VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS 7300 Cataloging and Classification
Syllabus--Summer Semester 2011
Three Credit Hours

Instructor:
Harold E. Thiele, MLIS, PhD
MLIS Program. Odum Library, Valdosta State University
1500 N. Patterson St., Valdosta, GA 31698
Phone: 229.245.3725
Fax: 229.259.5055
Email: hethiele@valdosta.edu
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 Cataloguing 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.

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

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.

Required Materials:
• Chan, Lois Mai, and Theodora L. Hodges. Cataloging and Classification: An Introduction. 3rd ed. Lanham, MD: Scarecrow Press, 2007. ISBN-13: 9780810859449. 2007 edition required.

• Furie, Betty. Understanding MARC Bibliographic Machine-readable Cataloging. 8th ed. Cataloging Distribution Service, Library of Congress, in collaboration with Follett Software, 2009. ISBN-13: 9780844495064. FREE online at: http://www.loc.gov/marc/umb

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A headset with attached microphone or other microphone and speakers that work with Live Classroom software. Noise-canceling properties are recommended.

• Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

Assignments:
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. See BlazeView for submission instructions and further details. The Assignment Calendar will be posed in BlazeView. Except as noted, assignments are due on the assigned date by 11:59 p.m.

Examinations:
There will be a Midterm and a Culminating Examination.

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 the official withdrawal date. 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."

Attendance:
This is a Web-delivered course, with no required face-to-face meetings. One assignment includes a required presentation within WIMBA; 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 BlazeView WebCT site for this course. If your question is personal, please use the BlazeView 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.

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 an "eureka" moment somewhere along the line, when you will say, "Oh! Now I get it!" Keep the faith until then ☺.