

**PUBLIC LIBRARIES** Unique Number: 28620

## **CLASS MEETS**

Mondays, 3:00-6:00 p.m., from 22 August 2022-5 December 2022, in UTA 1.212.

## **INSTRUCTOR**

Dr. Lorie Roy (Anishinabe)

## **COURSE DESCRIPTION**

Historical development, mission, development of standards, library directors, local government and library boards; financial basis including fund raising and budgeting; personnel; federal and state government systems and library cooperation, legal basis; services to users, popular culture, collection development, marketing, facilities; future of public libraries; mission, governance, issues, trends and problems of public libraries.

## **LEARNING OUTCOMES**

At the conclusion of this course you should:

- L01: Be familiar with the history of the American public library movement;
- L02: Work with others to explore multiple perspectives about current issues impacting public libraries;
- L03: Understand the varying publics impacting public libraries including users, library trustees, and local governments;
- L04: Understand general aspects of public library funding;
- L05: Understand how public libraries develop programming to serve specific audiences;
- L06: Become familiar with general aspects of public library services to adult readers;
- L07: Have some familiarity with the physical setting of the American public library;
- L08: Understand the purpose and role of advocating for public libraries; and
- L08: Gain experience in grant writing through preparing a proposal for an IMLS grant.

## **TEACHING MODALITY INFORMATION**

- Synchronous modality: we meet together face-to-face, live, once a week for 3 hours. Bring your laptop to class so we can use Zoom.

## **READINGS**

Readings are available online in Canvas or in the weekly modules as links to online sources.

## **ASSIGNMENTS**

### **GRADES**

Grades will be based on:

- Individual activities during our 14 meetings:
  - Attendance and Participation: 140 points (10 points X 14)

- Public Libraries Issue Panel Handout: 100 points
- Audience Profile Handout: 100 points
- Group work:
  - Public Libraries Issue Panel Presentation: 100 points
  - IMLS Grant Proposal: 150 points [can be an individual activity]
  - IMLS Grant Proposal Review Team: 25 points
  - Total: 615 points

## GRADE CALCULATIONS

### GRADE CUTOFF

A	95%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D+	67%
D	63%
D-	60%
F	<60%

## TENTATIVE COURSE SCHEDULE

**Week 1 (Aug. 22). Welcome to the Class!**

**Week 2 (Aug. 29). Honoring Our Foundation; Considering Our Purpose**

**Week 3 (Sept. 5). Labor day. We Do Not Meet!**

**Week 4 (Sept. 12). Planning and Organizing**

**Week 5 (Sept. 19). Leading and Serving.**

**Week 6 (Sept. 26). Public Libraries Issues Panels: 3 Panels.**

**Week 7 (Oct. 3). Public Libraries Issues Panels: 3 Panels.**

**Week 8 (Oct. 10). Support: Advice, Consulting, and Funding. Also check our Syllabus on Canvas.**

**Week 9 (Oct. 17). Services to Users: The Variety of Public Services: What We Do in Response To and In Anticipation of Patron Need. Also check our Syllabus on Canvas.**

**Week 10 (Oct. 24). Audience Profile Handouts**

**Week 11 (Oct. 31) Let's Focus on Grant Writing!**

**Week 12 (Nov. 7). Sharing and Placing What We Do: Library Advocacy.**

**Week 13 (Nov. 14). Public Library Architecture.**

**Week 14 (Nov. 21): FALL BREAK. DO NOT COME TO CLASS!**

**Week 15 (Nov. 28). IMLS Grant Pre-Proposal Due**

**Week 16 (Dec. 5): Grant Pre-Proposal Review Teams; Summary and Your Future**

## **PARTICIPATION, DOCUMENTED IN YOUR PARTICIPATION NOTES**

\*The purpose of this assignment is to help document and encourage your involvement in developing and sustaining our community of learners through your participation.

### **WHAT YOU NEED TO DO**

- Please send me your completed Participation Note within 24 hours of the end of class (6:00 p.m.)!

## **PUBLIC LIBRARY ISSUES PANEL: PRESENTATIONS ON 26 SEPT. AND 3 OCT.**

Students will present panels on Week 6, 26 September and Week 7, 3 October. Six panels maximum.

\*The purpose of this assignment is to share details, cases, questions, and resources related to current issues that public librarians are facing.

- Develop as a team of 3-4 students a continuing education panel for librarians on a topic of current interest.
- Each team will present a 40-55 minute panel presentation to the class and.
- Each student should also submit a one-page (double-sided) Handout to accompany their portion of the panel. They should include a bibliography of consulted sources.

## **AUDIENCE PROFILE HANDOUT**

“The purpose of this assignment is to consider the wide audience that public libraries serve by selecting one audience segment and considering their needs and how public libraries do and might respond.”

Your audience is your classmates. Teach us what you know about a specific audience that public libraries serve!

Each student should contribute to a large group discussion online on the topic of the audience(s) that public libraries serve. We must be mindful that any one person might not be associated with only one segment, especially over a lifetime. Consider, then, our intersectionality. Remember that any one individual may have different needs each time they reach out to the public library and the public library tries to anticipate their needs.

Share your original two-page (one page double-sided) Handout with the class. Add an unnumbered cover page to your document. Your bibliography will be a separate page at the end.

## **IMLS GRANT PRE-PROPOSAL**

\*The purpose of this assignment is to provide you with an opportunity to gain some experience in preparing a competitive grant proposal.

Task: You work in a public library and have decided to apply for an IMLS grant. Work by yourself or another student to prepare a two-page pre-proposal for an IMLS grant.

Step 1: Look at the Notice of Funding Opportunities: <https://www.imls.gov/grants/apply-grant/notices-funding-opportunities>

Step 2: look at the eligibility criteria: <https://www.imls.gov/grants/apply-grant/eligibility-criteria>

Step 3: Look at the sample pre-proposals for funded grants to public libraries.

Step 4: Decide to apply for a National Leadership Grant for Libraries or a grant through the Laura Bush 21st Century Librarian Program.

Step 5: Look at the background on the National Leadership Grants for Libraries:  
<https://www.imls.gov/grants/available/national-leadership-grants-libraries>

You may submit a Pre-Proposal for a Planning Grant or Forum Grant.

Step 6: Here's background on the Laura Bush 21st Century Librarian Program grants:  
<https://www.imls.gov/news/library-grants-national-leadership-laura-bush-21st-century-librarian-programs-now-open>

Step 7: Decide on your funding idea.

Step 8: Read about the IMLS Outcome Based Evaluations. <https://www.imls.gov/grants/outcome-based-evaluations>

Step 9: Write your Narrative and draft a Budget. Check the Budget Template and use this for taking notes for your budget.

Your two-page Narrative should include:

- Statement of need
- Project design
- Diversity Plan
- Impact
- Budget Summary

Your budget might include these categories:

- Salaries and Wages (Permanent Staff)
- Salaries and Wages (Staff Hired for the Project)
- Fringe Benefits
- Consultant Services
- Travel (IMLS requires you to request \$4,000 in case they want you to attend a meeting.)
- Supplies and Materials
- Student Support (e.g., tuition)

## **IMLS GRANT PRE-PROPOSAL REVIEWING**

\*The purpose of this assignment is to provide you with an opportunity to gain some experience in serving on a review team for a funding agency.

\*You will serve on a team. The goal for each team is to review IMLS Grant Pre-Proposals submitted by others of your classmates to make recommendations on which Pre-Proposals should be invited to submit full Grant Proposals.