

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7300 Cataloging and Classification
Syllabus--Summer Semester 2010
Three Credit Hours

Instructor:

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Office hours by appointment, online or via telephone.

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 as well as *Resource Description and Access (RDA)*. Metadata initiatives and the interpretation of technical documentation will be considered.

Learning Outcomes (LO)

At the conclusion of the course, the student will be able to:

1. Identify and discuss the functions of the library catalog.
2. Describe a cataloging, technical services, or metadata workplace.
3. Interpret and create basic descriptive bibliographic records.
4. Define and explain the value of authority control and cross-referencing structure for names, uniform titles, and subject headings.
5. Identify current metadata initiatives.
6. Interpret Dewey and Library of Congress call numbers.
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. Locate, interpret, and apply standards documentation, with special attention to AACR2 and RDA.
10. Discuss research findings and research literature related to cataloging, classification, and metadata.

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

Library Thing	(LO 1)	10 points
MARC field of the week	(LO 3, 7-9)	10 points
Literature reviews	(LO 5, 10)	10 points
Tour	(LO 2, 7)	15 points
Diverse Users	(LO 1, 8)	10 points
Midterm Quiz	(LO 1, 3-5, 9)	10 points
Cataloging Project	(LO 3, 9)	15 points
RDA Scavenger Hunt	(LO 3-4, 9)	10 points
Culminating Quiz	(LO 1, 3-6, 9)	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 = excellent work, better than most at the graduate level

B = 81-90 points = consistently good but not outstanding work

C = 71-80 points = perfunctory, incomplete, work that is below expectations

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.

You may drop the course without academic penalty on or before Monday, July 5, 2010.

As discussed on page 30 of the 2009/10 Graduate Catalog, "Students may appeal for an exception to the withdrawal deadline for cases of medical and hardship issues."

Assignment Calendar-- Except as noted, assignments are due on Thursdays by 11:59 p.m.

	Due Date	Grace Period
Meet the Class	June 10	June 11
MARC Field of the Week	varies- see below	
Library Thing	June 17	June 18
Diverse Users	June 24	June 25
Literature review I	*Wednesday June 30	July 1
Midterm Quiz	July 1	July 2
Live Classroom Testing	Week of July 5	
RDA Scavenger Hunt	July 8	July 9
Tour presentations	Week of July 12	
Literature review II	July 15	July 16
Cataloging Project	July 22	July 23
Culminating Quiz	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.

Literature reviews: You will read, synopsise, and respond to two *peer-reviewed* sources on a topic within the realm of information organization. One article must deal with a Web-related metadata issue. *You are required to use specialized library-science databases to find your sources.*

This assignment will be submitted in two installments. Instructions will be posted in BlazeView.

MARC field of the Week assignments are brief exercises designed to familiarize you with different aspects of bibliographic records and their encoding in MARC (MACHine Readable Cataloging) format. You will be given one per week. There is some overlap between these exercises and the online tutorials. This repetition is deliberate. You should do both.

MARC Field of the Week assignments are due on Mondays by 11:59 p.m.

MARC Field of the Week Calendar:

	Due Date	Grace Period
fixed field	June 14	June 15
2xx field	June 21	June 22
3xx field	June 28	June 29
5xx field	July 5	July 6
6xx field	July 12	July 13
7xx field	July 19	July 20

Cataloging assignment is a simulated hands-on cataloging exercise that will build upon your MARC Field of the Week activities. Details 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.

Communication

For questions regarding the course, please communicate with me through the WebCT site for this course. If your question is personal, please use the WebCT course mail feature. If you have a general question whose answer may be of interest to your classmates, please post it to the “Questions” topic on the discussion boards.

Academic Honesty

"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." Please review VSU's full policy on student conduct and behavior at

<http://coefaculty.valdosta.edu/troot/eced4300/Academic%20Dishonesty.doc>.

Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification.

Distance Learning Support

An online guide for distance education students is on the Odum Library Web site at

http://www.valdosta.edu/library/services/revised_students.pdf.

Accommodations Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our 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, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Student Agreement

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.