Course Profile: Advanced Administration and Management for Libraries and Information Centers

Course Number: LIS 8040

Credits: 3

Prerequisite(s): LIS 7040

Rationale for Inclusion in Curriculum:

This course is designed to prepare students for success in upper-level management positions. It builds upon skills acquired in LIS 7040 to give students greater expertise in both the theory and practice of management in libraries, information centers, records and information management environments and archives. Students apply theoretical understandings to a specific organization such as an academic, public, or special library, corporate records management units, government and non-profit agencies, etc. Within the overall LIS curriculum the course is intended for students who aspire to upper level management positions and wish to expand upon their knowledge and skills. Such positions require an in-depth understanding of organizational theory, the ability to manage complex institutions, the capability of interpreting and creating well-crafted documents, and familiarity with human relations and legal issues. This course goes beyond the basic skills acquired in LIS 7040 to include more complexity and specific application to a library or information environment of interest to the individual student.

Learning Outcomes:

By the end of the course students will be able to:

1. Show familiarity with the history and current state of management theory.
2. Write a mission statement and develop a strategic plan that takes into account internal and external environmental factors in library and information centers.
3. Determine an appropriate number of staff and the level of staffing needed to achieve the goals of the organization and understand the tasks required to hire, manage, and motivate this staff.
4. Develop a budget that takes into account short-term and long term forecasting and understand budget related tasks such as procurement and basic accounting.
5. Develop and implement policies and procedures in keeping with applicable laws and the regulations of the parent institution to increase productivity and to deal with conflict.
6. Articulate a philosophy of management and a preferred management style.

Content:

1. Overview of administration and management theory in library and information centers.
2. Developing and creating mission statements and strategic plans.

3. Procedures for analyzing and understanding organizational staffing and personnel.
4. Budget development, evaluation and implementation.
5. Legal and organizational issues in developing policies and procedures.
6. Constituents and examples of philosophies of management and management styles.

Course Methodology:

Each student will select an organization as the basis for a broad range of individual and group assignments over the course of the semester. Lectures, class discussion, group exercises, individual reports, and case studies will supplement the assignments related to the individual student’s chosen organizations to discover the similarities and differences in managing information organizations of different types and sizes. The focus of the course will be on problem solving and analytical skills rather than on the memorization of facts.

Basis for Evaluation of Student performance:

1. Assignments
2. Examinations
3. Participation/discussion
4. Projects

Text: To Be Determined

Approved: 1/12
Updated: 8/13