VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS 7300 Cataloging and Classification
Syllabus--Spring Semester 2009
Three Credit Hours

Instructor:

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Course Description
An introduction to the organization of recordable knowledge, with emphasis on library cataloging and classification. Students will examine current applications of Anglo-American Cataloguing Rules, MARC formats, Library of Congress and Sears Subject Headings, Dewey Decimal Classification and Library of Congress Classification. Metadata initiatives and the interpretation of technical documentation will be considered.

Course Objectives
At the conclusion of the course, the student will be able to:
1. Identify and discuss the functions of the library catalog.
2. Create bibliographic descriptions of library materials using Concise AACR2 and USMARC standards.
3. Define and explain the value of authority control and cross-referencing structure for names, uniform titles, and subject headings.
4. Identify and discuss current metadata initiatives.
5. Define successive entry cataloging for serials and identify alternative searches for serials titles in library catalogs.
6. Interpret Dewey and Library of Congress call numbers, using current schedules.
7. Discuss the impact of cataloging decisions on patron access to library materials.
8. Discuss considerations in cataloging, classification, and catalog design for the provision of service to diverse and traditionally underserved patrons.
9. Explain the importance of standards; locate, interpret and use standards documentation.
10. Locate, interpret and use technical documentation.

Course Prerequisite or Corequisite: MLIS 7000 or consent of instructor.

Words of Comfort: If the material in this course seems confusing, please don't worry. Previous students have compared this to learning a new language. A feeling akin to "culture shock" is common at first. Keep going and do your best. You typically will have a "eureka" moment somewhere along the line, when you will say, "Oh! Now I get it!" Keep the faith until then ☺.

Required Materials

- Chan, Lois Mai, and Theodora L. Hodges. *Cataloging and Classification: An Introduction.* 3rd ed. Lanham, MD: Scarecrow Press, 2007. ISBN: 0-8108-6000-7. *2007 edition required.*

- A headset with attached microphone for use with Live Classroom software. Noise-cancelling properties are recommended.

- Additional readings posted in WebCT Vista or in Odum Library Electronic Reserve.

Assignments

Meet the Class	10 points
Library Thing	10 points
Tour	15 points
Diverse Users	10 points
Midterm Quiz	10 points
Cataloging Project	20 points
Mini-Paper	15 points
Culminating Quiz	10 points

Each assignment will have a due date, followed by a one-day grace period.

If an assignment is submitted after the grace period has expired, I will grade it if I have time, but I reserve the right not to accept it.

To assure yourself a chance to get at least some points for the assignment, turn it in before the grace period ends.

Grading Scale

There are 100 points possible in the course.
Course grades will be assigned as follows:

A = 91-100 points
B = 81-90 points
C = 71-80 points
D = 61-70 points
F = below 61 points

Course grades of I (Incomplete) will **not** be available.

Grading Scale cont.

You may drop the course without academic penalty on or before Thursday, March 5, 2009.

As discussed on page 17 of the 2008/09 Graduate Catalog, "Students may petition for an exception to the withdrawal deadline for cases of hardship."

Assignment Calendar-- Assignments are due on Tuesdays by 11:59 p.m.

	Due Date	Grace Period
Meet the Class	Jan 20	Jan 21
Library Thing	Jan 27	Jan 28
Live Classroom Testing	Week of Feb 9	
Tour Presentations	Week of Feb 16	
Mini-Paper topic	Feb 24	Feb 25
Midterm Quiz	March 3	March 4
Diverse Users	March 10	March 11
Mini-Paper	March 31	April 1
Cataloging Project	April 21	April 22
Culminating Quiz	May 5	May 6

Assignment Synopses

See WebCT Vista for submission instructions and further details.

Meet the Class, **Library Thing**, and **Diverse Users** details will be posted in WebCT Vista.

Tour: you will interview a librarian who is working with cataloging, metadata, or technical services. Your product will be a PowerPoint presentation that you will present via Live Classroom.

Midterm Quiz will be available on February 24 and due on March 3.

Culminating Quiz, which is cumulative, will be available on April 28 and due on May 5.

Cataloging Project is a group assignment that will include simulated "hands on" experience with copy cataloging, original cataloging, and record maintenance.

Mini-Paper: You will read, synopsize, and respond to three *peer-reviewed* sources on a topic within the realm of information organization, broadly defined. The topic will be one of your choice, subject to instructor approval. *You are required to use specialized library-science databases to find your three sources.* Instructions will be posted in WebCT Vista.

Group Assignments

Two of your assignments, the Tour and the Cataloging Project, include a group requirement. Groups will be created within WebCT Vista, with group membership being randomly assigned. Your tour presentation will be done for your group members and me (with the rest of the class invited to tune in if they wish), and you will work collaboratively with your group members to complete the cataloging project assignment. News about forming of groups will be posted within WebCT Vista.

Attendance

This is a Web-delivered course, with no required face-to-face meetings. The Tour assignment includes a required presentation within Live Classroom; this will be scheduled in consultation with class members.

Technical Requirements

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, MS Word is the preferred format. ***If you are using Office 2007, use the Save As command and save for opening by Office 2003***. If you are using a lower version of WordPerfect or some other word processor, save your documents in Rich Text Format (rtf).

When reading instructions for your assignments, notice whether the instructions say to paste your response into a message box or to use a file attachment. Also notice whether the instructions say to choose Reply or to create a new message.

When the directions say to paste into a WebCT Vista message box, ***compose your response in your word processor first.*** This will help avoid the agony of being "timed out" and losing your work.

Grammar, punctuation, and spelling count. Use spell check.

WebCT Vista

If you are a new WebCT Vista user, go to the WebCT Vista help pages at http://www.valdosta.edu/vista/. On the right margin are "Self Help" links. View the "Getting Started" tutorial first. Then return to the Vista page and login using your BlazeNet email ID and password.

You must follow the directions at http://www.valdosta.edu/vista/ for setting up your computer.

Successful use of WebCT Vista requires that you:
- disable pop-up blockers
- have a very particular version of Java.

WebCT Vista cont.

The most current version of Java is **not** the one that works with WebCT Vista.

Once you have the correct version of Java installed, you must disable automatic Java updates.

You must also insure that when balloons appear on your computer screen that say "Java updates are available," everyone who uses the computer ignores them.

The webpage gives detailed instructions for doing all this.

If you cannot get this done yourself after a sincere effort, phone Distance Learning, 229-245-6490. They are open 8-5:30 Monday through Thursday and 8-3 on Fridays. Be at your computer and have it turned on when you call, so they can talk you through what needs to be done.

Library Support

An online guide for distance education students is on the Odum Library Web site at http://www.valdosta.edu/library/services/distanceeducation.shtml. Chat reference is available at http://www.valdosta.edu/library/ask.shtml.

Academic Dishonesty

Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*.

Equal Opportunity Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

Accommodations Statement

Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). The Access Office for Students with Disabilities (Access Office) serves students who have documented disabilities, have met the Valdosta State University (VSU) admission criteria, and are otherwise qualified. Students requesting accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 229/245-2498 (V/VP) and 229/219-1348 (TTY). The website is http://www.valdosta.edu/access/intro.shtml.