

**Dewar College of Education and Human Services
Valdosta State University
Department of Library and Information Studies**

**MLIS 7300
Organization of Information
3 SEMESTER HOURS**

Guiding Principles (DEPOSITS)

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a lifelong process of development and growth.

Ownership Principle: Professionals are committed to and assume responsibility for the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community-building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

ALA's Core Competences of Librarianship

(extracted from ALA's Core Competences of Librarianship 2009, available from

<http://www.ala.org/educationcareers/sites/ala.org/educationcareers/files/content/careers/corecomp/corecompetences/finalcorecompstat09.pdf>

1. **Foundations of the Profession:** The librarian understands the role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience), the legal framework within which libraries and information agencies operate; and the certification and/or licensure requirements of specialized areas of the profession.
2. **Information Resources:** The librarian understands the concepts and issues related to the lifecycle of recorded knowledge and information; the acquisition and disposition of resources; and the management and maintenance of various collections.
3. **Organization of Recorded Knowledge and Information:** The librarian understands and uses the principles involved in the organization, representation, and classification of recorded knowledge and information.
4. **Technological Knowledge and Skills:** The librarian understands and uses information, communication, assistive, and related technologies consistent with professional ethics and prevailing service norms and applications.
5. **Reference and User Services:** The librarian understands and uses the concepts, principles, and techniques of reference and user services to provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups.
6. **Research:** The librarian understands and uses the fundamentals of quantitative and qualitative research methods to evaluate and assess the actual and potential value of new research.
7. **Professionalism:** The librarian understands the necessity of continuing professional development of practitioners in libraries and other information agencies; the role of the library in the lifelong learning of patrons; and the application of learning theories, instructional methods, and achievement measures in libraries and other information agencies.
8. **Administration and Management:** The librarian understands the principles of planning and budgeting in libraries and other information agencies; the principles of effective personnel practices and human resource development; the assessment and evaluation of library services and their outcomes; and the issues relating to, and methods for, principled, transformational leadership.

MLIS Program Objectives (PO)

Graduates of the MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services,

administration and management, and organization of recorded knowledge and information. [ALA CORE COMPETENCES 1,2,3,5,8]

PO 2. Use existing and emerging technologies to meet needs in libraries and information centers. [ALA CORE COMPETENCES 4]

PO 3. Integrate relevant research to enhance their work in libraries and information centers. [ALA CORE COMPETENCES 6]

PO 4. Demonstrate professionalism as librarians or information specialists. [ALA CORE COMPETENCES 7]

INSTRUCTOR

Name: Guy Frost, BME, MME, MLS, EdS

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COURSE DESCRIPTION

An introduction to the conceptual and theoretical frameworks for organizing and retrieving information, including organizational systems objectives, structures, formats, standards, and vocabularies; choice and form of access points, authority control, subject access, the impact of new technologies, and the information life cycle. Course Prerequisite or Corequisite: MLIS 7000 or consent of instructor.

REQUIRED TEXTBOOKS / RESOURCE MATERIALS

Textbook

Joudrey, Daniel N., and Arlene G. Taylor. *The Organization of Information*. 4th ed. Santa Barbara, CA: Libraries Unlimited, 2018. ISBN: 9781598848588 (paperback); ISBN: 9781598848595 (hardcover).

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>

Additional Reading

Generally speaking, one chapter from the text is read per week. The exception is weeks three and four (see syllabus). Additional reading material has been compiled on a single document found under **Module 1. Housekeeping** with the title: *MLIS7300: Supplemental Reading*. Please be aware that some weeks do not have additional reading.

LiveText Assessment Tool

All students are **REQUIRED to purchase** a license to access LiveText. You are required to upload specified assignments into the LiveText system for program assessment. The LiveText system will be used throughout your professional program. You will only need to purchase a license once.

Headset



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

Additional materials posted in BlazeView D2L or in Odum Library Electronic Reserve.

[Note: I've left both of the above in this syllabus just in case it is needed later in the course]

COURSE OBJECTIVES (With alignment to *MLIS Program Objectives (PO)*). **“MLIS Organization of Information” Student Learning Outcomes (SLO):** Upon completion of this course, the student will be able to:

- SLO 1. Describe the nature, attributes, and varieties of information objects and the various methods used to represent them; (PO 1, PO 3)
- SLO 2. Illustrate how organizational concepts affect the manner in which information is retrieved; (PO 1, PO 3)
- SLO 3. Apply vocabulary associated with information organization, metadata, and cataloging; (PO 1, PO 4)
- SLO 4. Apply methods, techniques, tools, and standards for organizing information. (PO 1, PO 2)
- SLO 5. Interpret metadata records; (PO 1, PO 4)

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

General Course Outline:

- Week 1 Organization of Recorded Information (May 10-May 16)
- Week 2 Development of the Organization of Recorded Information (May 17-May 23)
- Week 3 Retrieval Tools, Systems, and System Design (May 24-May 30)
- Week 4 Introduction to Metadata (May 31-June 6)
- Week 5 IFLA LRM (June 7-June 13)
- Week 6 Encoding Standards (June 14-June 20)
 - Emphasis on MARC
- Week 7 Resource Description (June 21-June 27)
- Week 8 Access and Authority Control (June 28-July 4)
- Week 9 Subject Analysis (July 5-July 11)
- Week 10 Systems for Vocabulary Control (July 12-July 18)
- Week 11 Systems for Categorization (July-19-July 27)

As a general rule, completed assignments and discussions are due before midnight (11:59 p.m.) on the due date (all Wednesdays). NOTE: The server that supports BlazeVIEW D2L does its maintenance on Friday nights beginning at 10:00 p.m. Eastern Time and will end at 7:00 a.m. Eastern Time on Saturday unless otherwise noted. The BlazeVIEW D2L site will not be available during this time. Experience has shown that BlazeVIEW is often not available at inopportune times, so don't wait until the last moment to submit your assignments.

Assignments: (60 points)

The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

[N.B.: See *File Naming Conventions* below before submitting work]

- **Assignment 1: Diverse Organization of a Thing** – a required SLOA. BLAZEVIEW ASSESSMENT FOLDER UPLOADING REQUIRED
You are a User looking for a single episode about demon robots on the TV show *Buffy the Vampire Slayer*. Students should utilize the User Tasks from *IFLA LRM* (as listed on page 4 of Joudrey) when developing your answers. All answers should include links or screenshots to the resources found when possible. When links are not obtainable, please provide your search criteria for replication. All answers are encouraged to be subjective and/or object. More information can be found on the Assignment's instruction sheet.
Due May 30 by 11:30pm EST; Value 20 points.

Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. A copy of your finished assignment must be uploaded to your LiveText account. Failure to upload your assignment will result in a 2 point deduction in your assignment grade.

- **Assignment 2: Library Thing** – a required SLOA. LIVETEXT AND BLAZEVIEW ASSESSMENT UPLOADS REQUIRED
This assignment requires you to enter 10+ resources on a theme of your choice (your textbook and 9+ other resources) into a personal digital library catalog. Entries will include tagging, editing, and adding additional value (e.g., adding Lexile data) before evaluation of the library and its functions.
Due June 20 by 11:30pm EST; Value 20 points.

Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. A copy of your finished assignment must be uploaded to your LiveText account. Failure to upload your assignment will result in a 2 point deduction in your assignment grade.

- **Assignment 3: Cataloging Project** – a required SLOA. LIVETEXT AND BLAZEVIEW ASSESSMENT UPLOADS REQUIRED Multi-part assignment (1) Create original RDA record(s) in MARC21; (2) Add subject headings, classifications numbers, and other access points to all records; (3) Input one record in Koha. (4) Convert one original cataloging record to an electronic version; (5) Convert one original cataloging record to Dublin Core.
Due July 11 by 11:30pm EST; Value 20 points.

Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. A copy of your finished assignment must be uploaded to your LiveText account. Failure to upload your assignment will result in a 2 point deduction in your assignment grade.

Graded Discussions: (40 points)

There will be eight graded discussions, each worth 5 points. You will be required to post an initial substantive commentary to the discussion topic (worth 3 points) by Saturday (Midnight EDT) of the class week, and then post focused and amplifying responses to at least two of your classmates' commentaries on the topic being discussed (for a total of 2 points) by end of class week (Wednesday). This is an opportunity to expand our knowledge of the topic through collaborative research and discussion.

- Graded Discussion 1: Introductions and Overview of the Course**
Value 5 points
Posting begins Thursday, May 10, 2018 to be completed by Friday May 11, 2018, Value 5 points
- Graded Discussion 2: Historical Contributions**
Value 5 points
Initial posting due Sunday, May 20, 2018. Value 3 points
Commentary response due Wednesday, May 23, 2018. Value 2 points
- Graded Discussion 3: Buffy Resource Comparison (Reflection of Assignment 1)**
Value 5 points
Initial posting due Sunday, June 3, 2018. Value 3 points
Commentary response due Wednesday, June 6, 2018. Value 2 points
- Graded Discussion 4: IFLA LRM User Tasks**
Value 5 points
Initial posting due Sunday, June 10, 2018. Value 3 points
Commentary response due Wednesday, June 13, 2018. Value 2 points
- Graded Discussion 5: LibraryThing (Reflection of Assignment 2)**
Value 5 points
Initial posting due Sunday, June 24, 2018. Value 3 points
Commentary response due Wednesday, July 27, 2018. Value 2 points
- Graded Discussion 6: Changing Nature of the Library Catalog (the Calhoun Report)**
Value 5 points
Initial posting due Sunday, July 1, 2018. Value 3 points
Commentary response due Wednesday, July 4, 2018. Value 2 points
- Graded Discussion 7: RDA and Dublin Core Cataloging (Reflection of Assignment 3)**
Value 5 points
Initial posting due Sunday, July 15, 2018. Value 3 points
Commentary response due Wednesday, July 18, 2018. Value 2 points
- Graded Discussion 8: Why “Should” We Organize, or, Is Cataloging/Organizing Still Necessary?**
Value 5 points
Initial posting due Sunday, July 22, 2018. Value 3 points
Commentary response due Wednesday, July 25, 2018. Value 2 points

COURSE EVALUATION

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

A = 90-100 % = exceptional work, exceeds expected graduate level work

B = 80-89 % = consistently good work, meets expected graduate level work

C = 70-79 % = consistently poor work, fails to meet expected graduate level work

D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work

F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

Standards for core courses:

No grade below a C will be credited toward a VSU graduate degree. To be **eligible** to receive an A in this course a student must complete every assignment.

Reminder: This is a core course, and those of you admitted fall 2012 or thereafter must earn a grade of “B” or better in this course in order to receive credit for it. Those same students must successfully complete each assignment marked as “necessary to fulfill requirements for this course,” indicated by “**a required SLOA.**”

Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. MS Office 2010 is officially used by the VSU faculty and administration. For word processed documents, Microsoft Word 2010 is the required format (note: lower versions for “this” course is allowed). Work submitted in WordPerfect or Pages (for you Mac users) will not be graded. You can obtain a copy of Microsoft Office through the USG “Work at home Software” store. See: <https://www.valdosta.edu/administration/it/helpdesk/employee-resources/employee-services/work-at-home.php> for more details. Both Windows and Mac versions are available.

File Naming Conventions

Please use the following file naming conventions for all submitted work. Last Name>Underscore>Initials(FirstMiddle)>Underscore>Assignment> Underscore>Assignment Number. For example:

Frost_GV_Assignment_1

Communication:

For questions regarding the course, please communicate with me through the BlazeView D2L site. If your question is personal, please use the BlazeView D2L course mail feature. If you have a general question whose answer may be of interest to your classmates, please post it to the “General Questions” topic on the discussion boards.

ATTENDANCE POLICY

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required online presentation within **Blackboard Collaborate**. If required, the presentations will be scheduled in consultation with class members. They may be regularly scheduled Live Classroom sessions using **Blackboard Collaborate**.

Withdrawal:

You may drop the course without academic penalty on or before the official withdrawal date, March 8th, 2018. As discussed on pages 19-21 of the VSU graduate catalog, "Students may petition for an

exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

PROFESSIONALISM

The Department of Library and Information Studies expects that MLIS 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. The student will be timely and complete with assignments and other engagements. The student will communicate in a professional manner in both speech and writing. The student will maintain a professional attitude, being respectful to others and their viewpoints, and seek to maintain objectivity. The student will exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

DEWAR COLLEGE OF EDUCATION & HUMAN SERVICES POLICY ON PLAGIARISM

<http://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>

TITLE IX STATEMENT

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included.

Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: the Director of the Office of Social Equity, titleix@valdosta.edu, 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31698, 229-333-5463.

ACCESSIBILITY STATEMENT

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit <http://www.valdosta.edu/access> or email: access@valdosta.edu.

STUDENT OPINION OF INSTRUCTION

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. Instructors will not be able to view individual responses or to access any of the responses until after final grade submission. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.