Master of Library Science Final Exam Portfolio
Work Product Essays

K██████ Burright

Texas Woman's University

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Work Product One

For the LS5003-Collection Development course during the fall 2017 semester--taught by ███████████--I was tasked with a series of assignments that would culminate in a themed collection for a specific library. The assignments covered collection topic proposal, user needs assessment, creating a collection development policy, building a collection within specific parameters, and a marketing visual to promote the collection. I am submitting this Collection Development project because it is directly relevant to my professional goals in Archives and Special Collections.

The project required a user assessment to outline who were the target users and how this information would be collected in a way that was relevant to the potential library's user base, which reflects "identifies the user population and potential user population" competency from "Professional Competencies for Reference and User Services Librarians" (RUSA 2017, 5F). Though I initially intended to focus on an academic library, I chose the ████████ Branch of the ████████████ Public Library system as it best met the needs of my collection's target users.

Following the user assessment, I created a collection development policy which included information on selection criteria for inclusion, criteria for weeding, and how to respond to challenges. As per the assignment, I created a marketing visual for the collection; in this case, a website to demonstrate the competency of "designs programming and resources to connect users to specific collections and to enhance their understanding of the value of primary sources for research" (ACRL 2017, III.G.5.).

Once it was time to build the collection, I had to work within the parameters of a $2,000.00 budget and include items in multiple formats. The collection had to include at least

one each of books, serials, electronic resources, and subject relevant databases. Each item in the collection required two reasons for inclusion, full bibliographic information, and its cost counted against the total. Additionally, the project had to include a bibliography of all tools used for selection. This demonstrates "concepts, issues, and methods related to the management of various collections" from ALA's *Core Competencies of Librarianship* (2009, 2C) and the following competencies from ACRL's *Guidelines: Competencies for Special Collections Professionals:*

> III.A.1. Implements the principles and methodologies of collection development, including establishing goals and priorities, researching and documenting provenance and collection history, conducting assessments and appraisal of collections, creating and adhering to collection development policies and goals based on knowledge of user needs, existing collections and mission, deaccessioning when appropriate, and appreciating the relationships between the collection material, its content, and its monetary and research values. (2017)

> III.A.6. Identifies materials, in all formats, appropriate for a special collection, based on criteria documented in institutional collection development policies, and based on the institution's mission, including format, rarity, scarcity, age, physical and intrinsic characteristics, condition and stability, market value, historical and cultural significance, teaching and research value, and assessed and/or expressed user needs; selects materials for digitization using the same criteria, when appropriate. (2017)

III.E.2. Employs sound fiscal management, including planning and controlling budgets, managing existing financial resources, and creating and maximizing sources of special collections funding. (2017)

The final assignment for this project was a reflection essay answering a series of questions. One of the questions was "Name one title from your collection that you think might be the target of censors, share why, and provide your response to a potential challenge" (████████ 2017). I identified a title in my collection that was considered a seminal work of modern fiction, that I learned (after the collection spreadsheet was submitted) the author was a Nazi sympathizer. I discussed the ethical implications of this author's views and activities versus principles of intellectual freedom and censorship. I also identified my own biases towards the author and how, as a librarian, I must adhere to higher professional standards as outlined by the ALA, regardless of my personal feelings toward about a title. This demonstrates competencies in "the role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience)" from the ALA's *Core Competencies of Librarianship* (2009, 1B) and from the *Code of Ethics of the American Library Association*:

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources. (ALA 2008, VII.)

Included in my documentation for this work product is the website created in LS5573-Web Development for Information Professionals summer 2018 course taught by ████████ ██. During this course, I expanded on my Collection Development project for the final website

assignment. My collection was "moved" into its own (fictional) special collections library in ███ ████████. Creating the website required expanding on the skills learned in Collection Development, such as user assessment, ease of access, and information access. Those assignments required the additions of interactive elements for users, such as events calendars, contact forms, and catalog access, demonstrating "creates interactive programs, exhibitions, and displays that enhance the experience for users or visitors" from ACRL's *Guidelines: Competencies for Special Collections Professionals* (2017, III.G.3.).

Work Product Two

My submission for the Information Ethics-LS5833 course taught by ██████ is the blog created for the semester project. The project's assignment instructions stated:

> Your library supervisor wants to increase the overall ethical knowledge of all the
> library professionals at your library. To that end, you have been asked to create a
> current report on a particular ethical issue relevant to your library/information
> institution. This ethical omnibus will be current, topical, and provide numerous
> formats and avenues for library professionals to become educated, informed, and
> current on the particular ethical issue/s under examination. (████ 2018)

As per the assignment instructions, I chose patron privacy as my blog project's overall topic. I was required to submit posts for each assignment throughout the term that was a different facet of the overall project. To create posts, I analyzed research articles, conducted an interview, discovered grants for funding, attended workshops, and shared a variety of information sources. I am submitting this blog project because it demonstrates competencies in the ALA's Code of Ethics, reference services, and information retrieval.

Several assignments required selection of resources available on the topic of patron privacy. One assignment was specific to videos on patron privacy, another was infographic sources, and another was web-only sources. Each resource required justification of why it was selected for the blog. One of the assignments required sourcing potential grants and other funding for library programs and services on patron privacy. This demonstrates the following: competencies from Reference and User Services Association's (RUSA) "Professional Competencies for Reference and User Services Librarians":

3. Evaluates reference tools and sources for quality, relevance, authenticity, authority, and inclusiveness

4. Identifies any bias or point of view in an information resource

5. Creates useful research guides, web pages, bibliographies, finding aids, and other appropriate tools in areas of expertise

(RUSA 2017, 5B)

1. Maintains quality of collection resources by evaluating all formats for accuracy and currency

2. Determines authority of resources

3. Identifies any bias or point of view in an information resource

4. Evaluates new information sources appropriate for primary users

(RUSA 2017, 5F)

Two of the assignments were more interactive; one a workshop review and the other an interview with a library professional. For the workshop review, I had to attend a workshop on my topic of patron privacy and report on the workshop's details, overall goals, and my

assessment. I selected workshops from the TLA 2018 conference in Dallas: Digital Privacy, Booktalking: Challenging Books, and Net Neutrality is Over: What Do We Do Now?.

The interview with the library professional was geared towards ethics in general. The interview asked questions regarding the interviewee's perspectives, what major ethical issues they see, and advice they might have for an aspiring library professional. Then the course discussion board, myself and other members of the class discussed our interviews. This demonstrates the following competencies from the Society of American Archivists's (SAA) "Core Values Statement and Code of Ethics" and RUSA's "Professional Competencies for Reference and User Services Librarians":

> Archivists are encouraged to consult with colleagues, relevant professionals, and communities of interest to ensure that diverse perspectives inform their actions and decisions. (SAA 2018, Judgement)

> 4. Encourages discussion with colleagues that furthers reflection on services offered and on potential needs (RUSA 2017, 5G)

The blog assignment overall demonstrates my knowledge of the competencies "the ethics, values, and foundational principles of the library and information profession" (2009, 1A) and "the role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience)" (2009, 1B) from the ALA's *Core Competencies of Librarianship*. From the *Code of Ethics of the American Library Association,* this blog demonstrates my understanding of the principle: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted" (ALA 2008, III.).

Work Product Three

For my Practicum-LS5843, I interned at the ▮▮▮▮▮▮▮▮▮▮ Library's [Genealogy] Department. Though I have leaned towards academic libraries, my time at TWU and SAPL has taught me the importance of public libraries in Special Collections developments. My site supervisor▮▮▮▮▮▮▮▮, Manager--is a Certified Archivist and it was her mentoring and guidance that elevated my archival skills and knowledge to be successful with my [Genealogy] White Glove Reception display. I am submitting my display from the [Genealogy] White Glove Reception because this product is directly related to my professional goal of becoming a Certified Archivist.

The White Glove Reception was a special fundraising event held in the [Genealogy] Department. Potential donors were invited to a lecture and viewing of displays of items held in the vault, curated by [Genealogy] employees (H▮▮▮▮▮▮ 2018). I was tasked with curating a display showcasing ▮▮▮▮▮▮▮▮'s theatre history. Curating the display required becoming familiar with the theatre archives, researching ▮▮▮▮▮▮▮ theatre history, selecting materials for display, creating descriptive tent cards, and arranging the display. On the night of the event, I was to captain my display area for guests wanting to know more about the materials.

Researching and selecting materials required becoming proficient with [Genealogy]'s policies and procedures for material access and attention to preservation concerns. Several items selected were too fragile for open display and special accommodations had to be made to include them in the White Glove event display. My work with these items demonstrates that I have the competency:

III.H.6. Recognizes the different handling and security needs of diverse materials and instructs users on proper handling techniques; meets the needs of users while maintaining and serving the collections in an optimally secure, conservationally sound environment. (ACRL 2017)

Several items had to be replaced with high quality copies that preserved the "weight" of the original items. This demonstrates my competency with the Academy of Certified Archivists' "Role Delineation Statement for Professional Archivists" competencies:

K-405 when to preserve archival materials in their original format or structure, and when to replace originals with reproductions in the same and/or different media or format.

K-406 the range of preservation options and the application of each to archival materials on different media. (ACA 2016).

Additionally, the work I did in assessing archival material condition in the [Genealogy] vault, demonstrates I have knowledge of "the nature of materials' treatment and current preservation techniques" (ACA 2016, K-401) and "the causes and consequences of the deterioration of various media and formats, including the factors that influence the stability and durability of electronic records" (ACA 2016, K-402). From ALA's *Core Competencies of Librarianship*, this demonstrates "2D. Concepts, issues, and methods related to the maintenance of collections, including preservation and conservation" (2009).

While I already am proficient in research due to my previous academic experience and MLIS coursework at TWU, this project also demonstrated the competency that I have developed

"knowledge of and records the history of" [Genealogy]'s collections and its "informational and intrinsic value within the context of the larger cultural heritage context" (ACRL 2017, III.H.4.).

On the night of the White Glove event, I "heighten[ed]stakeholders' commitment to the organization's purposes and programs" (ACRL 2017) by captaining my display table and responding to the information needs of the event guests. Though I hold competencies in Promotion and Outreach due to my work with the National Park Service, this was the first time I had put those skills into practice as part of library work. This demonstrates "Develop and participate in programs that draw directly on archival materials to support such activities as exhibitions, conferences, publications, and editorial projects" (ACA, Domain 5 Task 3).

Compared to other staff members curating displays, I was at a time and expertise disadvantage. I had half the time to complete the project and limited hours of access to the [Genealogy] Department's vault. I was new to the department and had to quickly learn storage locations of materials, interpreting finding aids, and the department's policies and procedures for materials handling and transfer to be successful in my display curation. This demonstrated that I could "…meet the needs of users as quickly, effectively, and efficiently as possible" as outlined in the SAA's "Core Values Statement and Code of Ethics" (2018).

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