

**School Library Management**  
**School of Information**  
**Spring 2017, INF 388C, Unique 28040**

**Barbara A. Jansen, Ph.D.**

Syllabus subject to slight changes

**Dates:** January 23-May 1, 2017, Mondays, 6:00-9:00 p.m., UTA 1.504

**Office hours:** By appointment before or after class

**Email:** Email must be sent through Canvas in order to document and save student/professor correspondence. Please do not email the professor directly.

**Email format:** *Students must email professor through Canvas.* The professor teaches more than one class so please include a descriptive subject line that begins with 388C (e.g. 388C Question about assignment 2)

**Twitter:** @bjansen

**Course Description:** Philosophy, objectives, and management of the school library; emphasis on facilities, staff resources, administrative procedures, and programs and services. Three lecture hours a week for one semester. Information Studies 388C and 388W may not both be counted.

**Course Objectives: At the conclusion of this course the student should be**

1. familiar with a wide range of professional information about topics of concern in administering a school library program.
2. familiar with features necessary in planning facilities and apply this knowledge in a case study situation.
3. familiar with the administrative and instructional roles of a school library media specialist.
4. aware of current issues and trends in school library programs and be prepared to develop a position on such issues and trends.
5. familiar with administrative procedures in a school library program, and have practice in developing a planning document and budget proposal.

**To meet these objectives the student will be required to complete the following:**

1. Learn how to access/evaluate databases and Internet resources.
2. Read the AASL Standards for the 21st Century Learner in Action, the ISTE Standards for Students, and the Texas School Library Standards.
3. Read a wide range of professional literature about administering a school library program and prepare annotations of the readings and summaries of presentations.
4. Read the literature about facilities planning. Design a facilities plan for a given situation using knowledge of necessary features gained from class lectures and readings.
5. Identify topics and read widely about current issues and trends. Discuss issues in written reports and in class discussions.
6. Prepare a budget/grant proposal as part of a group.
7. Participate in class discussions, projects, professional associations and social media, and field experiences.

**Grading and major assignments (details for assignments to come):**

*All readings and assignments are due at the beginning of each class period.*

In-class assignments (20%) If a student misses class, the in-class assignments must be completed in the next two weeks. It is the responsibility of the student to contact the professor for make-up work.

Discussion assignments (10%)

Major assignments: (70% for all major assignments. See breakdown below)

*All assignments must be completed in order to make a C-. If a student fails to submit an assignment, the highest grade attainable in the class will be a C-.*

- 1) [Develop a collaborative, integrated unit of instruction, consisting of three sequential lessons.](#) (10%) Due February 13 at 6:00 pm
- 2) [Analyze a school library webpage](#) (group project). (10%) Due February 27 6:00 pm
- 3) [Develop series of three bibliographic instruction lessons for elementary or middle school.](#) (10%) Due March 20 at 6:00 pm
- 4) [School library program evaluation.](#) (10%) Due April 24
- 5) [Develop a 5 Year Budget/grant Plan](#) (group project). (20%) Due May 8 at 6:00 pm
- 6) [Implement a social media plan of action to network and learn from other school librarians \(and educational technologists\).](#) (10%) Due: Ongoing

**Office hours:** Mondays, 5:15-5:45 *by appointment*. Please make appointments at least 2 days prior.

**Course policies:**

Review the course learning objectives, expectations, grading, class schedule/assignments. Each student and the instructor must agree to contribute their very best work and agree to the below. One excused absence will not count against a student's grade. Prior notice of absence is required. All assignments must be completed in order to make at least a C-. If a student fails to submit any assignment, the highest grade attainable will be a C-. School of Information Grading Policy and UT Academic Integrity policy will be used.

Student responsibilities:

- Turn all assignments in on time. Late papers will receive one whole letter grade lower per day.
- Check and respond to email daily.
- Post reactions to class readings to the discussion board in a timely manner.
- Turn in assignments at the beginning of the class session or by the time given. Assignments should be submitted in the format indicated for each unless otherwise specified.
- Read and understand expectations regarding the UT Policy on Academic Integrity and the School of Information Grading Policy.
- Respect all class members. Read and follow proper etiquette in e-mail and discussion board communication.

Professor responsibilities:

- Answer e-mail within 24 hours on weekdays.
- Evaluate assignments considering the assessment criteria.
- Provide feedback on assignments in no more than 2 weeks.
- Assist students with the course content, administrative issues, or technological support.

**Required texts:**

*Empowering learners: Guidelines for school library programs.* (2009). Chicago, Ill.: American Association of School Librarians.

McGhee, M. W., & Jansen, B. A. (2010). *The principal's guide to a powerful library media program: A school library for the 21st century* (2nd ed.). Santa Barbara, CA: Linworth.

Woolls, B., Weeks, A. C., & Coatney, S. (2014). *The school library manager* (5th ed.). Santa Barbara, CA: Libraries Unlimited.

### **Optional text:**

Dickinson, G. K., & Repman, J. (Eds.). (2015). *School library management* (7th ed.). Santa Barbara, CA: ABC-CLIO.

### **Additional readings:**

*Certification*

[School librarian certification \(Links to an external site.\)](#)[Links to an external site.](#)

[State Board for Educator Certification \(SBEC\) \(Links to an external site.\)](#)[Links to an external site.](#)

[\(Links to an external site.\)](#)[Links to an external site.](#)

*Standards and guidelines* [\(Links to an external site.\)](#)[Links to an external site.](#)

[AASL standards for the 21st century learner](#)  (under revision)

[ISTE standards for students \(Links to an external site.\)](#)[Links to an external site.](#)

[National Association of Independent Schools guidelines of professional practice for librarians \(Links to an external site.\)](#)[Links to an external site.](#)

[School library programs: Standards and guidelines for Texas \(Links to an external site.\)](#)[Links to an external site.](#) (under revision)

[Dr. Immroth's additional readings and links to professional associations and journals \(Links to an external site.\)](#)[Links to an external site.](#)

*And, additional readings as posted on weekly assignments.*

### **Additional Readings**

American Association of School Librarians. (2007). *Sample job description, title: School librarian*. Retrieved February 22, 2015, from [http://www.ala.org/aasl/sites/ala.org.aasl/files/content/guidelinesandstandards/learning4life/resources/sample\\_job\\_description\\_L4L.pdf](http://www.ala.org/aasl/sites/ala.org.aasl/files/content/guidelinesandstandards/learning4life/resources/sample_job_description_L4L.pdf)

American Association of School Librarians. (2007). Standards for the 21st century learner. Retrieved February 22, 2015, from <http://www.ala.org/aasl/standards-guidelines/learning-standards>

American Association of School Librarians, & Association for Educational Communications and Technology. (1998). *Information literacy standards for student learning*. Retrieved February 22, 2015, from [file:///C:/Users/user/Downloads/AASLInfoLitStandards1998%20\(1\).pdf](file:///C:/Users/user/Downloads/AASLInfoLitStandards1998%20(1).pdf)

eSchool News. (2014). *2014 progressive school libraries*. Retrieved February 22, 2015, from [file:///C:/Users/user/Downloads/ESchoolNews\\_ProgressiveSchoolLibraries2014.pdf](file:///C:/Users/user/Downloads/ESchoolNews_ProgressiveSchoolLibraries2014.pdf)

International Society for Technology Education. (2007). *ISTE standards: Students*. Retrieved February 22, 2015, from [http://www.iste.org/docs/pdfs/20-14\\_ISTE\\_Standards-S\\_PDF.pdf](http://www.iste.org/docs/pdfs/20-14_ISTE_Standards-S_PDF.pdf)

Jansen, B. A. (2010). *Internet filtering 2.0: Checking intellectual freedom and participative practices at the schoolhouse door*. Retrieved from [file:///C:/Users/user/Downloads/Jansen\\_KQArticleSept2010%20\(1\).pdf](file:///C:/Users/user/Downloads/Jansen_KQArticleSept2010%20(1).pdf)

Jansen, B. A. (2011, March). *Inquiry unpacked: An introduction to inquiry based learning*. Retrieved February 22, 2015, from [file:///C:/Users/user/Downloads/LMC\\_MA\\_11\\_Jansen%20\(2\).pdf](file:///C:/Users/user/Downloads/LMC_MA_11_Jansen%20(2).pdf)

Library Research Service. (n.d.). School libraries impact studies. Retrieved February 22, 2015, from <http://www.lrs.org/data-tools/school-libraries/impact-studies/>

National Association of Independent Schools. (2008, December 17). NAIS guidelines of professional practice for librarians. Retrieved February 22, 2015, from <http://www.nais.org/Series/Pages/NAIS-Guidelines-of-Professional-Practice-for-Librarians.aspx>

Partnership for 21st Century Skills. (2009, December). *P21 framework definitions*. Retrieved February 22, 2015, from [http://www.p21.org/storage/documents/P21\\_Framework\\_Definitions.pdf](http://www.p21.org/storage/documents/P21_Framework_Definitions.pdf)

Scholastic Library Publishing. (2008). *School libraries work*. Retrieved February 22, 2015, from [http://www.scholastic.com/content/collateral\\_resources/pdf/s/slw3\\_2008.pdf](http://www.scholastic.com/content/collateral_resources/pdf/s/slw3_2008.pdf)

Texas Secretary of State. (2009, December 23). Texas administrative code: School librarian certificate. Retrieved February 22, 2015, from

[http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac\\_view=5&ti=19&pt=7&ch=239&sch=B&rl=Y](http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=5&ti=19&pt=7&ch=239&sch=B&rl=Y)

Texas State Library and Archives Commission (Ed.). (2012, August 14). School library programs: Standards and guidelines for Texas. Retrieved February 22, 2015, from <https://www.tsl.texas.gov/ld/schoollibs/sls/index.html>

Texas State Library and Archives Commission. (2015, January 8). School library programs: Standards and guidelines for Texas. Retrieved February 22, 2015, from <https://www.tsl.texas.gov/ld/schoollibs/sls/introduction.html>

The University of Texas at Austin School of Information. (n.d.). School librarian certification. Retrieved February 22, 2015, from <https://www.ischool.utexas.edu/programs/specializations/sslc>