LIS 618 GOVERNMENT DOCUMENTS AND ARCHIVES
SPRING 2015 ONLINE

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Google Group for this course: https://groups.google.com/a/hawaii.edu/forum/?hl=en#!forum/lis-618-spring-2015-grp

Course Description

This advanced reference course provides a foundation for understanding the content, structure, bibliographic control, and dissemination of government information at the state, local, national, and international levels. Assignments provide practical experience to allow students to integrate government information sources into their repertoires. Prerequisite: LIS 601

ALA Core Competencies addressed

1. Foundations of the Profession
2. Information Resources
3. Organization of Recorded Knowledge and Information
4. Technological Knowledge and Skills
5. Reference and User Services
7. Continuing Education and Lifelong Learning

Student Learning Outcomes (SLOs) addressed

2. Develop, administrate, assess, and advocate for information services by exercising principled communication, teamwork, and leadership skills. Evidence indicator: instructional video assignment.
    c. Develop, manage, and assess information services for specific users and communities.
    d. Create instructional and outreach programs.
3. Organize, create, archive, preserve, retrieve, manage, evaluate, and disseminate information resources in a variety of formats. Evidence indicators: instructional video assignment, weekly assignments.
    a. Demonstrate understanding of the processes by which information is created, evaluated, and disseminated.
    c. Search, retrieve, and synthesize information from a variety of systems and sources.
4. Evaluate and use the latest information technologies, research findings, and methods. Evidence indicators: Weekly assignments, instructional video assignment.

a. Evaluate systems and technologies in terms of quality, functionality, cost-effectiveness, and adherence to professional standards.

c. Apply current research findings to professional practice.

Course Objectives

- Enable the student to understand the content and context of government-produced information resources;
- Provide experience in evaluating information sources;
- Allow students to gain an understanding of the dissemination systems used by government entities;
- Introduce the student to current issues of government information policies and practices;
- Provide experience in creating topical instructional materials that meet real-world needs.

Professional Expectations

Students are expected to adhere to the Professional Expectations for Library and Information Science Graduate Students: http://www.hawaii.edu/lis/students/professional-expectations-notice/

Teaching Methods

Students will view videos, webinars, and lectures from the instructor and guest lecturers; complete weekly exercises and reading assignments; lead and participate in discussion of lectures, assignments, and readings; and complete a term project to create an instructional session about a government information topic.

Research Methods

Weekly assignments employ information retrieval and content analysis in discovering features of various resources and use case studies to illustrate course objectives. The term project and some weekly assignments also require students to employ instructional design.

Technology Requirements

- Students are required to have high-speed internet connectivity and computer equipment to participate in various aspects of coursework such as watching and creating videos.
- Students must use the Laulima course management software to access and submit assignments and discussions.
- Some videos may require the download of software to be viewed, e.g., RealPlayer, iTunesU, Blackboard.
- Students must use word processing software to complete assignments.
- Students are also required to use their UH e-mail account for correspondence with the instructor and classmates.

- Students are expected to develop the skill to create an instructional video or online presentation.

Note: If you need reasonable accommodations because of the impact of a **disability**, please:
1. Contact the **KOKUA Program** at 808-956-7511 or 808-956-7612, visit room 013 in the Queen Lili'uokalani Center for Student Services, or email kokua@hawaii.edu;
2. Contact me to discuss your specific needs. I will be happy to work with you and the KOKUA Program to develop ways to address your needs related to your documented disability.

Texts

There is no assigned textbook. Assigned readings, presentations, and videos will be accessible via Laulima, iTunesU, or direct links provided by the instructor.

Discussions

Discussions of readings, videos, and lectures take place in the Google Group for this course: https://groups.google.com/a/hawaii.edu/forum/?hl=en#!forum/lis-618-spring-2015-grp. This course will utilize the *lead discussant* method of discussing readings. Each week, one or two students will be assigned to formulate three to five questions about that week's readings, videos, and lecture. The questions must be posted by Tuesday at 11:59 p.m. of that week. The questions should not be a trivial review of the content; they should get at the heart of the material by asking probing analytical questions. The instructor will post questions for the first class so that you will have an example of what is required. The other members of the class will have until Sunday at 11:59 p.m. of each week to post responses to the lead discussant's questions. Postings should be approximately 150 words long for each question. Posting responses will be a component of the class preparation and participation portion of the course grade.

Instructional Presentation Assignment

The term assignment for the class is to create an instructional video or presentation about a government information topic. Students are encouraged to create presentations that can be publicly posted and used by the general public. Each student is also responsible for viewing and writing critiques of two classmates' presentations. Detailed instructions for the assignment will be available in Laulima. The assignment is 25% of the course grade.

Grading

Weekly assignments 60%
Class preparation and participation 15%
Instructional video 25%

Course Requirements:

Grading:

A+	B+	C+	D	F
97-100%	87-89%	77-79%	60-69%	59% or less
A	B	C		
93-96%	83-86%	73-76%		
A-	B-	C-		
90-92%	80-82%	70-72%		

Classroom preparation and participation includes completing assignments and readings and active participation in classroom discussions of readings and homework assignments.

Weekly assignments may be found in Laulima > Assignments. Assignments must be submitted via Laulima by 11:59 p.m. on the due date. Assignments should not be emailed to the instructor. Grades for late assignments will be reduced by ten percent for each day they are late. Students are expected to use word processing software to produce all assignments unless otherwise instructed. Please do not submit assignments as PDFs.

Week 1 January 12	Introductions; course requirements Overview of what governments do and what kind of information they produce United States President; governors and other chief executives Introduction to FDsys
Read/View:	View "Introduction to GPO's Federal Digital System" http://bit.ly/1Dg3NeQ (ends at 0:40) Read "About Public Papers of the President of the United States" http://www.gpo.gov/help/index.html#about_public_papers_of_the_presidents_of_the_united_states.htm View FDsys Public Papers of the Presidents tutorial: http://bit.ly/1A6yfcX (ends at 0:28) Read NARA's "Presidential Documents Guide": http://www.archives.gov/presidential-libraries/research/guide.html View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. January 18 Submit answers to Assignment 1 by 11:59 p.m. January 18
Week 2 January 19	Executive branch Executive Office of the President Treaties USA.gov and other search engines
Read/View:	Read "Treaties and executive agreements" http://www.state.gov/s/l/treaty/text/index.htm Read Forte, E. J., Hartnett, C. J., & Sevetson, A. L., eds. (2011). The Executive Branch. In *Fundamentals of Government Information* (pp. 163-190). New York: Neal-Schuman. (Laulima) View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. January 25 Submit answers to Assignment 2 by 11:59 p.m. January 25

Week 3 January 26	Legislative resources Legislation Laws Codes Legislative history
Read/View:	Read Fifth Report of the Advisory Committee on the Records of Congress **Executive Summary only** (p. i-xiii) http://www.archives.gov/legislative/cla/advisory-committee/fifth-report.pdf View Georgetown Law Library's tutorial on legislative history research: http://www.law.georgetown.edu/library/research/tutorials/lh/index.cfm View Printing the Congressional Record: http://youtu.be/sPC5B-jUTsE Read A Citizen's Guide to Participation in the Legislative Process (**p. 1-8 only**) http://www.capitol.hawaii.gov/docs/cg/CitizensGuide.pdf Read Kokua Line article http://www.staradvertiser.com/news/kokualine/20110725_Not_all_state_laws_make_it_into_Hawaii_Revised_Statutes.html View Understanding the Budget webinar http://www.nclaonline.org/government-resources/help-im-accidental-government-information-librarian-webinars#12-11-14 (Must download Blackboard Collaborate to view) Ends at around 0:50 View Rachael Bussert presentation (link will be provided later) View Congress.gov tutorial http://youtu.be/C7h0fp0s2xA View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. February 1 Submit answers to Assignment 3 by 11:59 p.m. February 1

Week 4 February 2	Administrative law Regulations, rules, decisions
Read/View:	View GPO's Federal Register video: http://youtu.be/ADhP0KSmjkQ Read Regulate this: federal regulations slides: http://www.nclaonline.org/sites/default/files/documents/gov/Webinars_FedReg_4%2016%202014.pdf View Tracking federal regulations in GPO's Federal Digital Systems webinar http://www.icohere-meeting.net/WebConference/RecordingDefault.aspx?c_psrid=E958D8848847 (starts at 03:20. The slides are not synced to the audio precisely.) Read Coulson, T. (2013). Opening the windows to transparent government: public comments in the E-rulemaking process. *DttP 41*(4), 12-17. (Laulima)
Assignments:	Post answers to discussion questions by 11:59 p.m. February 8 Submit answers to Assignment 4 by 11:59 p.m. February 8

Week 5 February 9	Legal information Cases, decisions

	Court records
Read/View:	View Legal research ...without the law library" webinar https://sas.elluminate.com/p.jnlp?psid=2013-05-14.0703.M.669FDEC58C8549C611C2EC64F0EDEE.vcr&sid=315 Read De Witt, A.A. (2010). The controversy over PACER and open access to court documents. *DttP 38*(4). 33-36. http://connect.ala.org/files/28176/dttp_38n4_web_pdf_38094.pdf Read Federal courts in the United States: an introduction for judges and judicial administrators in other countries (**Pages 1-20 only**) http://www.uscourts.gov/Viewer.aspx?doc=/uscourts/FederalCourts/Publications/English.pdf View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. February 15 Submit answers to Assignment 5 by 11:59 p.m. February 15
Week 6 February 16	Statistics ProQuest Statistical Insight Data sets
Read/View:	Review International statistics guide from University of Utah Library http://campusguides.lib.utah.edu/content.php?pid=131818&sid=1130272 View Introducing IMF eLibrary data video http://youtu.be/Vm5la8cpAqw View United Nations statistics and data resources webinar https://sas.elluminate.com/p.jnlp?psid=2012-11-14.0814.M.669FDEC58C8549C611C2EC64F0EDEE.vcr&sid=315 (Presentation ends at 0:34) View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. February 22 Submit answers to Assignment 6 by 11:59 p.m. February 22
Week 7 February 23	Census of Population, Economic Census, Census of Agriculture State data centers
Read/View:	Review Standard hierarchy of census geographic entities http://www.census.gov/geo/reference/pdfs/geodiagram.pdf Read Guide to 2010 Census state and local geography – Hawaii http://www.census.gov/geo/reference/pdfs/guidestloc/hi_gslcg.pdf Read Economic Census and economic programs" slides and do exercises. http://www.census.gov/mso/www/training/pdf/ACBS_Econ_22Aug2013.pdf Read Wolfers, J. (2014, December 31). Census Bureau's plan to cut marriage and divorce questions has academics up in arms. *New York Times*. http://nyti.ms/1wAS9p1 View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. March 1 Submit answers to Assignment 7 by 11:59 p.m. March 1

Week 8 March 2	Intellectual property U.S. copyright law International copyrights Patents & Trademarks Trade secrets
Read/View:	View International copyright and library practices webinar https://ala.adobeconnect.com/_a1087453682/p33pf9ic1hp/?launcher=false&fcsContent=true&pbMode=normal Read Can I use someone else's work? Can someone else use mine?" http://www.copyright.gov/help/faq/faq-fairuse.html#permission View Copyright on campus video http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html Read Reinman, S.L. (2011). The basics of patent resources and research for academic librarians. *DttP 39*(1), 33-38. http://wikis.ala.org/godort/images/3/3f/Dttp_39n1.pdf Read Corman, M. Inventing nature: the history and impact of plants as intellectual property. *DttP 38*(4). 21-24. http://connect.ala.org/files/28176/dttp_38n4_web_pdf_38094.pdf View NJIT Library's patent searching tutorial https://www.youtube.com/watch?v=e0uRlIdUJZM Review Patents and trademarks slides http://ucblibraries.colorado.edu/govpubs/conference/6state/Patents Trademarks Morrison 2.pptx
Assignments:	Post answers to discussion questions by 11:59 p.m. March 8 Submit answers to Assignment 8 by 11:59 p.m. March 8
Week 9 March 9	Scientific and technical information Technical reports Environmental impact statements and environmental assessments
Read/View:	Read Meister, M. (2003). Technical reports and nondepository documents. *Journal of Government Information 30*(2/3), 164-171. http://www.sciencedirect.com/science/article/pii/S1352023703000923 Read Technical reports https://ntrl.ntis.gov/NTRL/login.xhtml;jsessionid=7097ccf25fde1071382758c43306 Review NTIS Technical Reports Newsletter http://www.ntis.gov/assets/pdf/NTRNews7-6.pdf View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. March 15 Submit answers to Assignment 9 by 11:59 p.m. March 15
Week 10 March 16	State and local government documents and archives Comparative law
Read/View:	Read Wilson, Y. & Richey, D. (2005). A basic primer on collecting local government publications. *DttP 33*(4), 9-11.

	http://wikis.ala.org/godort/images/5/5d/Dttp_v33n4.pdf Read Smith, L.A. (2008). State government information. In Morrison, A., ed. *Managing electronic government information in libraries,* pp. 184-194. Chicago: ALA. (Laulima) Review Hawaii State Digital Archives: a work in progress update slides http://ags.hawaii.gov/wp-content/uploads/2012/09/hsa_2014_ERDay_Digital-Archives-Update_Oct-2014.pdf View Hawaii State Archives how-to videos: http://ags.hawaii.gov/archives/how-to-videos/ (requires RealPlayer) Review Foreign Office and Executives finding aid http://ags.hawaii.gov/wp-content/uploads/2012/09/FOEX.pdf View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. March 22 Submit answers to Assignment 10 by 11:59 p.m. March 22
Week 11 March 23	Spring Break: no readings or assignments
Week 12 March 30	Foreign countries' government information
Read/View:	Read Church, J. & Canfield, J. (2014). Docs out of Africa: why libraries should collect African government information. *DttP 42*(3), 10-12. (Laulima) Read Koga, T. (2003). Access to government information in Japan: a long way toward electronic government? *Government Information Quarterly 20*(1), 47-62. http://www.sciencedirect.com/science/article/pii/S0740624X0200134X View presentations by Stu Dawrs and Elena Clariza (iTunesU)
Assignments:	Post answers to discussion questions by 11:59 p.m. April 5 Submit answers to Assignment 11 by 11:59 p.m. April 5
Week 13 April 6	Intergovernmental organizations United Nations
Read/View:	Read Emery, C.R. (2010). Treaty trends and transparency policies. *DttP 38*(3), 10-12. http://connect.ala.org/files/28176/dttp_38n3_web_pdf_13181.pdf View The basics, and a bit beyond webinar http://library.uncg.edu/info/distance_education/internationalgovdocs/internationalgovdocs.html
Assignments:	Post answers to discussion questions by 11:59 p.m. April 12 Submit answers to Assignment 12 by 11:59 p.m. April 12
Week 14 April 13	Maps and geospatial data Land records
Read/View:	Read Morehead, J. (1999). Geographic information sources. In

	Introduction to United States Government Information Sources, 6th ed. Englewood, Colo. : Libraries Unlimited, pp. 407-429. (Laulima) Read Mingus, M. D. (2012). Disseminating the maps of a postwar world: a case study of the University of Florida's participation in government depository programs. *Journal of Map & Geography Libraries 8*(1), 5-20. http://dx.doi.org/10.1080/15420353.2011.566842 View Ted Kwok presentation (link to be provided) View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. April 19 Submit answers to Assignment 13 by 11:59 p.m. April 19
Week 15 April 27	Bibliographic control of government publications; dissemination systems; web archiving; collection development; fugitive documents; citing government documents; continuing education
Read/View:	Read Superintendent of Documents (SuDocs) classification scheme http://www.fdlp.gov/catalogingandclassification/cataloging-articles/1791-superintendent-of-documents-sudocs-classification-scheme Review OCLC's code list for MARC field 098, Other Classification Scheme http://oclc.org/bibformats/en/0xx/098.html Read Emery, C.R. (2013). Citing UN materials: issues and strategies. *DttP 41*(3), 7-8. http://wikis.ala.org/godort/images/2/24/DttP_41n3.pdf Read Guide: citing U.S. government publications http://libraries.iub.edu/guide-citing-us-government-publications Read GPO and the LOCKSS Alliance http://www.fdlp.gov/about-the-fdlp-2/training-and-events/23-about/projects/137-lockss View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. April 26 Submit answers to Assignment 14 by 11:59 p.m. April 26
Week 16 April 20	Freedom of Information Act (FOIA); Sunshine laws; open government
Read/View:	Read FOIA basics http://www2.gwu.edu/~nsarchiv/nsa/foia/guide.html Read Open records: guide to Hawaii's Uniform Information Practices Act http://files.hawaii.gov/oip/January2013 UIPA Manual.pdf (**p. 1-31 only**) View lecture
Assignments:	Post answers to discussion questions by 11:59 p.m. May 3 No weekly assignment **Presentations due May 3 at 11:59 p.m.**
Week 17 May 4	View presentations
Week 18 May 11	View presentations **Critiques due May 13 11:59 p.m.**

Updated 1/7/15