

# Course Syllabus – Implementing Library IT Systems INF385T

Professor: Christine "Tine" Walczyk

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## Office Hours

By request. (Generally, I work off-campus during the day but I will meet with students at any time that's convenient with 24 hours notice. Most weeks, I will be in my shared office on the 5th floor on Tuesdays 4-6p.)

## Course Meeting Times

Fall 2019: Thursdays 3:00 to 6:00

## Course Description

The primary goal of this class is to gain familiarity with a variety of Library IT systems at an administrative level. Over the course of the semester we will discuss selection, trends, privacy, security for library systems, within the context of the implementation lifecycle (initiation, planning, execution, and closure phases). Lectures will also cover real-world experiences from the professor and several guest lecturers. In-class instructions and exercises will focus on four key library systems, integrated library systems (ILS), interlibrary loan systems (ILL), electronic resource managers (ERM - databases, audiobooks/ebooks), and printer/user management systems.

### At the conclusion of this course students should:

- Understand the fundamentals of the RFP process.
- Know the fundamentals of the implementation lifecycle.
- Be familiar with key library systems and articulate their function.
- Be able to research and evaluate systems and vendors.

## Lecture Topics

(The order and amount of time spent on each topic may vary from semester to semester.)

- Discussion of syllabus and class structure
- Library IT environments
- Topics/Trends/Current Issues
  - Privacy
  - Security
  - Authentication
  - Cost
- Implementation Lifecycle
- Integrated Library Systems
  - Modules
  - Discovery Systems
  - Open Source vs Proprietary
  - In-house vs Hosted
- RFP process
- Interlibrary Loan
- Electronic Resources

- Databases/Journals
- Audiobooks/eBooks
- Printer / User management
- Keeping Current

## Books

### *Required*

- Burke, J. (2016). *Library Technology Companion: A Basic Guide for Library Staff (5th Edition)*. Chicago. Neal-Schuman.
- Harnegie, M. (2014). *The Accidental Systems Librarian*. Public Libraries.

### *Optional*

- Verminski, A., & Blanchat, K. M. (2017). *Fundamentals of Electronic Resources Management*. American Library Association. Retrieved from <https://books.google.com/books?id=at0OvgAACAAJ>
- Wilkinson, F. & Bordeianu, S. (Eds.). (2018). *The Complete Guide to RFPs for Libraries*. Retrieved from <http://publisher.abc-clio.com/9781440859403>

## Grading

### **Class Participation (5% of final grade)**

Students are expected to participate in the weekly review of readings, engage in the classroom discussions, and prepare questions for guest lecturers.

### **Discussion Prompts (10% of final grade)**

Regular discussion prompts will be provided throughout the semester on current trends addressed in the lectures. Students will write and submit an original response to the question on the Canvas discussion board (minimum word count - 250). Additionally, each student will be required to provide one substantive response to a colleague.

### **Vendor investigation (25% of final grade)**

Students will select a Library Technology vendor from the provided list of vendors in CANVAS and prepare a presentation to introduce their classmates to the vendor. Required topics for inclusion are: contact information, suite of products offered, company history (mission, vision, length of time in the industry, etc), competitors, referral/quote from an existing library client, types of libraries supported, whether they are on a list of preferred vendors, what conferences they attend (ALA, TLA, etc.) to see their products in action, and a personal statement of how you believe they address their particular niche in the market.

### **System overview (25% of final grade)**

Students will select a specific system from the provided list of systems in CANVAS and prepare a presentation to introduce their classmates to the system. Required topics for inclusion are: system type, typical library customer, customer list, technology required, manpower required, screenshots or live demo, a grid comparing it to similar products, support structures available for library and end users, and a critical statement for or against its selection.

### **RFP Final Project (35% of final grade)**

The final project will also be done in groups of 3-5. For the final project, the groups will select or be presented with a scenario for which a new system is being implemented. The project will incorporate concepts covered in class. Up to 25 points will be awarded based on the content and construction of the final project, 5 points will be awarded based on the in-class presentation, and 5 points will be based on group participants' member evaluations.

## Grading Scale

- 96 or above (A: superior)
- 90-95 (A-: distinguished)
- 87-89 (B+: good)
- 84-86 (B: satisfactory)
- 80-83 (B-: barely satisfactory)
- 77-79 (C+), 74-76 (C), 70-73 (C-) - unsatisfactory

## HOMEWORK

All assignments and project deliverable due dates are on the course schedule and in Canvas (under Assignments and Calendar). Even if the instructor doesn't announce each due date in class, it's your job to know when you should be working on one and when they are due. Please ask when in doubt.

### Submitting written homework and assignments

You must prepare your assignments using a word processor and submit it by uploading to Canvas by the due date/time. Please always use appropriate three- or four-letter file extensions in submitted filename (e.g., .docx for Word files, .pdf for Adobe portable document format. Please avoid submitting zip files). Assignments usually may not be submitted via email to the professor.

**Important:** All documents that you are submitting should include on the front page of your submission your name, course number/name, instructor's name, semester and the date of submission. For group work, if applicable, please also always include on the front page all group member names, your project group number, and your project short name (or title). **Warning:** If you do not follow these requirements, your submission may be returned without a grade and without a possibility to re-submit it.

## CLASS PARTICIPATION

Class participation includes active participation in lectures, presentations (Q&A) and in classroom discussions.

## CLASS POLICIES

### Due dates and times for handing in homework and project assignments

Unless otherwise indicated, all homework and project assignments must be turned in at the beginning of class on the due date. You should think of all due dates for assignments, especially project assignments, as firm. The tight schedule of deliverables throughout the whole semester makes it nearly impossible to slip or extend due dates. Any assignment that you do not hand in on time may be penalized in grading. If you are not able to complete an assignment by the due date, it would be best for you to hand in as much of it as you have done. You must prepare your

assignments using a word processor and submit it by uploading to Canvas by the due date/time. Please do **not** submit links to Google Docs. Assignments usually may not be submitted via email to the professor.

### Attendance

You will not be graded directly on attendance. You are adults in a graduate-level course and are expected to attend every class. Beyond the occasional need to be absent from class for a good reason, please consider that much of the learning for the course occurs in class. You cannot participate in this learning if you are not present.

If you have to miss class for an extended period due to a protracted illness or similar reason, we will treat your needs as a special case and I will do everything I can to help you survive.

### Computer use in the classroom

You may use your laptops and other computing devices (e.g., tablets, smartphones) in the classroom. However, their use during class time is **restricted to class related activities**. Students who use their devices for non-class related activities will be excused from the class and will have points deducted for their final grade.

### Plagiarism & Academic Honor Code

Plagiarism, as defined in the 1995 Random House Compact Unabridged Dictionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." (as cited in Plagiarism (2017). Wikipedia, <https://en.wikipedia.org/wiki/Plagiarism>). If you use words or ideas that are not your own you must cite your sources. Otherwise you will be guilty of plagiarism. Here's a resource designed to help you avoid plagiarism: [www.lib.utexas.edu/plagiarism](http://www.lib.utexas.edu/plagiarism)

You are encouraged to discuss assignments with classmates, but anything submitted must reflect your own, original work. If in doubt, ask the instructor. Plagiarism (as described above) and similar conduct represents a serious violation of UT's Honor Code and standards of conduct:

- [http://deanofstudents.utexas.edu/sjs/scholdis\\_plagiarism.php](http://deanofstudents.utexas.edu/sjs/scholdis_plagiarism.php)
- <http://deanofstudents.utexas.edu/sjs/conduct.php>
- [http://bit.ly/UT\\_plagiarism\\_Matt](http://bit.ly/UT_plagiarism_Matt) – resource from Dr. Matt Lease (4pgs)

**It is YOUR RESPONSIBILITY as a student to avoid honor code violations.** Neither ignorance nor accidents excuse violations. If in doubt, ask the instructor and/or err on the side of caution by quoting borrowed text and citing sources of borrowed ideas and text.

**Students who violate University rules on academic dishonesty are subject to severe disciplinary penalties, such as automatically failing the course and potentially being dismissed from the University. \*\*PLEASE\*\* do not take the risk.** We are REQUIRED to automatically report any suspected case to central administration for investigation and disciplinary hearings. Honor code violations ultimately harm yourself as well as other students, and the integrity of the University, academic honesty is strictly enforced. For more information, see the Student Judicial Services site: <http://deanofstudents.utexas.edu/sjs>.

## Notice about students with disabilities

The University of Texas at Austin provides appropriate accommodations for qualified students with disabilities. To determine if you qualify, please contact the Dean of Students at 512-471-6529 or UT Services for Students with Disabilities. If they certify your needs, we will work with you to make appropriate arrangements. UT SSD Website:  
<http://www.utexas.edu/diversity/ddce/ssd>

## Coping with stress and personal hardships

The Counseling and Mental Health Center offers a variety of services for students, including both individual counselling and groups and classes, to provide support and assistance for anyone coping with difficult issues in their personal lives. As mentioned above, life brings unexpected surprises to all of us. If you are facing any personal difficulties in coping with challenges facing you, definitely consider the various services offered and do not be shy to take advantage of them if they might help. These services exist to be used.

## Notice about missed work due to religious holy days

A student who misses an examination, work assignment, or other project due to the observance of a religious holy day will be given an opportunity to complete the work missed within a reasonable time after the absence, provided that he or she has properly notified the instructor. It is the policy of the University of Texas at Austin that the student must notify the instructor at least fourteen days prior to the classes scheduled on dates he or she will be absent to observe a religious holy day. For religious holy days that fall within the first two weeks of the semester, the notice should be given on the first day of the semester. The student will not be penalized for these excused absences, but the instructor may appropriately respond if the student fails to complete satisfactorily the missed assignment or examination within a reasonable time after the excused absence.

## Electronic-mail Notification Policy

In this course e-mail will be used as a means of communication with students. You will be responsible for **checking your e-mail regularly** for class work and announcements. If you are an employee of the University, your e-mail address in Canvas is your employee address. I will make every effort to answer your email in a timely fashion. However, you should not necessarily always expect to get an immediate reply. In particular, don't expect to get answers to questions about a homework or project assignment within the last few hours before that assignment is due. Please put **INF385T** as part of the subject line of your email; that will help us identify your emails more quickly.

The University has an official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. Read the policy: <http://www.utexas.edu/its/policies/emailnotify.html>. You can find and change your official email address of record at [https://utdirect.utexas.edu/apps/utd/all\\_my\\_addresses](https://utdirect.utexas.edu/apps/utd/all_my_addresses)

## Tentative Schedule

Several guest lectures have been invited to join us this semester. The topic dates will change as lecturers are confirmed. Canvas holds the official assignment dates. Please see Canvas for instructions and assignment deadlines.

<b>Date (3-6pm)</b>	<b>Topics</b>	<b>Technology / Readings</b>
Thurs Aug 29, 2019	Welcome, Syllabus, Course Orientation, Library IT Environments RFPs – Research, Demos, Selection, Procurement, Implementation Lifecycle	Readings: Wilkinson – RFPs for Libraries
Thurs Sep 5, 2019	Overview of Library Systems Introduction to Integrated Library Systems	Readings: -Library IT Overview -ILS/LSP Readings, Choosing a System section
Thurs Sep 12, 2019 Rhonda Kieper, Round Rock Public Library	Modules Comparing ILSes Open Source vs Proprietary In-House vs Hosted	Readings: -ILS/LSP Readings, Open Source Systems section  Tech: KOHA ILS
Thurs Sep 19, 2019 Clark Charbonnet, Biblionix	Introduction to Integrated Library Systems Modules	Readings: -ILS/LSP Readings -Accidental Systems Librarian: Ch. 11  Tech: -Apollo ILS
*Thurs Sep 26, 2019	-Next Generation Library Systems -Setting up KOHA -KOHA hands-on lab	Readings: -ILS/LSP Readings, Trends section
Thurs Oct 3, 2019 Danielle Plumber, Texas State Library	Electronic Resource Management Privacy vs Security Authentication OpenURL & Link Resolvers	Readings: Library Technology Companion: Ch. 4  Tech: EBSCO TexShare
Thurs Oct 10, 2019 Sara Hayes, Interlibrary Loan Program Coordinator,	-Interlibrary Loan -Lending Policies -Electronic Delivery	Tech: -WorldCat Resource Sharing

Texas State Library		
**Thurs Oct 17, 2019 PCL UT Austin Kristin Walker Resource Delivery Librarian	-Copyright: CCC, eReserves -Conversion / Upgrade Planning	Tech: -ILLiad
Thurs Oct 24, 2019 Rhonda, Kieper, Round Rock Public Library	-ebook / Audiobook formats -The Big Deal -Managing Limited Budgets	Tech: -Overdrive -RB Digital
*Thurs Oct 31, 2019	-Consortial Level implementation -Discovery Systems	Readings: -Accidental - Ch. 5 -LibTechComp – Ch. 4  Tech: -SimplyE
**Thurs Nov 7, 2019	-Makerspaces	Readings: LibTechComp – Ch. 10
**Thurs Nov 14, 2019	-Managing Public Computer Usage -When to implement -Infrastructure Requirements -Other Technology as required...	Readings: Accidental – Ch. 2, 3, 4, 7  Tech: -Print / User Management but also... -Meeting rooms, event spaces, video content channels, laptop checkouts, and so much more!
Thurs Nov 21, 2019	-Library IT War Stories -Group Project Work Session	Readings: -Accidental: Ch. 6, 10 -LibTechComp - Ch. 11
Thurs Dec 5, 2019	FINAL PROJECT Presentations	
Thurs Dec 12, 2019		FINAL PROJECT DUE

\* Possible Guest Lecturer

\*\* Possible Field Trip