

Course Outline

[Modified for Fall 2018 term]

LIBR 2411: Library Technologies and Information Management

Credits: 3

Transfer Credit: For information, visit bctransferguide.ca

Prerequisites: LIBR 1111

Learning Outcomes:

At the end of this course the student will be able to determine the appropriate use of and be comfortable with using a variety of systems pertaining to information storage, retrieval, and transfer. He/she/they will be able to:

1. Discuss key issues relating to provision of electronic information, such as copyright, access, and privacy;
2. Select appropriate information and compile for the use and dissemination of information;
3. Understand the concept of content management systems (CMS) and their use and roles in the context of the library;
4. Understand the basic functions of HTML and HTML tags to make simple aesthetic changes to websites;
5. Undertake user needs analysis and develop text based information databases based on user needs and sound information organization principles;
6. Understand, organize, create and evaluate effective library and information oriented websites incorporating effective evaluation criteria and relevant emerging technologies (i.e. content management systems).

Textbook and Course Materials:

There is no required textbook for this course. Students will be required to conduct research and identify appropriate readings on selected topics as well as work with course content provided in Brightspace.

Note: This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessments and Weighting:

Discussions and participation: Students are expected to interact with each other and the instructor in discussions.

Activities: working individually and in groups, students will be expected to complete several small activities. The activities will not be marked, but the work will count as part of a student's participation mark.

Assignments: Working individually, students will complete four assignments (40%):

- Subject Guide: Using the appropriate databases for your topic, create a subject guide on a library issue related to electronic information provision (7.5%)
- LibGuide: Using your subject guide as a foundation, create a LibGuide within the structure of the content management framework (7.5%)
- eportfolio Assignment: Create a professional online portfolio that highlights student achievements (15%)
- ILS & Discovery Platform Quiz: After going through the week 12 and 13 Brightspace content, take this online quiz. Some research as part of the quiz will be required. (10%)

Projects: Working individually and in groups, students will complete two projects (50%):

- Individual Project: Develop a needs assessment, design a text based database and associated forms/reports (25%)
- Group Project: Evaluate two library oriented web sites that have mobile interfaces for their users and develop a scope document and a prototype of part of a mobile library website using a content management system and HTML coding. (25%)

Participation: There are two participation marks for this course:

- 10% of total grade for the course. This participation mark will be based on a student's:
 - Regular participation and attendance in the course
 - Effective discussion postings
 - Responsible and timely communication with the instructor and group members
 - Timely submission of all unmarked activities.
- 3% of Group Project: Designing a Library Website. Details can be found in the assignment instructions.

There is no final exam in this course.

Detailed Course Schedule:

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|--|--|
| Week 1: Course introduction, Database review | Activities including selecting databases, information issues research |
| Week 2: Subject Guides; CMS; Introduction to LibGuides | Activities related to Libguides and Courseweb |
| Week 3: CMS; Courseweb | Activities related to CMS; Subject Guide assignment due |
| Week 4: HTML | Activities related to HTML; LibGuides assignment due |
| Week 5: Website lifecycle – Planning and Design | Activities including reading a short paper and posting comments |
| Week 6: Website lifecycle – Design and Development | Activities |
| SubWeek 7: Website lifecycle – testing, going live, analyzing use | ePortfolio Assignment due |
| Week 8: Database Design; introduction to DBTextworks | DBTextworks practice activity; Group project scope document draft due |
| Week 9: Database Design – documentation & forms | DBTextworks practice activity continued; DB Project proposal idea due; Group project due |
| Week 10: Database Design – query and report forms | Practice DB due |
| Week 11: Database Design – size, performance, additional design considerations | DB Project Proposal draft due |
| Week 12: Selecting an ILS | Activities related to ILS selection |
| Week 13: Course Review | DBTextworks Assignment due; ILS & Discovery Platform quiz due |

College Policies:

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

Departmental/Course Policies:

All course work must be completed and submitted in order to successfully complete the course.

- All course work must be submitted by the due date, unless arrangements are made with the instructor **prior** to the due date.
- One percent per day will be deducted from assignments submitted after the due date for three days after which assignments will be considered missed and a mark of zero will be graded.
- There will be **no** makeup quizzes. If a quiz is missed a mark of zero will be graded. Dates and times for quizzes will be provided at the beginning of the term and students must schedule their time accordingly.

Library Technician Grading Scheme

| Grade | Mark |
|--------------|-------------|
| A+ | 96-100 |
| A | 91-95 |
| A- | 88-90 |
| B+ | 84-87 |
| B | 80-83 |
| B- | 77-79 |
| C+ | 71-76 |
| C | 65-70 |
| C- | 60-64 |
| D | 50-59 |
| F | Below 50% |