

Course Number & Name: LIS 450 - Organization and Management of Public Libraries

Description: Examines the principles and techniques of planning and delivering public library services to individuals and communities. Emphasis on preparation of a community profile and development of service goals and objectives, with attention to library relationships with other community agencies. Examination of the governance and service structure of metropolitan and town libraries with consideration of political, fiscal and societal trends affecting them. Analysis of the library needs of specific groups and the means of implementing particular programs and services.

- **Prerequisites:** None
- **Audience (level, environment/setting):** Introductory; public libraries
- **Student Learning Outcomes [by number]:** 3, 5, 7, 8, 9
- **Topics/List of Lectures:**
 - Governance of Public Libraries
 - Historical Development of Public Libraries
 - Roles of trustees, library directors, and Friends groups
 - Role of the state agency
 - Resource sharing and networks
 - Establishing Service Objectives
 - Political, societal and fiscal trends affecting libraries
 - Developing the community profile
 - The planning process
 - Developing and Managing Public Library Resources
 - Finances and budgeting
 - Personnel issues and staff organization
 - Issues and methods of collection development
 - Planning and development of facilities
 - Promotion and public relations
 - Evaluating services
 - Programs and Services to Meet the Needs of User Groups
 - Identifying Users and establishing needs
 - Library services for the visually and physically disabled
 - Supporting independent learning
 - Collaborating with other community agencies
 - Library services for the elderly
 - Library services for children and adolescents
 - Information services
 - The recreational and cultural roles of the public library

- **Suggested Textbooks/Readings**
 - Nelson, Sandra. *Creating Policies for Results*. ALA, 2003
 - Nelson, Sandra. *Managing for Results: Effective Resource Allocation for Public Libraries*. ALA, 2000
 - Nelson, Sandra. *The New Planning for Results*. ALA, 2001.

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

- **Document prepared by:** Maggie Bush, 12/04