 hours outside of class for every hour in class working on reading, assignments, studying, and other work for the course. For online classes, the average amount spent on a three-credit-course is roughly ten hours per week, including all assignments and interactions.

We realize that most students work and have family or other obligations. Time management is thus critical for student success. All students should assess their personal circumstances and talk with their advisors about the appropriate number of credit hours to take each term, keeping in mind that 30 credit hours each year are needed to graduate in four years. Resources for academic, technical, self-help, social, etc, can be found at [Student Help | The University of Southern Mississippi (usm.edu)](https://www.usm.edu/student-help/index.php)

**Academic Integrity Statement**

Academic misconduct involves deception to improve a grade, earn course credit, complete a degree, or create an unfair academic advantage for oneself or disadvantage to another in the academic community. All students at the University of Southern Mississippi should familiarize themselves with the Student Academic Integrity Policy to become familiar with what actions constitute academic misconduct, a violation of that policy. Southern Miss values “an approach to academics, research, and personal conduct based on integrity and civility” and the Student Academic Integrity Policy supports that University value. Forms of academic misconduct may include, but are not limited to:

· Cheating - Cheating is a broad category of academic misconduct characterized by an attempt to gain academic advantage through inappropriate means or impede the academic achievement of others.

· Plagiarism - The use of another person's or source’s words, creative works, or ideas without appropriate quotation or attribution; claiming or submitting for academic credit the work of another.

· Lying - The misrepresentation of one’s academic work, lying to an instructor to increase a grade, or lying to an instructor regarding an academic integrity violation.

· Acquiring or Distributing Information Inappropriately - The act of distributing or obtaining course assignments or examination questions or answers from sources not approved by the instructor or proctor (includes, but is not limited to, unauthorized use of the Internet, test banks associated with course text and previous student work).

· Fabrication or Falsification of Data - Any statement of untruth in any matters related to the academic experience, including but not limited to forgery; false claims of authorship; falsification of information, data, or results derived from or related to research or to laboratory experiments.

· Stealing or Defacing - The act of intentionally taking, transferring, defacing, or destroying, without right or permission, any property related to the academic mission of the University, including an attempt to impede others.

· Multiple Submissions - The submission, more than once, without authorization by any instructors involved, of substantial portions of the same work, including oral reports or work submitted for retaken courses.

· Conspiracy - The act of agreeing or planning with any person to commit any violation of the Student Academic Integrity Policy.

If you commit an act of academic misconduct, sanctions ranging from resubmission of work to course failure may occur to the possibility of receiving a grade of “XF” for the course, which will be on the student’s transcript with the notation “Failure due to academic misconduct.” Should you be accused of academic misconduct, please visit the Academic Integrity Website or email [integrity@usm.edu](mailto:integrity@usm.edu) for any questions you may have about your rights and about the academic integrity process. Southern Miss provides many campus resources that are detailed in this syllabus and will be discussed by your professors; please utilize those to help you learn. At Southern Miss, we care about your personal work and learning journey.

**Disabilities Statement:**

**Student Accessibility Services** (SAS)

SAS is Southern Miss’s designated office to assist the University in its commitment to protect the civil rights of students with disabilities. SAS protects students from discrimination and offers reasonable accommodations to give them equitable access to university courses and resources. Disabilities covered under the ADA may include but are not limited to ADHD, learning disabilities, psychiatric disabilities, physical disabilities, chronic health disorders, temporary injuries, and pregnancies. If a student feels that they need classroom or housing accommodations based on a disability they should contact SAS by phone at 601-266-5024, by email at [sas@usm.edu](mailto:sas@usm.edu) , in person by visiting the SAS office located in Bond Hall Room 114, or online at [www.usm.edu/sas](http://www.usm.edu/sas) .

**COVID-19 Protocol, Fall 2023**

Southern Miss is operating under normal procedures on all campuses, teaching, and research sites. Face masks are no longer required in public spaces unless you have COVID-19 symptoms, a positive COVID-19 test, or close contact exposure to someone with COVID-19.  You may choose to wear a mask at any time, based on your personal health circumstances, and healthcare settings may require face masks during times of high community transmission. The CDC recommendation for mask use is fluid, depending on the level of community transmission and a person’s risk for serious illness.  Please refer to our [COVID health protocols site](https://www.usm.edu/student-health-services/covid-19-health-protocols.php) for the most up-to-date information.

All eligible students, faculty, and staff are strongly urged to get a [COVID-19 vaccination](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/your-vaccination.html) and all applicable [boosters](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html), which are now widely available:

* [Schedule an Appointment – Hattiesburg Campus](https://www.usm.edu/student-health-services/covid-19_vaccination_updates.php#scheduling)
* [Schedule an Appointment – Gulf Park Campus](https://www.usm.edu/gulf-park-health-center/index.php)
* [Schedule an Appointment in Your Current Area](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vaccines.gov%2F&data=05%7C01%7CAmy.Chasteen%40usm.edu%7Cc9e4f602c54b4e37f8aa08da3998fe5e%7C7f3da4be2722432ebfa764080d1eb1dc%7C0%7C0%7C637885626651270296%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=c3VJ8tRHOzcqiN9YZl7yxtvMe5wzSSMdrkAOkSHqVAU%3D&reserved=0)

For everyone in the Southern Miss community, staying physically and mentally healthy is important. [Moffitt Health Center](https://www.usm.edu/student-health-services/services-we-offer.php) provides health care services through online resources and appointments with care providers. Students who become ill with fever or other symptoms should contact Moffitt for information or to see a care provider. If a student is required to isolate during the semester due to a diagnosed illness, we ask that faculty give that student consideration for make-up work.

In addition to physical health care, students may also access a variety of [resources](https://www.usm.edu/student-help/mental-emotional-help.php) to support mental well-being, from online resources to in-person counseling for students through [Student Counseling Services](https://www.usm.edu/student-counseling-services/stress-and-sadness.php). If you have concerns about your well-being, please contact one of these resources for support.

**Mental Well-Being Statement**

USM recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services (SCS) on campus at 601-266-4829. More information is also available at <https://www.usm.edu/student-counseling-services> , or [usm.edu/help](https://www.usm.edu/student-help/index.php). Student Counseling Services offers currently enrolled students free, confidential counseling services and can provide referrals to campus and community resources. Currently enrolled students living outside Mississippi can receive a one-time consultation to assure they are informed about available resources in their community.

*In the event of emergency, please call 911 or if there is a mental health crisis after business hours, contact the counselor-on-call at 601-606-HELP (4357), or call or text the National Suicide Hotline at 988.*

**Nondiscrimination Statement:**

The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.

**Artificial Intelligence (AI) prohibit use**:

The use of generative Artificial Intelligence (AI) is not permitted in this class. Any use of AI tools for work in this class may be considered a violation of the University of Southern Mississippi's Academic Integrity policy.

The instructor of your course reserves the right to send any submitted work to AI detection software. The use of unauthorized AI tools will result in consequences deemed appropriate by the instructor and will be subject to the Academic Integrity Policy and the University of Southern Mississippi.

**USM Writing Center**

The Writing Center is a friendly space that provides free, individualized feedback and support to help Southern Miss students succeed with writing assignments for any class. The Center offers one-to-one consultations for any stage of the writing process, from understanding the assignment and brainstorming ideas to revising and editing. To make an appointment, visit usm.edu/writing-center. Select “Schedule an Appointment” and create a WCOnline account. The Writing Center is located in Cook Library 112, between Starbucks and the Speaking Center. For more information, visit usm.edu/writing-center or call the center at (601) 266-4821.

**Course evaluation**:

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

Syllabus revised on 10/07/2023