LIS412

Library Management & Leadership

This course will cover the policies and procedure necessary for the effective operation of a library and information centers. The course will explore the policies and procedures required for budgeting, planning, promoting and assessing library and information programs (3 credits).

**Course Outcomes**

- Generate policies and procedure for a library or information center using quantitative and qualitative data.
- Schedule and organize physical and virtual library facilities to create inviting, useful, and engaging learning and meeting spaces.
- Develop and implement an effective public relations program that communicates the vital contribution of a library or information centers to lifelong learning.
- Design, justify and administrator a program budget.
- Manage support staff, volunteers and student assistants.
- Establish a library or information center advisory committee.

**Course Assessments**

- Student will select best practices from library case studies to identify the essential elements of a library or information center policies and procedures manual.
- Students will design a library or information center floor plan and facilities schedule to include in a policies and procedures manual.
- Students will write a short grant proposal that will include the following elements: justification for need, budget, and staffing and marketing plan.
- Students will design and defend an annual budget for a program, library or information center of their choice to include in a policies and procedures manual.
- Students will develop staff and volunteer guidelines and agreements to include in a policies and procedures manual.
- Students will create policies and procedures for program governance and strategies for obtaining stakeholder input to include in a policies and procedures manual.

For more information or to apply for a program, visit: http://www.lib.cwu.edu/Library-Information-Science-Programs
Note: This is only a course outline and not intended to replace the actual syllabus for this course.