**ROSE STATE COLLEGE**

**Division Course Syllabus**

<table>
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<tr>
<th>Division</th>
<th>Humanities</th>
<th>Course Prefix and Number</th>
<th>LTA 1353</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Library Management Skills</td>
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<tr>
<td>Semester and Year Submitted</td>
<td>Spring 2017</td>
<td>Credit Hours</td>
<td>3</td>
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<tr>
<td>Prepared by</td>
<td>Sharon Saulmon</td>
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<td>Hours Per Week:</td>
<td>Class 3 online</td>
<td>Lab</td>
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<td>Course Description (as it appears in Catalog)</td>
<td>A course designed to familiarize the student with management skills needed in a library setting. Includes a study of the qualities necessary for library managerial success: planning, organizing, directing, controlling, and communicating. This course is delivered only via the Internet.</td>
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**Prerequisites**

- none

**Text(s):**

- **Title:** Running a Small Library, Second Edition: A How-To-Do-It
- **Author:** John A. Moorman (pending approval)
- **Publisher:** Neal-Schuman
- **Copyright Date:** 2015
- **ISBN #:** 978-0-8389-1273-7

**Supplemental Materials:** (Other books, audio visual aids, etc.)

- Students will utilize audio visual, interviews with librarians and periodical articles.
Outline for Remainder of Syllabus:

Rationale: Library staff members are part of a team who help manage library activities. Library staff members need to manage their time, provide customer service, work with other staff and volunteers and plan programs as well as provide input into other aspects of management.

Expected Outcomes: Students will be introduced to a variety of management skills -- communication, time management, change, policies and procedures, library collections, budgeting, customer service, technology, buildings, personnel, marketing, and fundraising. Students will understand the many aspects of management. Students will study an aspect of management and write a paper, communicate better, and learn to manage their time more wisely. Students will improve their communication skills.

Methods of Instruction: The course is taught online. Management topics are reviewed. Assignments, discussions, readings, case studies, and a paper are utilized.

Assessment (Including Critical Thinking measurements): Discussions, assignments, quizzes, and paper are all designed to use critical thinking skills and are part of assessment.

Learning Objectives:

1. Define the library manager's, government or company officials', and trustees' roles in running a library.
2. Identify the functions of manager--controlling (budgeting), organizing, staffing, directing, evaluating, and planning.
3. Be able to explain the strategic planning process.
4. Identify legal issues in libraries, access to information.
5. Explain various aspects of personnel management--personnel appraisal, staff development, delegation, motivation, job satisfaction, interviewing.
6. Manage facilities issues.
7. Manage personnel.
8. Develop a marketing plan, including public relations.
9. Investigate some resources for library grant writing and fundraising.
10. Manage the budget.
11. Evaluate and assess library services.
12. Explore cooperation and networking.
13. Discuss the importance of interpersonal communications skills and customer service in libraries.
14. Implement positive communication skills in face to face situations.
15. Discuss the impact of technology and constant change on library services and buildings.
16. Utilize the business/government report format for researching and reporting findings.