

SYLLABUS FOR LIB 676
SPRING 1983

1. COURSE TITLE: ADMINISTRATION OF SCHOOL MEDIA CENTERS (Three Credits)
2. PREREQUISITES: None; LIB 601 recommended.
3. COURSE CATALOG DESCRIPTION:
Problems, practices, and research in the organization and management of school media centers. Topics include standards, programs and services, facilities, policies, budgets, human and organizational factors.
4. COURSE OBJECTIVES:
 - A. to provide an introduction to the principles of management with particular reference to the school media center.
 - B. to help the student develop an understanding of the place of the media center in an elementary and/or secondary school.
 - C. to help the student develop an understanding of the ways in which a media center can be organized to assist in accomplishing the purposes of a school.
 - D. to survey current practices and problems in the management of school media centers.
 - E. to survey selected research on the management of school media centers.
 - F. to analyze processes for planning, implementing, evaluating and budgeting the school library media program.
 - G. to develop methods and techniques for promoting the media program in school and community.
5. OUTLINE OF COURSE CONTENT:
 - A. Introduction, organization and overview of course.
 - B. The school and the society; current status of U.S. elementary and secondary education. The media center concept.
 - C. The school as an organization.
 - D. Overview of management, school and media center management.
 - E. Planning, goal setting, defining objectives.
 - F. Financing, budgeting.
 - G. Staffing, personnel management, human relations.

5. (continued)

- H. Management of operations.
- I. Facilities planning.
- J. Reporting, public relations.
- K. Evaluation.
- L. Coordination, control, cooperative systems.

6. STUDENT EXIT COMPETENCIES:

The student will be able to:

- A. identify the implications for the media program of current patterns of organization of time, space, and personnel in elementary and secondary schools.
- B. describe ways of planning and organizing a media program which will consider the needs of faculty and students and which will make provisions for relationships with media programs at the district, regional and state levels.
- C. identify reliable sources of information about standards for space, collections, personnel and budget for school media programs.
- D. plan methods for assessing needs of students and faculty for media resources and services.
- E. identify indicators for evaluating media programs and facilities and interpret them for faculty, administrators and community.
- F. specify in job descriptions the responsibilities and qualifications required for each staff position in a media program.
- G. locate and appraise research relevant to problems in school management.

7. MEANS OF EVALUATING STUDENT PERFORMANCE:

- A. Term project and/or paper.
- B. Responses to case studies.
- C. Facilities planning project.
- D. Participation in class discussions.
- E. Final examination.

8. TEACHING METHODOLOGIES:

- A. Lecture
- B. Class discussion
- C. Case studies
- D. Assignments
- E. Readings

9. REQUIRED READINGS:

Hicks, Warren B. Managing the Building-level School Library Media Program, ALA, 1981.

Media Programs: District and School. American Association of School Librarians, ALA, 1975.

9a. OPTIONAL READINGS:

A bibliography of about 40 items pertaining to the administration of school media centers is distributed to students for appropriate selections. Also distributed is a bibliography of about 20 items dealing with general library administration and management.