

**Course Profile:** Special Libraries and Information Centers

**Course Number:** LIS 7070

**Title:** Special Libraries and Information Centers

**Credits:** 3

**Prerequisite(s):** LIS 6010, LIS 6080, LIS 6120 and LIS 7040

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**Rationale for Inclusion in Curriculum:**

Special libraries and information centers have long served as essential information gathering and disseminating units within corporations, associations, other non-profit institutions and within major academic and public libraries. The service ethic that has evolved within these information centers or libraries serves as a model for all types of libraries. However, in order to be truly successful, special library managers must understand the corporate culture of their organizations, in order to successfully adapt appropriate services to meet their clients' needs.. This course will provide students with the knowledge of the history, organization and functions of various types of special libraries and the competencies necessary to deliver a wide range of services.

**Competencies Expected:**

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

1. Analyze a particular institution to determine the relevant proactive information services
2. Analyze a company's organization and develop an organization chart showing the position of the library manager within its organization.
3. Recognize various management styles and understand when they should be used to facilitate a particular outcome.
4. Analyze the theory and application of planning, organizing and staffing a special library.
5. Apply marketing services and develop effective public relations programs within an organization.
6. Recognize the importance of providing the level of service needed, not the service requested or expected.
7. Understand the budgeting process within an organizational model.
8. Recognize non-traditional career path opportunities.
9. Understand and implement the SLA Competency Document

10. Have been introduced to some of the new business processes such as benchmarking, information audits, project management and knowledge management with an understanding of how special librarians can apply them.

**Course Methodology:**

Class presentations and discussions, readings, research assignments, site visits and guest lecturers

**Bases for Evaluation of Student Performance:**

Evaluation of student performance will be based on class participation, completion of assignments including class presentations in a timely manner. Quality of the written and oral assignments will be used to determine the final course grade.

**Approved in Principle: 9/09**