

**School of Information
University Michigan**

**SI 620
Collection Development and Management**

Winter 2008

Meeting Time: Mondays 4-7pm

Location: 311 West Hall

Credits: 3

Prerequisite: Old SI 504 or New 500

Instructor: David A. Wallace

Office: 417E West Hall

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Office Hours: Mon 7-8pm, Thu 4-5pm or by appointment

Course Website: ctools.umich.edu/

COURSE DESCRIPTION

This semester we will be examining the contexts associated with the identification, provision, and evaluation of resources to meet primary needs of clientele in different institutional environments. We will explore the defining characteristics of collections; scope and boundaries of collections; developing collections that are valuable to one or more identifiable communities; ensuring the sustainability of collections; and legal and ethical considerations associated with selecting, evaluating, collecting, managing and providing access to information and documentary artifacts. We will also discuss the lifecycle of information - from conception and creation to deaccessioning or long-term preservation and access.

Other sessions will be devoted to issues that arise with specific types of materials and collections such as government documents; scholarly communications; internet-accessible materials (both collecting and creating via digitization); and non-textual materials. We will also consider ways in which cultural institutions can collaborate in their collecting activities and ways in which the efforts of different types of organizations (libraries, archives and museums) have begun to converge in recent years.

COURSE OBJECTIVES

- Understand current trends and possible future directions in the ecology of information selection and evaluation -- types of materials, actors involved, models for resource allocation.

- Recognize the importance of social context when developing and managing collections.
- Appreciate the personal, social, ethical, moral, and legal consequences of collecting decisions.
- Identify the stages of the information lifecycle and the roles you are likely to play throughout those stages.
- Learn ways in which collections require "care and feeding" and potential approaches to ensuring the sustainability of collections.
- Understand differences between the activities of different types of institutions (special libraries, public libraries, school libraries, archives, manuscript repositories, museums...).
- Learn how to evaluate and construct collection development policies.
- Recognize the complexities of information selection and evaluation.
- Develop a set of heuristics and principles for approaching real-world professional situations.
- Identify places in the relevant literature where you can look for further guidance.

COURSE EXPECTATIONS

- Complete required weekly readings.
- Written work should display evidence of comprehension, synthesis, analysis, and reflection.
- Contribute to course discussions.
- You are encouraged to question the assumptions of the readings, your instructor, and your fellow students. Ideas are presented in order for you to analyze and critique them.

ACADEMIC INTEGRITY

Academic honesty and responsibility is fundamental to our scholarly and professional community. Students are responsible for maintaining high standards of conduct while engaged in course work, research, dissertation or thesis preparation, and other activities related to academics and their

profession. It is expected that students will abide by the provisions of the Rackham Graduate School Policy Statement on Academic and Professional Integrity, located at: <http://www.rackham.umich.edu/policies/gsh/appb/>

STUDENTS WITH DISABILITIES

Any student who will need an accommodation for a disability is directed to see me during my office hours or email me to make an appointment.

COURSE REQUIREMENTS

- Complete required readings and participate in class discussions.
- Individual Selection Project paper (8-10 pages) identifying your approach to collection development in chosen area/topic. Selection Week 5 (February 11). Due Week 8 (March 10).
- Individual issue paper (5 pages maximum). Assigned Week 8 (March 10). Due Week 10 (March 24).
- With a team of other students, develop a collection development policy for a specific institutional setting. Assigned Week 4 (February 4). Due Week 13 (April 14). Your group will also be required to present a summary of your project in class during this final session.
- Individual 3-5 page group project paper. Due on Thursday, April 17. This will elaborate on your individual contributions, your comments on the process, comments on the final product, and a bibliography of resources you read and consulted for the project.

KEY DATES

Week 4 (February 4) Collection Development Policy Project teams assigned

Week 5 (February 11) Individual Selection Project paper selected

Week 8 (March 10) Individual Selection Project paper due; Issue Paper assigned

Week 10 (March 24) Issue paper due

Week 13 (April 14) Collection Development Policy Project report and presentation due

April 17 Individual reflection paper on group Collection Development Policy Project due

EVALUATION

Participation in Class Discussion:	15%
Individual Selection Project Paper:	25%
Issue Paper:	20%
Group Project Report:	30%
Individual Reflection Paper on Group Project:	10%

COURSE READINGS

Book to Purchase:

The text for the course is available for purchase from Shaman Drum, 311-315 South State Street, 662-7407,
<http://www.shamandrum.com/textbooks/>

Evans, G. Edward, and Margaret Zarnosky Saponaro. *Developing Library and Information Center Collection, Fifth Edition* (Westport, CT: Libraries Unlimited, 2005).

University Reserves:

Copies of the following books are available from University Reserves, 2178 Shapiro Undergraduate Library, 764-7493, <http://lib.umich.edu/reserves/>

Evans, G. Edward, and Margaret Zarnosky Saponaro. *Developing Library and Information Center Collections*. Fifth Edition ed, Library and Information Science Text Series. Westport, CT: Libraries Unlimited, 2005.

Fales, Susan L., ed. *Guide for Training Collection Development Librarians*. Chicago, IL: American Library Association, 1996.

Hoffmann, Frank, and Richard J. Wood. *Library Collection Development Policies: Academic, Public, and Special Libraries*. Lanham, MD: Scarecrow Press, 2005. [Presents examples of policy language that may be useful for your group project.]

Van Slyck, Abigail Ayres. *Free to All: Carnegie Libraries & American Culture, 1890-1920*. Chicago: University of Chicago Press, 1995.

World Wide Web:

Some class preparation requires review of information on the Web. Uniform Resource Locators (URLs) are provided with the reading assignments.

This KEY indicates where specific course readings can be found:

B = Book for purchase

R = University Reserves

C = Ctools

O = Online through UM license via lib.umich.edu/

W = Publicly accessible Web

COURSE OUTLINE

Week 1 (January 7) Introduction to the Course

- Scope and structure of the class
- Expectations and assignments
- Exploring collections

Week 2 (January 14) Collecting and Collections; Collections Must be Bounded

- Concept of collection
- History of collecting as social and professional activity
- Defining the scope of collections
- Collection policies

Required:

C - Augst, Thomas. "Introduction: American Libraries and Agencies Culture." *American Studies* 42, no. 3 (2001): 5-22.

W - Hedstrom, Margaret, and John Leslie King. "Epistemic Infrastructure in the Rise of the Knowledge Economy." In *Advancing Knowledge and the Knowledge Economy*, edited by Brian Kahin and Dominique Foray. Cambridge, MA: MIT Press, 2006.

<http://www.si.umich.edu/~jllking/EpistemicInfrast-MITPress.pdf>

O - Lee, Hur-Li. "What Is a Collection?" *Journal of the American Society for Information Science* 51, no. 12 (2000): 1106-13. [Search journal title in MIRLYN]

O - Anderson, Joanne S., ed. *Guide for Written Collection Policy Statements*. Second Edition. Chicago, IL: American Library Association, 1996. [Search title in MIRLYN]

B - Evans and Saponaro, Chapter 3: Collection Development Policies, pp. 49-68.

O - Straw, Joseph. "Collection Management Statements on the World Wide Web." *Acquisitions Librarian* 15, no. 30 (2003): 77-86. [Search journal title in MIRLYN]

January 21 - NO CLASS - Martin Luther King, Jr. Day

Week 3 (January 28) Collections Must be Valuable to Someone

- Identifying and understanding relevant communities
- Needs assessments
- Valuation of information
- Evaluation of existing collections
- Use statistics as one measure of value

Required:

O - Bosch, Stephen, Lucy Lyons, Mary H. Munroe, Anna H. Perrault, and Chris Sugnet. "Measuring Success of Cooperative Collection Development: Report of the Center for Research Libraries / Greater Western Library Alliance Working Group for Quantitative Evaluation of Cooperative Collection Development Projects." *Collection Management* 28, no. 3 (2003): 223-39. [Search journal title in MIRLYN]

W - Counting Online Usage of Networked Electronic Resources (COUNTER) Project. <http://projectcounter.org/>
[Read the *About Page* in its entirety: <http://projectcounter.org/about.html>
Familiarize yourself with *Release 2 of the COUNTER Code of Practice for Journals and Databases* (Published April 2005) and *Release 1 of the COUNTER Code of Practice for Books and Reference Works* (Published March 2006)]: http://projectcounter.org/code_practice.html

B - Evans and Saponaro, Chapter 2: Information Needs Assessment, pp. 20-48, Chapter 14: Evaluation, pp. 314-338.

W - Ranganathan, Shiyali Ramamrita. "The First Law." (1931) In *The Five*

Laws of Library Science, 1-73. Madras, India: Madras Library Association, and London, England: Edward Goldston. 1931.

<http://dlist.sir.arizona.edu/1220/>

[See specifically p.1-8 (up to "Library Location"), p.58-73 (starting at "Library Staff and their Responsibility")]

Week 4 (February 4) Information Life Cycle and Workflow - Context of Collecting (First of Three Weeks)

- Concept of the lifecycle and its stages
- Producers and production
- Selection process
- Acquisitions process

Assignment: Collection Development Policy Project teams assigned

Required:

B - Evans and Saponaro, Figure 1.1 on p. 7; Chapter 5: Producers of Information Materials, pp. 99-119; Chapter 11: Distributors and Vendors, pp. 248-276; Chapter 4: Selection Process in Practice, pp. 69-98; Chapter 10: Acquisitions, pp. 229-247.

Week 5 (February 11) Information Life Cycle and Workflow - Context of Collecting (Second of Three Weeks)

- Integrating collection development into other systems and practices
- The integrated library system (ILS)
- Support for access and use
- Readers advisory

Assignment: Individual Selection Project paper selected

Required:

O - Breeding, Marshall. "Reshuffling the Deck: Deal-Making Fueled Development of ILS and Non-ILS Products" [Automated System Marketplace 2006]. *Library Journal* 131, No. 6 (2006): 40-6, 48, 50, 52, 54. [Search journal title in MIRLYN]

O - Breeding, Marshall. "Musings on the State of the ILS in 2006." *Computers in Libraries* 26, no. 3 (2006): 26-28. [Search journal title in MIRLYN]

W - SFX. Read Overview & FAQ

<http://www.exlibrisgroup.com/category/SFXOverview>
<http://exlibrisgroup.com/category/SFXFAQ>

O - Wakimoto, Jina Choi, David S. Walker, and Katherine S. Dabbour, "The Myths and Realities of *SFX* in Academic Libraries, *Journal of Academic Librarianship* 32 (No. 2, March 2006) 127-136. [Search journal title in MIRLYN]

O - Calanag, Maria Luisa, Koichi Tabata, and Shigeo Sugimoto. "Linking Preservation Metadata and Collection Management Policies." *Collection Building* 23, no. 2 (2004): 56-63. [Search journal title in MIRLYN]

W - "Cedars Guide to Digital Collection Management." CEDARS Project, 2002.
<http://www.leeds.ac.uk/cedars/guideto/collmanagement/guidetocolman.pdf>

O - Ross, Catherine Sheldrick. "Making Choices: What Readers Say About Choosing Books to Read for Pleasure." *Acquisitions Librarian* 13 (Issue 25, 2001): 5-21. [Search journal title in MIRLYN]

Week 6 (February 18) Information Life Cycle and Workflow - Context of Collecting (Third of Three Weeks)

- End of the life cycle – deaccessioning

Required:

B - Evans and Saponaro, Chapter 13: Deselection, pp.295-313.

O - Carey, Ronadin, Stephen Elfstrand, and Renee Hijleh. "An Evidence-Based Approach for Gaining Faculty Acceptance in a Serials Cancellation Project." *Collection Management* 30, no. 2 (2005): 59-73. [Search journal title in MIRLYN]

O - Foudy, Gerri, and Alesia McManus. "Using a Decision Grid Process to Build Consensus in Electronic Resources Cancellation Decisions." *Journal of Academic Librarianship* 31, no. 6 (2005): 533-38. [Search journal title in MIRLYN]

O - Teper, Jennifer Hain, and Stephanie Atkins. "Time and Cost Analysis of Preparing and Processing Materials for Off-Site Shelving at the University of Illinois at Urbana-Champaign Library." *Collection Management* 28, no. 4 (2003): 43-65. [Search journal title in MIRLYN]

February 25 - NO CLASS - WINTER BREAK

Week 7 (March 3) Sustainability of Collections

- Different types of organizations and institutional arrangements
- Consideration of preservation and conservation as cost factors
- Resource flows
- Business models for ensuring sustainability
- Restrictions on financial resources
- Restrictions on deaccessioning and sale of holdings

Required:

B - Evans and Saponaro, Chapter 12: Fiscal Management, pp. 277-294; Chapter 16: Protecting the Collection, pp. 357-383.

C - Guthrie, Kevin. *The New-York Historical Society: Lessons From One Nonprofit's Long Struggle to Survive*. San Francisco: Jossey-Bass Publishers, 1996: Chapter 1, "Crisis in the Headlines," pp. 3-8; Chapter 2, "The Formative Years, 1804-1920," pp. 9-20; Chapter 8, "Facing Tough Choices Today," pp. 134-148; and, Chapter 9, "The Liabilities of Nonprofit Assets," pp. 151-158; Appendix D, "1959 Library Acquisitions Policy," pp. 213-28.

Week 8 (March 10) Legal and Ethical Considerations

- Censorship
- Intellectual property (including inter-library loan, fair use, first sale doctrine, document delivery and library deposit arrangements)
- Cultural property
- Confidentiality
- Public access

Assignment: Individual Selection Project paper due; Issue Paper assigned

Required:

B - Evans and Saponaro, Chapter 17: Legal Issues, pp. 384-409; Chapter 18: Censorship, Intellectual Freedom, and Collection Development, pp. 410-429.

W - Library Bill of Rights. American Library Association.
<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

W - SLA Vision, Mission and Core Value Statements. Special Libraries Association.
<http://www.sla.org/content/SLA/AssnProfile/slanplan/index.cfm>

W - Diversity in Collection Development. American Library Association.
<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8530>

W - AALL Ethical Principles. American Association for Law Libraries.
http://www.aallnet.org/about/policy_ethics.asp

W - Code of Ethics. American Library Association.
<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>

W - Code of Ethics for Archivists. Society of American Archivists.
http://www.archivists.org/governance/handbook/app_ethics.asp

W - Code of Ethics for Health Sciences Librarianship. Medical Library
<http://www.mlanet.org/about/ethics.html>

W - Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians, with Guidelines for Institutional Practice in Support of the Standards, 2d edition, 1992. Association of Colleges and Research Libraries (ACRL), Rare Books and Manuscripts Section (RBMS).
<http://www.ala.org/ala/acrl/acrlstandards/standardsethical.htm>

O - Warren, Karen J. "A Philosophical Perspective on the Ethics and Resolution of Cultural Property Issues." In *Ethics of Collecting Cultural Property: Whose Culture? Whose Property?*, Second Edition, edited by Phyllis Mauch Messenger, 1-25. Albuquerque: University of New Mexico Press, 1999. [Search title in MIRLYN]

Week 9 (March 17) Non-Textual Materials; Collections outside the Commercial Publishing Mainstream

- Non-Textual Materials
- Scientific Data
- Government Documents
- Unique Collections

Required:

W - Gold, Anna, "Cyberinfrastructure, Data, and Libraries, Part 1 - A Cyberinfrastructure Primer for Librarians." *D-Lib Magazine* 13, no.9 (2007). <http://www.dlib.org/dlib/september07/gold/09gold-pt1.html>

W - Gold, Anna, "Cyberinfrastructure, Data, and Libraries, Part 2 - Libraries and the Data Challenge: Roles and Actions for Libraries." *D-Lib Magazine* 13, no. 9 (2007).

<http://www.dlib.org/dlib/september07/gold/09gold-pt2.html>

W - Olken, Frank, and Frederic Gey, "Social Science Data Library Manifesto." High Performance Computing Research Department. Lawrence Berkeley National Laboratory (February 14, 2006).

http://hpcrd.lbl.gov/staff/olken/ssdl/ssdl_manifesto.html

B - Evans and Saponaro, Chapter 8: Government Information, pp.180-201. Chapter 9: Audiovisual Materials, pp. 202-228.

W - Beagrie, Neil. "Plenty of Room at the Bottom? Personal Digital Libraries and Collections." *D-Lib Magazine* 11, no. 6 (2005).

<http://www.dlib.org/dlib/june05/beagrie/06beagrie.html>

O - Lee, Hur-Li. "Activism in Library Development: Women's Studies at Rutgers University, 1970-1995." *Libraries & Culture* 37, no. 4 (2002): 339-62. [Search journal title in MIRLYN]

O - Peterson, Elizabeth. "Collection Development in California Indian Tribal Libraries." *Collection Building* 23, no. 3 (2004): 129-32. [Search journal title in MIRLYN]

Week 10 (March 24) Scholarly Communications

- Serials
- Institutional repositories
- Open access initiatives
- Course materials

Assignment: Issue Paper due

Required:

B - Evans and Saponaro, Chapter 6: Serials – Print and Electronic, p.120-152.

O - Heath, Fred M., and Jocelyn Duffy. "Collections of Record and Scholarly Communications: The Responsibilities of the Research Library in a Rapidly Evolving Digital World." *Journal of Library Administration* 42, no. 2 (2005): 5-21. [Search journal title in MIRLYN]

W - Lynch, Clifford A. "Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age." *ARL Bimonthly Report* 226 (2003): 1-7. <http://www.arl.org/resources/pubs/br/br226/br226ir.shtml>

W - *Mass Digitization: Implications for Information Policy – Report from "Scholarship and Libraries in Transition: A Dialogue about the Impacts of Mass Digitization Projects."* Washington, DC: U.S. National Commission on Libraries and Information Science (NCLIS), 9 May 2006.

<http://www.nclis.gov/digitization/MassDigitizationSymposium-Report.pdf>

W - Networked Digital Library of Theses and Dissertations (NDLTD) – browse site

<http://www.ndltd.org/>

W - Public Library of Science – browse site and read “FAQ”

<http://www.plos.org/>

<http://www.plos.org/about/faq.html>

W - LOCKSS (Lots of Copies Keep Stuff Safe) – browse site and read “For Librarians”

<http://www.lockss.org/lockss/Home>

http://www.lockss.org/lockss/For_Librarians

W - OpenCourseWare. Massachusetts Institute of Technology – browse site and peruse some course materials related to a topic that interests you.

<http://ocw.mit.edu/index.html>

W – Portico – browse site <http://www.portico.org/>

Week 11 (March 31) Collecting Internet-Accessible Materials

- Public Web Materials
- Commercial Online Sources

Required:

W - Cutts, Matt. "How Does Google Determine Which Web Sites Are the Most "Trusted"?" *Google Newsletter for Librarians*, January 2006.

http://www.google.com/librariancenter/articles/0601_03.html

B - Evans and Saponaro, Chapter 7: Other Electronic Materials, p.153-179.

W - Masanès, Julien. "Towards Continuous Web Archiving: First Results and an Agenda for the Future." *D-Lib Magazine* 8, no. 12 (2002).

<http://www.dlib.org/dlib/december02/masanes/12masanes.html>

W - Schneider, Karen G. "Beyond Algorithms: A Librarian's Guide to Finding Web Sites You Can Trust." *Google Newsletter for Librarians*, January 2006.

http://www.google.com/librariancenter/articles/0601_02.html

C - Congleton, Robert J. "Evaluating Web Sites Featuring Primary Sources on United States History." *Behavioral & Social Sciences Librarian* 24, no. 1 (2005): 61-82.

W - International Internet Preservation Consortium – browse site
<http://www.netpreserve.org/>

Week 12 (April 7) Creating More Internet-Accessible Materials - Digitization

- Selection for digitization
- Technical and institutional considerations
- Recent digitization initiatives

Required:

W - Agnew, Grace, Liz Bishoff, Priscilla Caplan, Rebecca Guenther, Ingrid Hsieh-Yee, Amy Alderfer, and Jen Childree. *A Framework of Guidance for Building Good Digital Collections. 2nd Edition*. Bethesda, MD: National Information Standards Organization, 2004.
<http://www.niso.org/framework/Framework2.pdf>

W - Billington, James H. "Proposal for a World Digital Library." Presented to the U.S. National Commission for UNESCO. Georgetown University. June 6, 2005. http://www.loc.gov/about/welcome/speeches/wdl/wdl_6-6-05.html

W - Hazen, Dan, Jeffrey Horrell, and Jan Merrill-Oldham. *Selecting Research Collections for Digitization*. Washington, DC: Council on Library and Information Resources, 1998.
<http://www.clir.org/pubs/reports/hazen/pub74.html>

W - Google. Library Project – An enhanced card catalog of the world's books. <http://books.google.com/googlebooks/common.html>

W - Open Content Alliance – read “FAQ” and “Next Steps”
<http://www.opencontentalliance.org/>

Week 13 (April 14) Bringing it Together; Presentations and Discussions about Group Projects

- Convergence and commonalities across professions
- Inter-institutional strategies

Assignment: Collection Development Policy Project Report and Presentation due

Required:

B - Evans and Saporano, Chapter 15: Resource Sharing, p.339-356.

W - Reilly, Bernard F., Jr., and Barbara DesRosiers. "Developing Print Repositories: Models for Shared Preservation and Access." Washington, DC: Council on Library and Information Resources, 2003.

<http://www.clir.org/pubs/reports/pub117/pub117.pdf>

April 17 - Assignment: Individual reflection paper on group Collection Development Policy Project due

Journals Related to Themes in this Course

Acquisitions Librarian

Collection Building

Collection Development

Library Collections, Acquisitions, & Technical Services