Access to Information
IM 452/552
Summer Session I 2008 – Miller Center B18
10:00 a.m. – 12:20 p.m., Monday - Thursday

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E-mail is preferred method of contact. Use your HuskyNet e-mail address and include IM 452 or IM 552 in the subject line.
D2L found at http://huskynet.stcloudstate.edu/d2l/

Contact Hours
Monday: 8:30 a.m. to 9:30 a.m. & 2:00 p.m. to 4 p.m.
Tuesday: 8:30 a.m. to 9:30 a.m. & 3:00 p.m. to 4 p.m.
Wednesday: 2:00 p.m. to 4 p.m.
Thursday: 8:30 a.m. to 9:30 a.m. & 2:00 p.m. to 4 p.m.
All times subject to change, please let me know if you’re coming to my office.
Other times by appointment.
Contact me as soon as you have a problem.

Course Description
IM 452/552. Access to Information
Information access, theory, practice, tools (print and electronic formats) and trends in research and provision of information services.

Course Objectives
Upon completion of this course, students should be able to successfully:

A. Understand the varieties and vagaries of information sources and services.
B. Evaluate the delivery, content, and credibility of information sources and services.
C. Analyze and interpret the varieties of information queries and their relationship to information sources.
D. Assess trends in access, retrieval, and delivery of information sources and services.
E. Understand the public policy issues related to accessing information sources and providing information services.
F. Understand information seeking behaviors of users and their relationship to acquiring information sources and delivering information services.
**Course Participation**

Participation is expected and accounts for 10% of final course grade. What you gain from the course is as much your responsibility as it is the instructor’s. You are encouraged to contribute your knowledge and insights gained from other courses, as well as insights gained from experiences outside of academe. We will decide together what participation should look like.

**Attendance**

In general attendance is not mandatory, participation is. However, if you receive any federal financial aid to attend this university, then attendance is mandatory. Participation in class discussions (in-person or online) and the submission of assignments are considered attendance. Class discussion adds to your understanding of the readings and the sources. Being absent does not absolve you of the responsibility for readings, the source evaluations, or the course discussion.

**Due Dates**

Assignments are due on the dates we agree to in class. Late assignments will be accepted only by prior arrangement (with a good excuse) and may be a consideration in the final grade. Assignments must be submitted to the appropriate D2L dropbox.

All students are expected to have read the required readings. The readings for each unit are listed by the day they will be discussed. It is important to keep pace with the course schedule. Please budget your time wisely.

**Writing Standards**

This is an upper division and graduate course; the instructor expects all work to be well written. This includes, but is not limited to, careful proofreading and correct use of standard English grammar, spelling, and punctuation. This is not a course in English composition; however, numerous typographic, spelling, grammar, and word choice errors interfere with the ability to communicate your ideas; extreme sloppiness will not be accepted. Graduate students are expected to submit graduate quality work. Poorly written work will result in a reduced grade. In any case, ideas or quotes from other people must be cited. Citations should be formatted using APA Documentation.
Academic Dishonesty and Plagiarism
In working on the source evaluations you are encouraged to talk and work together, sharing ideas, reflections, and approaches, however, the work you submit must be your own work. Anyone found guilty of plagiarism will fail the course.

"Academic dishonesty includes but is not limited to, cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials by another person or agency engaged in selling or otherwise providing term papers or other academic materials." (St. Cloud State University, Code of Conduct).

Required Readings
All required readings will be posted in D2L prior to their due date. Readings are listed in this syllabus and also by date in D2L.

Special Accommodations
It is St. Cloud State University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. If you have a documented disability that requires an accommodation, please notify the instructor within the first week of the semester.

Assignments

<table>
<thead>
<tr>
<th>Graded Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participation (10%)</td>
<td>50</td>
</tr>
<tr>
<td>Resource Evaluations (65%)</td>
<td>325</td>
</tr>
<tr>
<td>Informed Opinion Essay (25%)</td>
<td>125</td>
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<tr>
<td>Total Points</td>
<td>500</td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>450-500</td>
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<tr>
<td>B</td>
<td>400-449</td>
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<tr>
<td>C</td>
<td>350-399</td>
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<tr>
<td>D</td>
<td>300-349</td>
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<tr>
<td>F</td>
<td>299 and below</td>
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</tbody>
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Course Schedule

June 11
Discussion topics
- Review syllabus
- Course assignments & expectations
- What does participation look like?
- Structure of each class day
- Using D2L & Adobe Connect
- Introductions
- Technology boot camp
- Overview of Professional Resources

Readings (Read before the end of the semester)
- Professional resources overview
  ACRL 2007 Environmental Scan.
  Keller, Michael, Victoria Reich, and Andrew Herkovic. 2003. What is a library anymore, anyway?

June 12
Discussion topics
- Reference overview
  - Types of reference resources
  - History of reference
- Research process
- Information life cycle
- Evaluating information sources
- Detecting bias

Readings
- Research Process overview
- Evaluating information overview
  Books, Websites, or Journals? The Information Cycle.
  The Information Cycle. Video from Penn State University Libraries.
  Information cycles by discipline from University of Washington Libraries.

No class on June 16 & June 17

June 18
Discussion topics
Encyclopedias
Reference services and information professionals

Readings
Encyclopedia overview
Badke, William. What to do with Wikipedia.
Guidelines for Behavioral Performance of Reference and Information Service Providers from RUSA.
Guidelines for Information Services from RUSA.
Guidelines for Medical, Legal, and Business Responses from RUSA.
Professional Competencies for Reference and User Services Librarians from RUSA.

Assignment
Encyclopedias due June 25

June 19
Discussion topics
Almanacs
Dictionaries
Reference interview

Assignment
Almanacs due June 26
Dictionaries due June 26

Readings
Almanacs Overview
Dictionaries Overview

**June 23**
Discussion topics
- Information literacy & library use instruction
- Biographical information and quotations

Readings
- Biographical information and quotations overview
  - *AASL Standards for the 21st-Century Learner*

MEMO Recommended Standards for Information and Technology Literacy

Assignment
- Biographical information and quotations **due June 30**.

**June 24**
Discussion topics
- Bibliographies & library catalogs
- Information ethics
- Copyright

Readings
- Library catalogs overview
  - *AASL Resource Guides for School Library Media Program Development: Ethical Issues and Privacy*
  - ALA. *Statement on Library Use of Filtering Software*
  - ALA. *Privacy: An Interpretation of the Library Bill of Rights*
Harper, Georgia and The University of Texas Systems, Office of General Counsel. 2001. Crash Course in Copyright.
Mann, Thomas. 2005. Will Google’s keyword searching eliminate the need for LC cataloging and classification?
Tramontana, Richard. 2001. Controlling Internet content won't work.

Assignment
Library catalogs due July 1

June 25
Discussion topics
Indexes & abstracting services

Readings
Indexes overview

Assignment
Indexes due July 2
Encyclopedias due today

June 26
Discussion topics
E-Content: Electronic journals, electronic books, and digital libraries
Information retrieval

Readings
E-Content overview
Bush, Vannevar. 1945. As we may think.

**Assignment**
Informed opinion essay topic due in D2L discussion forum
E-Content **due July 3**
Almanacs & dictionaries **due today**

**June 30**
Discussion topics
Internet search engines
Information seeking behavior
Know your students

**Readings**
Internet Search Overview
Nussbaum, Emily. 2007. *Say everything*.
Assignment
Internet Search Engines due July 7
Internet Subject Directories due July 7
Biographical information and quotations due today

July 1
Discussion topics
Government information: Local, state, federal, and international

Readings
Government information overview

Assignment
Government information due July 8
Library catalogs due today

July 2
Discussion topics
Maps, atlases and gazetteers

Readings
Maps overview
Helpful Hints for the Paperless Map Librarian

Assignment
Maps due July 9
Indexes due today

July 3
Discussion topics
Virtual reference

Readings
Guidelines for Implementing and Maintaining Virtual Reference Services from RUSA.

Assignment
E-Content due today

July 7
Discussion topics
Web 2.0

Readings
Harris, Christopher. 2006. School Library 2.0 Week (Updated). A series of 5 short articles on Library 2.0 and school libraries.

Assignment
Internet Search Engines due today
Internet Subject Directories due today

July 8
Collection Development & Selection
Readings

Assignment
Government information due today

July 9
Discussion topics
Future of reference: Does the book have a future?
Future of libraries

Readings
Troll, Denise. 2001. *How and why are libraries changing?*

Assignment

Maps **due July 9**

**July 10**

Last day of class

Final course evaluation

Assignment

Informed Opinion Essay Due

Course content and format based on Keith Ewing’s Fall 2007 course available at [https://199.17.24.3/im552/Main_Page](https://199.17.24.3/im552/Main_Page)