

Course Number & Name: LIS 418 - Technical Services

- **Description:** Organization, administration, and functions of technical services, including selection, acquisition, and management of monographic, serial, print, and electronic resources; management of metadata, cataloging, and preservation functions; commercially available technology and services, including outsourcing and vendor-supplied metadata, to support technical services functions; and consortial purchasing and other cooperative projects. Course may include lecture, readings and discussion on current topics, guest lectures, field trips, papers, and other individual projects.
- **Prerequisites:** None
- **Audience (level, environment/setting):** academic, public, school, tech services
- **Student Learning Outcomes [by number]:** 1, 5, 6, 9, 10
- **Topics/List of Lectures:**
 - Management of technical services operations and departments
 - Collection management functions, including:
 - Collection development and maintenance activities
 - Budgeting for collections
 - Cooperative agreements and other forms of resource sharing
 - Acquisitions functions:
 - Purchasing, approval plans, vendor relationships, e-commerce
 - Gifts, donor relations, and legal issues
 - Licensing of library resources
 - Consortial and cooperative projects
 - Contracts for vendor services and ethical issues
 - Issues in serials and e-resources management
 - Access services, including circulation, ILL, and document delivery
 - Preservation of library resources
 - Archives management
 - Management of digital library operations
 - Management of metadata and cataloging operations
 - Standards for bibliographic control, metadata, and encoding schemas
 - ILS and catalog management
 - The roles of publishers and vendors in supplying library resources and supporting technical services functions
 - Emerging trends in technical services

- **Suggested Textbooks/Readings**
 - Readings from recent journal publications, websites, and blogs.
 - Evans, G.E., Intner, S., & Wiehs, J. (2002). *Introduction to technical services*. 7th ed. Englewood, CO: Libraries Unlimited.
 - Eden, B.L., (Ed.). (2004) *Innovative Redesign and Reorganization of Library Technical Services: Paths for the Future and Case Studies*. Englewood, CO: Libraries Unlimited.
 - Godden, I. P. (Ed.). (1991). *Library technical services: Operations and management*. San Diego, CA: Academic Press.
 - Schmidt, K. (Ed.). (1999) *Understanding the business of library acquisitions*. 2nd ed. Chicago: American Library Association.

- **Course History:**
 - December 2004: Discussed at curriculum retreat, no vote needed.

- **Document prepared by:** Candy Schwartz, 12/04; revised 10/06 by Jane Ouderkirk; revised by Daniel Joudrey, 1/07.