Introduction to Technical Services
LIS 3004
Spring 2020
Phoenix S MacAiodh, MLIS

Course Description: Introduction to the principles and practices of technical services, including cataloging, acquisitions, bindery, and serials control in libraries and information centers.

Contact Information:
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Office Hours: by appointment

Week Course Outline:
Week Jan 15     Introduction and Course Information
Week Jan 20
Week Jan 27
Week Feb 3
Week Feb 10    Exam 1 (Feb 13)
Week Feb 17
Week Feb 24    (Mardi Gras Holiday)
Week Mar 2
Week Mar 9
Week Mar 16    Exam 2 (Mar 19)
Week Mar 23    (Spring Break)
Week Mar 30
Week Apr 6
Week Apr 13
Week Apr 20
Week Apr 27    Paper (Apr 30)
Week May 4     Final Exam (May 7)

Grading Scheme:
LSU letter grades will be assigned according to this table. Your end of semester numerical grades are rounded to whole number (for example, 94.49 = 94, 94.50 = 95)

A+ 98-100
A  93-97
A- 90-92
B+ 87-89
B  83-86
B- 80-82
C+ 77-79
C  73-76
C- 70-72
D+ 67-69
D  63-66
D- 60-62
F  59 and below
Final grades will be computed from the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>60%</td>
<td>(20% each)</td>
</tr>
<tr>
<td>Weekly Responses</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
<td>(5% each)</td>
</tr>
<tr>
<td>Paper</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Course Activities:**

**3 Exams:**
Exams will contain short answer and essays. Exams will be available from 1201 am to midnight the day of the exam. You will have 1.5 hours from the time you start to finish the exam.

**Weekly Responses:**
Each week, along with the lecture video, a forum will be created with a set of questions for each student to respond to by midnight Thursday of that same week. A rubric for these responses will be posted to the course moodle.

**Homework:**
There will be 3 homework assignments throughout the semester. Each homework will be posted on a Tuesday along with the relevant lecture and you will have until midnight Thursday of the following week to submit the assignment.

**Paper:**
A paper of 1000-1500 words will be assigned and due by midnight Thursday Apr 30. Details will be given later in the semester.

All dates are subject to change based on course progress.

**LSU Student Code of Conduct:**
The LSU student code of conduct explains student rights, excused absences, and what is expected of student behavior. Students are expected to understand this code as described here: [LSU Student Code of Conduct](#). Any violations of the LSU student code will be duly reported to the Dean of Students.

**Disabilities:**
LSU is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. Students with disabilities: If you are seeking accommodations under the Americans with Disabilities Act, you are required to register with Disability Services in 115 Johnston Hall. Their phone number is 225-578-5919 and [website](#). To receive academic accommodations for this class, please obtain the proper Disability Services forms and meet with me as early in the semester as possible.
**Academic Success:**
The primary ingredients of your academic success are attending class, managing your time efficiently, taking good notes, and developing good critical thinking and communication abilities. LSU has a number of excellent resources that will assist you in developing these skills. The place to begin is the Center for Academic Success. The CAS offers guidance on what learning strategies are best suited to your talents, tutoring in the basic subjects, and workshops on a variety of topics, from note taking to time management. Communication Across the Curriculum (http://cxc.lsu.edu) assist students in developing the communication skills necessary for academic and professional success. Finally, with respect to professional success, the LSU Olinde Career Center can assist you in choosing a major and a profession that best suits your talents and passions and help you develop a four year career plan to ensure success when you graduate from LSU.