

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7350 Advanced Cataloging
Syllabus--Spring Semester 2011
Three Credit Hours

Instructor:

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Office hours by appointment, online or via telephone.

Course Description

Advanced study of the theory and practice of describing and providing access to library materials. Cataloging of nonprint materials, serials and integrating resources will be included. 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. Interpret and create bibliographic records for a variety of print and nonprint resources using MARC21 and AACR2 standards.
2. Locate, interpret, and apply standards documentation, with special attention to MARC21, AACR2, and RDA.
3. Understand and explain the importance of authority control, and interpret, select, and assign appropriate headings from the Library of Congress Name and Subject Authority Files.
4. Identify current metadata initiatives and discuss at least one in detail.
5. Discuss classic cataloging literature and its relevance to current issues in the field.
6. Discuss current developments and possible future directions in cataloging.

Course Prerequisite: MLIS 7300 or consent of instructor.

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.
- Haynes, Elizabeth and Joanna F. Fountain. *Unlocking the Mysteries of Cataloging: A Workbook of Examples*. Santa Barbara, Calif.: Libraries Unlimited, 2005. ISBN13: 9781591580089 ; ISBN10: 1591580080



- 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

Participation	(LO 1, 2, 3, 4, 5, 6)	10 points
RDA Scavenger Hunt	(LO 1,2)	5 points
MARC activities	(LO 1,2)	5 points
Written responses to readings	(LO 3, 4, 5, 6)	10 points
Record creation	(LO 1,2, 3)	35 points
RDA analysis of record creation	(LO 1,2)	5 points
Metadata paper	(LO 4, 6)	10 points
Metadata presentation	(LO 4, 6)	10 points
Final exam	(LO 1, 2, 3, 4, 5, 3)	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 be sure you earn 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 2010-2011 Graduate Catalog, page 29).

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 Synopses

See BlazeView for submission instructions and further details.

Participation: We will have several live classes throughout the semester, with a variety of guest speakers. Attendance is encouraged; you may also "participate" by viewing archived presentations and discussing them. There will be some mandatory discussions of readings as well.

RDA Scavenger Hunt: The purpose of this assignment is to help you become oriented to the online RDA Toolkit, which we will use to for cataloging assignments this semester. In brief, it involves watching two videos, exploring the site on your own, and completing "scavenger hunt" quiz.

MARC field Assignments are brief exercises designed to familiarize you with different aspects of bibliographic records and their encoding in MARC (MACHINE Readable Cataloging) format. Each exercise is followed by a quiz. You may take each quiz twice. You should earn at least a score of 80% on each quiz in order to be ready to catalog.

Students who took MLIS7300 from me will be expected to create a short MARC study module to reinforce their knowledge and to help their students who have not studied MARC in depth before. Full details in Blazeview.

Written responses to readings: Brief writing assignments based upon weekly readings; may take the form of discussion posts or short papers submitted directly to me.

Record creation: We will create a number of MARC records according to AACR2 standards using the Haynes & Fountain workbook as well as authentic digital archival materials available online. *Timetable and number of records to be created will be set based upon mutual agreement between students and instructor about concerning a manageable workload.*

RDA Analysis of Record Creation: For each record creation assignment, we will compare the pertinent AACR2 rules to the new RDA guidelines and discuss how the records might differ if based upon RDA. One person will be responsible for each record.

Metadata Paper and Presentation: You will research a metadata standard, write a paper of 500-1000 words about that standard, and present a PowerPoint presentation of 7-10 minutes on the topic in Live Classroom.

Final exam: The final exam will cover the information presented in the live classes throughout the semester. These will be archived for those who cannot attend live.

Attendance

This is a Web-delivered course, with no required face-to-face meetings. The Metadata Standards 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 text 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/trout/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.