Library Media and Technology
LT 130
Spring 2020

SYLLABUS

Instructor: Linda D. Morrow, Associate Professor/Public Services Librarian
760-744-1150 x 2617
Office: LRC 114
Office hours by appointment (face-to-face or online)
lmorrow637@gmail.com This is the email address I prefer to use for this course.
lmorrow@palomar.edu

Please include **LT 130** in the subject line of any email you send me about this class:
lmorrow637@gmail.com
I will respond as soon as possible, usually within 24 hours. If you send a message to me on Friday or over the weekend, it may take up to 48 hours to get back to you.

Required Text: *Library Technology and Digital Resources an Introduction for Support Staff*
 by Marie Keen Shaw ISBN: 978-1-4422-5644-6 (pbk) (Print copy on reserve at the Circulation Desk on the 1st floor of the Library)
978-1-4422-5645-3 (ebook)
http://palomar.worldcat.org/oclc/914224173

Course Description: This course addresses the technology skills and knowledge required for library work. The course also addresses the role of providing access to and educating the patron in the use of technologies and equipment relevant to information seeking, access, and use. Topics covered include the utilization of web tools, graphics, and other projected and non-projected media, operation of appropriate equipment, and the production of multimedia, graphics and displays. CSU

Student Learning Outcomes
At the end of this course students will be able to:
• Evaluate and select appropriate technology and media for a library setting
• Formulate and conduct learning activities that integrate the use of information media tools
• Design and create flyers, brochures, displays, websites, blogs and other media for use as marketing and informational tools

Upon successful completion of this course you will know:
1. General trends and developments in technology necessary for library work. The process of providing access to and educating the user in the use of technologies and equipment relevant to information seeking, access, and use.
2. The role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public.
3. The basic principles and best practices to ensure the integrity of data and the confidentiality of user activities.
4. The concepts and issues concerning the appropriate use of technology by different user groups.

5. The role of technology in creating, identifying, retrieving, and accessing information resources and demonstrate facility with appropriate information discovery tools.

Upon successful completion of this course you will be able to:
6. Demonstrate flexibility in adapting to new technology.
7. Assist and train users to operate public equipment, connect to the internet, use library software applications, and access library services from remote locations.
8. Perform basic troubleshooting of technical problems and resolve or refer those problems as appropriate.
9. Access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology.

Course Policies:

Attendance: Surveys and discussion board sessions are essential to the completion of this course. Missed surveys and discussions will result in loss of points on the Attendance/Class Participation component of your grade.

Canvas Netiquette
What is Netiquette?
Netiquette is a set of guidelines for electronic communication.
- Messages should be short and to the point.
- Use a meaningful subject line so that your instructor or course mates will have a clear idea of what your message contains.
  - Good example - "Subject: My feedback on the Taylor article."
  - Poor example - "Subject: Interesting Stuff."
- Use all capital letters sparingly. Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally seen as SHOUTING.
- Be professional and careful in what you say about others.
- When reacting to someone's message, address the ideas and not the person.
- Be careful when using sarcasm and humor. Without face-to-face communication your joke may be viewed as criticism.
- Be careful not to get too personal too fast.
- Be respectful of other diverse opinions. Do not assume that everyone shares the same views or background.
- Be aware of potential compatibility problems when sharing electronic files. Even though you may be able to "attach" a file to an electronic message, your recipient(s) may not be successful in opening your file.
- Don't share copyrighted materials. Most things on the Internet are NOT "fair use."
- Be respectful of other people's privacy. Do not send commercial advertisements to your course mates.
- Be aware of the image you are projecting online. Even in this age of text messaging, spelling and grammar do impact the image that you are projecting to your instructor and course mates. It's better to keep it simple, clear and in good form.

Adapted and expanded from Penn State/World Campus Netiquette

Dates and Penalties:
If a student processes a drop during the first four weeks of a full semester no grade will be assigned and no notation will appear on the student's permanent record.

Between the fourth week and the eighth week of a full semester a student may process a drop at his or her discretion and receive a withdrawal (W grade).

After the eighth week of a full semester course only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.

All students are expected to participate in classes. Failure to complete assignments and surveys can result in an "F" or "FW" grade, unless the student executes a drop within the time periods indicated above.

Refer to the 2019-2020 College calendar for specific dates.

Computer Use:

Written projects and assignments must be completed using a Microsoft Word processing program or Google Docs. Internet access and an email address are required components of the class.

All students and employees of Palomar College are already licensed to use Office 365 for free. In fact, we are licensed to have up to five copies of Office installed on our computers, as well as full access to the full-featured versions of all the online Office applications. Oh, plus 1024 Gb of storage space on the OneDrive cloud storage system.
For free.
At one time students were required to put in an account request, but thankfully that process is no longer needed. Your account should already exist and be ready for you to start using. All you should need to do is to visit the Office.com website, and Sign in using your Palomar email address as username, and whatever your Palomar email password is.

Google Docs is a suite of products that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online, and all for free. With an Internet connection, you can access your documents and files from any computer, anywhere in the world.

Some of the documents linked from Canvas are in PDF format (Adobe Portable Document Format). You need a special program to read them called Adobe Reader. If you do not have this program, click on the "Get Adobe Reader" icon above or go to: http://get.adobe.com/reader/?no_ab=1
There is no charge for this program.

Some multimedia content on our Canvas site use the Adobe Flash player. The Flash player is free and runs on all platforms. Get it by clicking the icon above or go to: http://get.adobe.com/flashplayer/.

Suggested Additional Reading:

Burke, John. Neal-Schuman library technology companion: a basic guide for library staff.
   Publisher: Chicago: Neal-Schuman, an imprint of the American Library Association, 2013. ©2013

 (On reserve at the Circulation Desk on the 1st floor of the Library)

Evans, Alan et. al. Technology in Action: complete. Upper Saddle River, New Jersey: Pearson Prentice Hall, 2014.
        QA76.5 .E9195 2014

INTERNET RESOURCES
American Library Association (ALA): http://www.ala.org/
American Library Association Events: http://www.ala.org/conferencesevents/
American Association of School Librarians (AASL): http://www.ala.org/aasl/
Association of College and Research Libraries (ACRL): http://www.ala.org/acrl/
California Library Association: http://www.cla-net.org/
California School Library Association: http://csla.net/
Copyright Advisory Network: http://librarycopyright.net/resources/
School Library Research: http://www.ala.org/aasl/slr/
Special Libraries Association (SLA): http://www.sla.org/

Course Management System:

We will be using Canvas extensively in this course. To access our class go to Canvas.
Log in at the Dashboard.   There will be an icon for this course:

LIBRARY MEDIA AND TECHNOL...
LT 130
Spring 2020

Click on the icon to access this course.

This course will be listed as:
LIBRARY MEDIA AND TECHNOLOGY 32229
Spring 2020

For assistance using or accessing Canvas, go to https://www2.palomar.edu/pages/atrc/canvas/canvas-information-students/

Grading System & Policies: All assignments must be completed on time to receive full credit.
Late assignments may be eligible for no more than 50% of the possible grade points.

Academic Dishonesty and Code of Conduct Violations: Cheating, plagiarism and disruptive behavior (including inappropriate language and/or internet use) are grounds for expulsion from the class or a failing grade. For more specific information, please see: Standards of Student Conduct – these standards are expected to be maintained online and on campus – BP 5500

Student Rights/ Privacy of Student Records

Directory information will not be sold, used for commercial purposes, disclosed to the public, or given to government agencies for the purposes of making benefits determinations (other than for financial aid). If you do not want the College to provide any directory information without your written consent, please notify the Records Office, in writing within thirty (30) days of the start of each semester. If you activate your student email account, it will be displayed in a public electronic address book.
Additional information about student rights may be found at:
https://www2.palomar.edu/pages/enrollmentservices/student-rightsprivacy-student-records/

Grades will be determined according to the following distribution of points:
Assignments and projects will be due by 11:59 p.m. always on a Thursday.

	Points	% of Grade
Attendance/Class Participation	**25**	**2.5%**
Introduction and Syllabus quiz	**20**	**2.0%**
Field Trip or alternate assignment	**60**	**6.0%**
Projects (Blog, PPT, Google docs, movie, flyer, brochure, QR codes, digitizing, troubleshooting, etc.)*	**635**	**63.5%**
Library Display Evaluation	**85**	**8.5%**
Personal Presentation	**25**	**2.5%**
Final – e-Portfolio (Folio)	**150**	**15.0%**

The total number of points possible for the course is 1000. The grading scale will be:

A   900-1000 points   B   800-899 points   C   700-799 points
D   600-699 points   F   0-599 points

Students needing assistance are encouraged to use the Tutoring Center in the Library.

COURSE REQUIREMENTS
This course is structured around 3 parts. Specific assignments address specific competencies and assignments are due within a particular module as indicated below.

DATE	READ Textbook *Library Technology and Digital Resources : An Introduction for Support Staff*	TOPIC	ASSIGNMENTS/ACTIVITIES
Part I **DIGITAL RESOURCES**			
Week 1 **January 30**		**Introduction & setup of e-Portfolio**	**Introductory Post on the Canvas Discussion Board/** **Syllabus** **Setup e-Portfolio**
Week 2 **February 6**	**Chapter 1** *Introduction*	**Blogspot.com & Web 2.0 apps – Gmail** **Explore the Digital Library Federation**	**Introductory Post – DUE** **Syllabus Quiz - DUE** **e-Portfolio setup - DUE**
Week 3 **February 13**	**Chapter 3** *Primary Sources and Digital Collections*	**GoogleDrive set up/ Blog introduction**	**Blogs: Work in groups to create a library blog with a specific theme. Initial setup.** **Digital Library Federation – DUE**
Week 4 **February 20**	**Chapter 4**	**Publisher Assignment –**	**Blog set up DUE**

		brochure about computer use with information taken from a library website (Due March 5)	
Week 5 February 27	Chapter 5 *State and Local Collections*	Primary Sources	Digitized sources DUE Build a web page of primary sources about California
	Part II TECHNOLOGIES		
Week 6 March 5	Chapter 6 *Subscription Databases: Planning, Evaluation, and Acquisition Process*	PowerPoint/Google docs/ Prepare a personal presentation/message	Publisher - DUE 1 Flyer 1 brochure California web page - DUE
Week 7 March 12	Chapter 7 *Subscription Databases: Providers and Products*	Work Google presentations	Create a Google presentation document about a subscription databases that could be mounted on a library's website for library user access. Share your draft presentation with at least two other students in your group and report their suggestions for improvement. Presentations- DUE April 2 Personal message DUE
Week 8 March 19	Chapter 8 *E-books*	Blog post topics	Blog posts due April 23
March 23-28	SPRING	BREAK	
Week 9 April 2	Chapter 9 *The Internet: Directories and Search Engines*	PowerPoint presentation	Convert the Google presentation to a PowerPoint presentation. Due April 9

Week 10 April 9	Chapter 2 *Digital and Visual Literacies*	Display assignment	Visual principles PowerPoint DUE
Week 11 April 16	Chapter 10 *Appropriate Use: Policies, Confidentiality, Security of Data,*	Appropriate Use Policies Data Security	Library Displays Choose one a library to visit and then comment upon specific aspects of their library displays. DUE April 30

		Movie assignment introduced	AUPs **Acquire three AUPs from the same type of library and analyze them for similarities and differences.** **DUE May 7**
and Digital Copyright			
Week 12 **April 23**	**Chapter 11** *Hardware, Software, and Network Infrastructure*	**Troubleshooting webpage**	**All Blog Posts – DUE**
Week 13 **April 30**	**Chapter 11** *Hardware, Software, and Network Infrastructure*	**Assistive Technology**	**Library Displays - DUE**
PART III **NEW DIRECTIONS**			
Week 14 **May 7**	**Chapter 12** *Current and Future Trends*	**QR Code Assignment** **Blog gadget**	**Movie** **Presentations – DUE** **Appropriate Use Policies - DUE**
Week 15 **May 14**	**Chapter 12** *Current and Future Trends*	**RFID** **Cloud computing**	**Digital Portfolios with reflections –** **Describe how the products you developed for your portfolio have been or could be useful for a library's users and staff. How do you think these technologies could be used in the future?** **DUE**
Week 16 **May 21**	**No assigned reading**	**Class ends**	**Digital Portfolios with reflections – FINAL CHANGES DUE**

* Depending upon availability, specific software required may vary from what is listed on the syllabus.