

**VALDOSTA STATE UNIVERSITY**  
**MASTER OF LIBRARY & INFORMATION SCIENCE**  
**MLIS 7300 Cataloging and Classification**  
**Syllabus--Summer 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 Cataloging 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 or other microphone and speakers that work with Live Classroom software. Noise-cancelling properties are recommended.
- Additional materials posted in BlazeView 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
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 80 points possible in the course.  
Course grades will be assigned as follows:

- A = 73-80 points
- B = 65-72 points
- C = 57-64 points

Course grades lower than C will *not* be credited to a graduate degree (VSU 2008-2009 Graduate Catalog, page 16). Because MLIS 7300 is a required course, students who earn a course grade lower than C must repeat this course and get a better grade in order to complete the MLIS degree.

**Grading Scale cont.**

You may drop the course without academic penalty on or before Thursday, July 2, 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 Wednesdays by 11:59 p.m.

	<b>Due Date</b>	<b>Grace Period</b>
<b>Meet the Class</b>	June 10	June 11
<b>Library Thing</b>	June 17	June 18
<b>Diverse Users</b>	June 24	Jun 25
<b>Midterm Quiz</b>	July 1	July 2
<b>Live Classroom Testing</b>	Week of July 6	
<b>Mini-Paper topic</b>	July 8	July 9
<b>Tour Presentations</b>	Week of July 13	
<b>Mini-Paper</b>	July 22	July 23
<b>Culminating Quiz</b>	July 29	July 30

**Assignment Synopses**

See BlazeView for submission instructions and further details.

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

**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 June 24 and due on July 1.

**Culminating Quiz**, which is cumulative, will be available on July 22 and due on July 29.

**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 BlazeView.

## **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 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 BlazeView 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.

## **BlazeView**

We are transitioning to a newer version of our course management software.

WebCT Vista has become BlazeView.

Go to the BlazeView help pages at <http://www.valdosta.edu/vista/>.

Click where it says “For Students” in the left column.

## **Library Support**

An online guide for distance education students is on the Odum Library Web site at <http://www.valdosta.edu/library/services/distanceducation.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>.