

SCHOOL OF LIBRARY AND INFORMATION STUDIES
University of Alberta

LIS 531
COLLECTION MANAGEMENT

*3 (first term, 3-0-0)

Instructor: Dr. Margaret Mackey

Calendar Description: An analytical approach to collection management including the acquisition, review and evaluation of collections.

Objectives: Upon completion of the course, a student should be:

1. Familiar with the basic acquisition tools.
2. Able to develop and administer collection management programs.
3. Able to develop and administer acquisition policies and procedures for a variety of materials.

Content:

1. The community study
2. Acquisition/selection policies
3. Acquisition tools
4. Order and sales procedures and mechanisms
5. Allocation of funds, budgeting
6. Evaluation, review, security of the collection
7. Challenges to the collection
8. Special programs: standing orders, blanket orders, approval plans, out-of-print/second-hand market, gifts and exchanges
9. Special materials: periodicals, micromaterials, multimedia materials, other materials such as patents, standards, theses, government publications, technical reports, maps, annual reports, etc.
10. Cooperation, document delivery, the virtual library
11. The impact of trends in the publishing industry

Methods: Lectures, guest lectures, workshops, tours, and student presentations.

Course Relationships: Pre- or co-requisites: LIS 501, 502, 503, and 504.

<u>Assignments/</u>	Community study	50%
<u>Evaluation:</u>	Workshop assignment	25%
	Other materials presentation	15%
	Class contribution	10%

Details of these assignments, due dates, late penalties, etc. are attached.
Raw scores (i.e. marks on assignments) are totalled at the end of the course and converted to the 9-point scale.

Inclusive Language/Equity: The Faculty of Education is committed to providing an environment of equality and respect for all people within the university community. Accordingly, staff and students should adhere to the principles of inclusive language use so that students' experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation and ethnic background.

Required Readings: Various articles as made available in class.

Recommended Reading: *Developing Library and Information Center Collections*, 3rd ed. G. Edward Evans. Library Science Text Series. Englewood CO: Libraries Unlimited, 1995.