

## **Course Profile: Library Administration and Management**

**Course Number: LIS7040**

**Title: Library Administration and Management**

**Credits: 3**

**Prerequisite(s): Six credits in core courses**

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### **Rationale for Inclusion in Curriculum:**

Libraries and information centers are essential to the proper functioning of a democratic society and the institutions and organizations which are integral parts of it. The organizational complexity of these providers of information is influenced by their size and setting. New graduates employed in small and specialized libraries often receive initial assignments that require the application of managerial skills. Professionals advancing within their careers are 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 as preparation for professional administrative roles.

### **Course Objectives:**

To introduce students to the basic principles of management and to provide them with opportunities to develop analytical skills and an understanding of how the principles of management are used in the operation of libraries and information centers.

### **Competencies Expected:**

1. Discuss the dynamic and evolving role of libraries and information centers within a democratic society and the institutions and organizations which are parts of it.
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, 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.

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### **Content:**

The outline of the content of the course will generally follow Library and Information Science Management; however, there will be both required and optional supplementary readings that will accompany each unit of the course. Lectures, discussions, group exercises, and individual reports along with 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 issues.

### **Course Methodology:**

The course will be developed along the instructor's personal viewpoint of administration (not devoted singularly to library administration) and will be complemented by the text and supplementary readings. Selected policy questions in library management will be addressed in the context of problem case studies and issue papers, This will allow student involvement in the quality of course accomplishments through student contributions to the class in the form of case analyses and issue papers.

### **Bases for Evaluation of Student Performance:**

Student performance in the course will be based on:

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

**Text: To Be Determined**

**Revised: 09/05**