

LIST 2005: Computers in Libraries

Instructor: Carmel Chaille Brunson

About the Instructor

- I have been a Librarian at GPC for six years.
- I have recently been promoted to the rank of Assistant Professor.
- My first job out of Graduate School was with Gwinnett County Public Library.
- I received my Master of Library Science from Florida State University in 2000.
- I have an interest in computers and technology.

About the Class

- This is the fourth offering of LIST 2005 and the second offering online.
- Class will include participation of students.
- There will be opportunities for students to consult and help each other.
- There are differences between levels of knowledge and comfort among students.

Technical Requirements: iCollege

- Make sure your computer meets the requirements for taking any iCollege class.
- You can test your computer at <http://www.usg.edu/usgweb/browserchecker/>.
- Download & install any recommended plug-ins.

Technical Requirements: Evergreen

- We will also be using free software that can be downloaded from the web.
- Specifically, we will be using Evergreen's staff client.
- Evergreen will run only on Windows computers. If you have an Apple, please email me as soon as possible.
- The link to the download is available at:
<http://www.open-ils.org/downloads.php>.
- More complete directions on how to download and use this program is provided on iCollege.

Technical Requirements: HTML

- At the end of the semester, you will be creating a webpage.
- You have several options regarding what software you want to use.
 1. You can use a software package such as Microsoft Frontpage or Adobe Dreamweaver.
 2. You can use a free editor that you downloaded from the web. For example, CoffeeCup HTML Editor.
 3. You can use a text editor, like Notepad, and write out the HTML by hand.

Syllabus

- Please read the syllabus thoroughly and carefully.
- If you have any questions, post them on the discussion board or send me an email.
- If you have conflicts with the class schedule, please let me know as soon as possible.

Syllabus: Grades

Course Grades will be computed as follows:

- Class Participation/Discussions: 20%
- Written Assignments: 35%
- Midterm: 20%
- Final: 25%

Syllabus: Readings

- Text book: *Computers in Libraries: An Introduction for Library Technicians* by Katie Wilson, available from GPC's online bookstore (<http://www.gpc-online.bkstr.com>) or from online stores.
- Readings and tutorials from websites. Links are available at iCollege.

Format of Tests

- True/False
- Short Answer
- Multiple Choice
- "Hands-on" Questions
- Essay (on make-up exams only)

Questions will come from:

- Text Book and Readings
- Readings and Tutorials from assigned websites
- Review Questions from Text
- PowerPoint Lectures
- Handouts (available at iCollege)
- Written Assignments (available at iCollege)

Expectations

What I Expect from You:

- Participation
- Do readings on time
- Questions about materials
- Criticisms of readings, lectures, tests
- Please feel free to speak your mind just be courteous to me and to your fellow students.

Expectations

What you should expect from me:

- Be prepared for class
- Meaningful and informative lectures
- Fairness in grading
- Returning assignments in a timely manner
- If you are not getting what you expect out of this class, let me know.

Introduce Yourself

On the discussion board, please post a reply to the topic “Introductions.”

Please tell us:

- Your name
- About any library experience
- About any computer experience
- Your comfort level with computers and technology
- Anything else you want to say