Collections and Resources in Healthcare Environments

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Questions?

- Course-related questions should be posted on the Q&A discussion board
- Personal questions should be emailed directly to the instructor for that module
- Technology-related questions should be directed to the University of Pittsburgh help desk at 412-624-HELP (4357)

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services, 216 William Pitt Union, (412) 648-7890/(412)383-7355(TTY), as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

Course Goal

Acquire the knowledge and skills needed to serve as either a solo librarian in a health sciences library or a librarian with responsibilities in collections, technical services, or information technology in a larger library in an academic health center or a teaching hospital.

Course Description

In this course, we examine collection development and management and the technology tools used to manage collections in the health care environment. Topics to be covered include:

- Selection and acquisition of resources
- Licensing of electronic resources, including vendor negotiations
- Managing electronic and print collections, including description and access
- Evaluation of resources for retention, cancellation, weeding, etc.
- Interlibrary loan and document delivery

The course will focus on technologies such as library management systems, e-resources management and integrated library systems, the online catalog, federated searching, with an exploration of future trends and options.

Course Objectives

At the end of the course, students will be able to:

1. Identify and select health sciences resources (electronic or print) based on a particular library's criteria (collection development policy, budget, etc.).

2. Identify methods, issues, and sources of information related to selection and acquisition.
3. Evaluate license agreements that would be appropriate for a particular library.
4. Select appropriate technologies to help manage resources, including library management systems, electronic resource management systems, ILL management systems and online catalogs.
5. Explain methods for providing description and access to materials.
6. Identify methods to evaluate collections (both print and electronic) for retention, cancellation, storage, and weeding decisions.

Readings

Most of your readings for this course will be articles from professional journals or information on the Internet; they will be listed in each module. Several readings are from the following text:

Johnson P. Fundamentals of collection development and management. 2nd ed. Chicago: American Library Association; c2009.   (ISBN 9780838909720)
- Licensed electronic versions are available to Pitt users (search in PITTCat). The ebrary version allows multiple simultaneous users; the NetLibrary version is for a single user.
- Also available from Amazon for $63.34 (print) or $34.79 (Kindle)

Course Plan & Due Dates

The weekly schedule will run from Monday morning until Sunday at 11:59 PM. A detailed course schedule will be provided separately. Specific due dates will appear in each module. Assignments must be submitted by 11:59 PM (in your time zone) on the due date. Late assignments will automatically lose points. If there are extenuating circumstances, contact the instructor **BEFORE** the assignment is due.

Graded Assignments

1. Discussion Boards

Think of these as shorter assignments. You may be asked to answer a question(s), comment on issues raised in the readings, etc. An initial post to the discussion board will be due on Thursday of that module week, by 11:59 PM. Some discussion board assignments will require you to also post a response to a colleague's post. These responses will be due on Sunday of that module week, by 11:59 PM. Each discussion board is worth a maximum of 3 points and will be graded according to the rubric below.

Discussion Board Grading Rubric

Assignment	0	1	2
Db Post	Post not submitted on time	The post is on time and gives a full answer to the topic	The post shows true understanding of the topic and provides a unique and interesting viewpoint
Db Response	Response not submitted on time	Substantive response that furthers the discussion	

2. **Short Papers**
   Think of these as longer assignments. In general, they should be 2-3 pages, double-spaced, using 10-12 point font. However, if you need more space to convey your message, there is no page limit. Substance is more important than length. Some "short papers" may not follow an essay-style format and will have special instructions listed in the assignments section of the module. References should be cited using NLM style. Please refer to *Citing Medicine: The NLM Style Guide for Authors, Editors and Publishers* (2007): http://www.ncbi.nlm.nih.gov/books/NBK7256/

   Short paper assignments will be due on Sunday of that module week, by 11:59 PM. Each short paper is worth a maximum of 12 points and will be graded according to the rubric below.

   Short Paper Grading Rubric

Component	0	2	4
Timeliness	The paper was not submitted on time	The paper was submitted on time	
Spelling & Grammar	There were misspelled words or bad grammar	There were no misspelled words or grammatical errors	
Understanding of Concepts	The paper shows little to no understanding of the topic	The paper shows an understanding of the underlying concepts	The paper shows a full understanding of the concepts including the subtle aspects
Creativity	The paper shows little to no creativity	The paper shows some creativity in answering the question(s)	The paper shows a high level of creativity in answering the question(s)

3. **Final Paper**
   The paper will be on a topic relevant to what you've learned in the course. You may want to investigate a particular topic further, examine a related topic, etc. You may submit either a written paper or a narrated/annotated PowerPoint presentation. If submitting a PowerPoint presentation, please include brief slide content as you would be presenting it, and then include the content that you would present orally as either a recorded narration, or as fully-written text in the Notes section on each presentation slide.

   You must use a minimum of 5 references. The final paper will be graded similarly to the short papers.

Final Grades
Your final grade will be calculated based on the following possible points (percentages are approximate):

Discussion Boards:	39 points	(19%)
Short Papers:	132 points	(66%)
Final Paper:	29 points	(15%)
Total:	200 points	

Points	Letter Grade
193-200	A+
185-192	A
179-184	A-
173-178	B+
165-172	B
159-164	B-
153-158	C+
145-152	C
139-144	C-
120-138	D
<145	F

Academic Integrity for Students and Faculty [section borrowed from LIS 2781-Summer 2012 syllabus, written by Jill Foust and Mary Lou Klem]:

Students are expected to follow the University of Pittsburgh guidelines for academic integrity (http://www.ischool.pitt.edu/about/academic-integrity.php). To put it simply, as a student you have a responsibility to maintain a code of integrity in carrying out your academic assignments.

A special case of academic misconduct is plagiarism. A substantiated instance of plagiarism will result in, at a minimum, a reduction in assignment grade and/or class grade. If you have any questions about plagiarism or are uncertain about how to avoid committing plagiarism, view this University Library system tutorial: http://www.library.pitt.edu/services/classes/infoliteracy/tutorials/pl2/plagiarism.htm. If after viewing the video you still have questions or concerns about avoiding plagiarism or any other act of misconduct, please feel free to contact an instructor for further discussion or clarification.

Faculty are also expected to follow University of Pittsburgh Guidelines for academic integrity. This includes the responsibility to "…be available at reasonable times for the answering or discussion of student questions about course materials or assignments, …to perform grading duties and other academic evaluations in a timely fashion, …to base all course evaluations upon good faith professional judgment, …to respect student confidentiality, …and to respect the dignity of students individually or collectively in the classroom and other academic contexts" (http://www.ischool.pitt.edu/about/academic-integrity.php#faculty). If you have any questions or concerns about our academic responsibilities or how well we are fulfilling our responsibilities, please let us know.