I. Course Number: LIS 14  
II. Course Title: Collection Management in Academic Libraries  
Pre-Requisite: LIS 2

III. Course Description: The course deals with the core courses for students enrolled in LIS program which discusses the basic principles of collection development and collection management. It includes community and user needs analysis, selection policies strategies and Types of Selection Tools. The course deals with total collection management in the academic library setting.

IV. Objectives: At the conclusion of the course, students should be able to:
1. Demonstrate an understanding of the concept of collection management in academic libraries
2. Discuss the various trends and issues impacting collection management activities in academic libraries
3. Recognize the responsibilities inherent in selecting library materials for a community to be served; know the need for surveying the community; and how to conduct a community analysis.
4. Recognize and use standard selection aids and review sources, including print, non-print and networked resources.
5. Participate actively in group process work by developing and writing a collection development policy, a project designed to foster understanding of all aspects of collection management activity in academic libraries.
6. Articulate ways in which the publishing industry and library and information agencies interact and work with each other including areas of cooperation and areas of conflict; trends in publishing industry and the inherent impacts in academic libraries.
7. Recognize the roles and responsibilities of professionals in collection management in academic libraries.

A. Institutional Objectives:
   HCDC aims to help students develop themselves into well-integrated Christ-like, Filipino leaders. During their stay in the school, the human relationships, subject, content, classroom atmosphere, in-campus and off campus activities shall have nourished and nurtured their body and soul, mind and heart, will and imagination, so that in their words and actions, they consistently live the teaching and examples of Jesus Christ as well as the best in Filipino socio-cultural and spiritual heritage. Thus, becoming whole persons, they shall be leaders whose
service contributes to the improvement of life, especially to the less fortunate, both
whey they humbly hold positions of authority and the responsibility to do the tasks
of members in a group of community.

B. Course Objectives:
   B.1. Cognitive (Creed) :To provide the students with the basic knowledge and
   principles of managing collections in academic libraries
   B.2. Affective (Mora) :To assist students in understanding how collection in
   academic libraries are developed and managed
   B.3. Psychomotor (Skills) :To write correct and relevant collection
   development policies for academic libraries

V. Contents:

<table>
<thead>
<tr>
<th>Term</th>
<th>Topics</th>
<th>No. of Hours</th>
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<tr>
<td>P</td>
<td>• Introduction and overview to the course</td>
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<td>R</td>
<td>• Collection management: definition and components</td>
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<td>E</td>
<td>• Basic principles of collection management</td>
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<td>L</td>
<td>• Hot topics in collection management (e-books e journals content</td>
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<td>I</td>
<td>management, pricing, electronic licensing)</td>
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<td>M</td>
<td>• Collection Standard and need assessment</td>
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<td>• Role of standards in collection and policy development</td>
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<td>• Information need assessment</td>
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<td>M</td>
<td>• Selecting theory and practice</td>
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<td>I</td>
<td>• Selecting resources Subject based collection</td>
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<td>D</td>
<td>• Multi-cultural resources</td>
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<td>T</td>
<td>• Special needs</td>
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<tr>
<td>E</td>
<td>• Selection aids and review sources for print and non-print materials</td>
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<td>R</td>
<td>• Government publication</td>
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<td>M</td>
<td>• Special instruction for Selection practice</td>
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<td>• Bibliographic searching</td>
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<td>• National and Trade Bibliography Policy Writing</td>
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<td>• Rationale</td>
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<td>• Form and content</td>
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<td>• Step in writing a policy statement</td>
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VI. Course Requirements:
1. Quizzes and Examination
2. Reaction Paper
3. Written & Oral Reports
4. Assigned Readings
5. Active participation in class
6. Term Paper
7. Regular Class Attendance
8. Projects: -Collection Development Plans
   -Collection Mapping
   -CDP’s

VII. References:

A. Books:


B. Periodicals: Library Journals (Printed professional journals for Library Science) Professional Journals for LIS: (Subscribed)
   ➢ Reference and User Services
   ➢ Library Journal
   ➢ Journal of Philippine Librarianship

C. Webliography: Online Databases:
   1 e-Journals, e-books, e-references (subscribed)
      http://knowledge.sagepub.com/
      http://school.ebonline.com/?target=%2Ffailedlogin%3Ftarget%3D%252F
      http://www.britannica.com/?cameFromBol=true
      http://rizal.lib.admu.edu.ph/cippa/cippa.asp
VIII. Grading System:

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<tr>
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<th>Midterm Grade</th>
<th>Final Grade</th>
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<tbody>
<tr>
<td>Prelim Examination</td>
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<td>Semi-final Examination 25%</td>
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<tr>
<td>Midterm Examination</td>
<td>25%</td>
<td>Final Examination 25%</td>
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<tr>
<td>Class Standing</td>
<td>50%</td>
<td>Class Standing 50%</td>
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<td>Total</td>
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\[
\text{Final Grade} = \frac{\text{Midterm Grade} + \text{Final Grade}}{2}
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Approved by: GRACE M. CASTIGON, RSW, MSW

Program Head, BLIS

Dean, College of HuSoCom

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