

LIBR 2315: Media and Electronic Materials

Course Contact Hours: 4.0

Credits: 3.0

Course Description:

This course will cover the role of non-book materials in libraries and information centres, and practices for their selection, acquisition, processing, maintenance and circulation. Issues of appropriate equipment and production of training and promotional materials will be addressed. As well, descriptive cataloguing and MARC coding of various non-book materials according to AACR2, RDA and MARC standards, and current library practice, will be covered. Issues in cataloging, developments in cataloging standards including RDA, and the challenges of new and changing formats are considered.

Prerequisites:

Both LIBR 1118 and 2418 taken within the last 3 years, or with department approval.

Instructor: Dale West

Email: dwest@langara.ca

Office Hours: TBA

There will be weekly Zoom sessions on Monday evenings. These are not mandatory and will be recorded.

Learning Outcomes:

At the end of the course, the student will have knowledge of the role and provision of non-book materials in the library and information center, and will be able to:

1. describe the role of media and electronic materials in libraries and information resource centers
2. discuss the use of equipment in the library including Inspiration Labs and MakerSpaces
3. identify selection tools and review sources for media and electronic materials
4. use appropriate evaluation methods and criteria for specific media and electronic materials in differing library settings
5. describe storage, processing, maintenance and weeding requirements for selected media and electronic materials
6. understand copyright and licensing regulations in relation to media and electronic materials
7. identify requirements, costs and vendors for library equipment including for MakerSpaces
8. identify and use common tools for cataloging media and electronic materials
9. use copy cataloging to update existing catalog records to current standards or to show transitions to other formats

10. create catalog records for media and electronic materials resources using current cataloging codes

Textbook and Course Materials:

There is no assigned textbook for this course. There will be required readings each week available online.

This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to your instructor, so he/she can identify you when reviewing your class work.

Assessments:

- Activities: working individually students will be expected to complete exercises.
- Discussions: will take place in the BrightSpace forums.
- Group Project: students will research and write a proposal for purchasing a selected typed of equipment for a library.
- Assignments: students will complete five individual assignments that demonstrate competence with technical skills, as well as understanding of their application to the library environment.
- There will be review activities that count towards the participation grade as well as homework exercises graded for completion.
- Final exam: will involve original cataloguing of non-book materials

Assignment Weighting:

- Equipment Group Project: Create an equipment purchase proposal (15%)
- Four Cataloguing Assignments (4 x 10% = 40%)
- Local Library Non-Book Materials Tour Assignment (5%)
- MARCEdit Assignment (10%)
- Final Exam: Cataloging different Non-Book Materials (20%)
- Participation: 10%

Grading Guidelines:

Grade	Mark
A+	96-100
A	91-95
A-	88-90
B+	84-87

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B	80-83
B-	77-79
C+	71-76
C	65-70
C-	60-64
D	50-59
F	Below 50

Policies:

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

- E1003 - [Standards of Student Conduct \(.pdf, 600KB\)](#)
- F1004 - [Academic Integrity \(.pdf, 640KB\)](#)
- E2008 - [Academic Standing \(.pdf, 520KB\)](#)
- E2006 - [Appeal of Final Grade \(.pdf, 560KB\)](#)
- F1002 - [Concerns About Instruction and Course Delivery \(.pdf, 610KB\)](#)
- E2011 - [Withdrawal from Courses and Deferred Standing \(.pdf, 590KB\)](#)

All course work must be completed and submitted in order to successfully complete the course.

- All course work must be submitted by the due date, unless previous arrangements are made with the instructor.

One percent per day will be deducted from projects submitted after the due date (e.g. if the project is worth 30% and is handed in 5 days late, it will be graded out of 25%).