

INSC548: Federal Libraries and Information Centers— Summer 2022

INSC 548—Federal Libraries and Information Centers, Summer 2022

University of Tennessee, Knoxville

Class Meetings: Wednesday, 6:30-9:15pm on ZOOM;

ZOOM Course ID/Link:

<https://tennessee.zoom.us/j/98633285410>

Faculty Contact Information

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SIS Office Information

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Catalog Description

Mission, status, and history of federal libraries and federal information center work in various settings across the three branches of government; trends in employment, government dissemination efforts, information policy, information technology, and government's impact on services in other types of libraries/information centers.

Registration Restriction(s): *Minimum student level – graduate.*

Additional Information

This course is an introduction to federal libraries. Federal libraries are information centers developed and maintained to support the research and development efforts of U.S. Government departments and agencies. We will explore the basic principles of information organization and representation in a variety of federal libraries and explore their staff methods for providing effective access and retrieval based on users' needs. We will study the underlying frameworks of information organization that include: identifying and defining information; distinguishing, describing, and indexing intellectual works; current approaches and standards in use; and organizational tools and processes, as well as access and retrieval decisions, including digitization efforts and public access catalogs. Additional

topics will include federal policy related to federal libraries and specific training and issues and trends related to employment in specialty federal libraries.

Student Learning Outcomes

The course is intended to prepare students to evaluate the principles of information organization and representation in federal libraries and evaluate methods for providing effective access and retrieval based on users' needs in the context of various federal libraries. Additional topics, including current government initiatives, gray literature, knowledge management, resource sharing, and trends in federal information center staffing will also be addressed.

Upon satisfactory completion of the course, the student will:

- Evaluate and articulate an understanding of the practices employed and major challenges faced by federal libraries and information centers
- Demonstrate the knowledge gained from study of the resources, publications, and specialized services of participating organizations and individual research
- Understand the variety of information professional roles and avenues to employment in the three branches of the federal government
- Demonstrate communication and presentation skills through participation in online and class discussion and site visits
- Understand the principles of representing information to facilitate information access and retrieval based upon the context of different federal information centers and intended users' needs and expectations
- Understand access and accessibility decisions based upon the context of different federal information centers and intended users' needs and expectations

Course Design

Interactive teaching, active learning, and critical and creative thinking are vital to the success of this course. The design of the course incorporates these components into the processes of teaching and learning. The sessions of the course consist of lectures, virtual site visits, discussions, and individual and group work.

During class sessions, the class time will be divided into a lecture or virtual site visits followed by discussion that will allow you to apply material covered in the course. Your role as an active participant is to apply the information covered and theory from other coursework to understand and evaluate the principles and systems of information organization and user access decisions made in the various federal information centers. This will require self-motivation on your part outside of class hours in order for you to gain

maximum benefit from this class and train yourself to become a capable and competent information professional.

Required Texts

All required class readings are available online

Recommended Texts

Style handbook of your choice (APA or Chicago Manual of Style).

Email

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don't wish to check both accounts.

Instructor Availability

By appointment only.

Requirements

You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Canvas, and Zoom software. You must learn how to submit your assignments using Canvas. The [Office of Information Technology \(OIT\)](#) provides training classes in using varied technologies for students at no charge (advance registration is required).

You must obtain a UT email account and subscribe to the SIS student listserv to insure you're made aware of course-related information. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Canvas.

Technical Support

Please review the SIS Technology Introduction website for help getting started with the tools you'll need in the program: <https://sis.utk.edu/techintro/>

For assistance with technical and computing issues, contact the OIT HelpDesk by phone at (865) 974-9900, using the [Contact Form](#), or at the [Walk-in HelpDesk](#).

Attendance and Participation

Students are required to attend and participate in every lecture. This is an accelerated summer course and missing one class will jeopardize your learning outcome. Please notify me directly if unforeseen circumstances arise. I will work with you to rebound. I am always available.

Inclement Weather

“The chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the front page at <http://utk.edu>. SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

Disabilities that may Impede Learning

Any student who feels s/he may need an accommodation based on the impact of a disability should contact [Student Disability Services](#) in 2227 Dunford Hall at 865-974-6087, or by video relay at 865-622-6566 to coordinate reasonable academic accommodations.

Civility

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus:
<http://civility.utk.edu/>.

CCI Diversity Statement

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College’s faculty, staff, students, and the larger communication and information community.

Instructor Status as a Title IX Mandatory Reporter

University of Tennessee faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources. For additional resources and information, visit titleix.utk.edu.

Academic Integrity

Students should be familiar and maintain their *Academic Integrity* described in <https://hilltopics.utk.edu/academics/>, p. 15 as: "*Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.*"

Students should abide by the **Honor Statement** (<https://hilltopics.utk.edu/student-code-of-conduct/> Section X. Honor Statement)

"As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

Plagiarism

Statement about plagiarism and penalties, e.g.,

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

Specific examples of plagiarism are:

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor's approval;
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at <http://www.lib.utk.edu/instruction/plagiarism.>)

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F."

Assignments and Grading

Canvas is the primary vehicle for the graded asynchronous portions of this course. These aspects consist of discussion board, which is a major avenue for learning and demonstrating learning in this course, and assignment submission.

Preparation of Written Work

- I prefer that you use either APA documentation styles.
- All sources must be cited, quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.
- All assignments must include your name, date, and class number (INSC 545).
- All assignments must be submitted via Canvas and/or to my UTK email.

Due Dates and Late Assignments

Assignments should be submitted to the "assignments" area of Canvas and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the submissions from Canvas early the next morning. I will ONLY download assignments from Canvas ONCE. Therefore, if your assignment is not ready by the deadline...

- You must send me an email informing me that your assignment will be late. Not doing so will result in a one-point deduction for each day I don't hear from you.
- When it's ready, you must submit it to me via email, as an attachment 5
- One point will be deducted for each 24-hour hour period the assignment is not turned in

Incompletes

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of *I* (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to insure sufficient time to complete the required work.

For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

Assigning Grades

Please note that I do not assign letter grades for individual assignments, but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment. If you'd like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the scale on pp. 5-6 of the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points over the course of the semester

Evaluation

Semester grades will be assigned according to the following scale:

A	93≤	(4 quality points per semester hour) superior performance.
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A-	90-92.99	(3.7 quality points per semester credit hour) intermediate grade performance.
B+	88-89.99	(3.5 quality points per semester hour) better than satisfactory performance.
B	83-87.99	(3 quality points per semester hour) satisfactory performance.
B-	80-82.99	(2.7 quality points per semester credit hour) intermediate grade performance.
C+	78-79.99	(2.5 quality points per semester hour) less than satisfactory performance.
C	70-77.99	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60-69.99	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	59.99 ≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I		(no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the Graduate Catalog . The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

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.

MSIS Program Outcomes

It is our vision to provide a quality educational program, and for students to have the very best educational experience possible. By the end of their time in the MSIS program, each student should be able to:

1. Describe and discuss the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information.
2. Describe and discuss the nature of leadership and management in the information professions and the importance of participation in the global information society.

3. Apply the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
4. Comply with the changing responsibilities of the information professional in a culturally diverse and networked global society.
5. Identify critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
6. Analyze and apply standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.
7. Explain the changing nature of information, information needs, and information behavior.
8. Assess and implement information technologies, systems, sources, and services that serve users effectively and efficiently.
9. Analyze research and apply it to information practice.

Assignments: Descriptions, Due Dates, and Program Outcomes for SLC

This table identifies the MSIS Program Outcome(s) addressed in course assignment(s):

Assignment	MSIS Program Outcome
Discussion/Participation	3, 5
Precis and selected article	3, 5
Presentation: analysis of federal library/information center	2, 3, 5
Final Paper	2, 3, 5

This table provides a brief summary of assignment names, due dates, and grade distribution. A fuller description of each assignment follows the table.

Assignment	Value	Due Date
Discussion/Participation	20	On-going
Precis and selected article	20	6/19/2022
Presentation: analysis of federal library/information center (6min.)	30	7/19/2022 Uploaded to Canvas. Presentations in class 7/20- & 7/27
Final paper: analysis of federal library/information center (6-8 pages)	30	7/30/2022
TOTAL	100	