

**Valdosta State University**  
**Master of Library and Information Science Program**  
**MLIS-7310-Introduction to Descriptive Cataloging Syllabus**  
**Three Credit Hours**

**Instructor:** Harold E. Thiele, MLIS, PhD

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Office hours by appointment, online or via telephone. As a general rule I will be in my office from 8:00 am to 10:00 am, Monday through Friday.

**Course Description:**

Introduction to the theories, principles, and practices of bibliographic descriptive cataloging, including the application of current and emerging standards; the description of primary print and non-print resources; choice of access points, creation of headings, authority work, and application of encoding standards. The course includes an examination of current trends and future directions of descriptive cataloging.

Prerequisite: MLIS 7300 or consent of the instructor or consent of instructor.

**Grade Requirements:**

All students must earn a grade of "C" or better for this course to count towards graduation.

**Descriptive Cataloging Student Learning Outcomes (SLO):**

Upon completion of this course, the student will be able to:

SLO 1. Describe the various bibliographic descriptive cataloging codes.

SLO 2. Apply bibliographic descriptive cataloging codes to the description of a wide variety of information objects.

SLO 3. Create correctly formatted cataloging records for a variety of information objects

SLO 4. Describe current trends and future directions of descriptive cataloging.

**Required Textbooks:**

- Practical cataloging: AACR, RDA and MARC21. Author: Welsh, A., and Batley S. Publisher: Neal-Schuman Publishers Copyright: 2012 ISBN-10: 155570743 ISBN-13: 9781555707439
- Understanding MARC Bibliographic: Machine-readable Cataloging. Edition: 8th Edition Author: Betty Furie Publisher: Cataloging Distribution Service, Library of Congress, in collaboration with Follett Software Copyright: 2009 ISBN-13: 9780844495064 FREE online: <http://www.loc.gov/marc/umb>
- Understanding MARC Authority Records: Machine-readable Cataloging. Author: Betty Furie Publisher: Cataloging Distribution Service, Library of Congress Copyright: 2010 FREE online: <http://www.loc.gov/marc/uma>

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/mlis/student\\_resources/documents/ILL\\_Textbooks.pdf](http://www.valdosta.edu/mlis/student_resources/documents/ILL_Textbooks.pdf)

**Required Materials:**



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

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

**Online Resource Materials:**

- American Library Association. (2005). Anglo-American cataloging rules, 2<sup>nd</sup> edition, 2002 revision, 2005 update. (**AACR2R**). Available through the RDA Toolkit (access instructions in course overview).
- American Library Association. (2013). Resource description and access (**RDA**). Available through the RDA Toolkit (access instructions in course overview).

- Library of Congress (2013). MARC 21 format for bibliographic data. Retrieved from <http://www.loc.gov/marc/bibliographic/ecbdhome.html>.
- OCLC (2013). Bibliographic formats and standards. Retrieved from <http://www.oclc.org/bibformats/>.

Other online resource materials will be assigned as needed.

**IMPORTANT INSTRUCTIONS:** To access the RDA Toolkit, you log in at <http://access.rdatoolkit.org>. Your login information is:

Username: vsumlis

Password: vsumlis

After you login you will have to create a personal profile with your name and a password. Keep a record of your profile name and password because you will be using them all semester.

### **Recommended Readings**

Articles and/or chapters designed to provide background and/or amplification on issues or themes within a module's topic. These are not required readings and you will not be tested on them.

### **WIMBA Classroom**

There will be an optional scheduled hour long WIMBA classroom meetings every few weeks from 7:30 pm to 8:30 pm eastern time on Friday. The first WIMBA classroom meeting is scheduled for January 17, 2014. Attendance is not a course requirement. The sessions will be archived and made available.

### **General Course Outline:**

Unit 1 Introduction to Descriptive Cataloging

Unit 2 FRBRization of the Catalogue

Unit 3 Bibliographic Elements

Unit 4 Access Points

Unit 5 The RDA Approach

Unit 6 The AACR2 Approach

Unit 7 Title Description

Unit 8 Identifier Description

Unit 9 Creator Description

Unit 10 Container Description

Unit 11 Other Description Systems

Archives & Manuscripts

Images

Cartographic

### **Assignments: (80 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. As a general rule, assignments are due before midnight (11:59 p.m.) on Saturday.

NOTE: The server that supports BlazeVIEW D2L does its maintenance on Friday nights beginning at 10pm Eastern Time. Maintenance will begin at 10:00 PM Eastern Time on Friday and will end at 7:00 AM Eastern Time on Saturday unless otherwise noted. The BlazeVIEW D2L site will not be available during this time.

The professor reserves the right to modify, add, or remove assignments as conditions warranted.

- Assignment 01: MARC Fields Linkage  
Value 20 points. Due date Saturday, February 8, 2014
- Assignment 02: Titles & Identifiers  
Value 20 points. Due date Saturday, March 1, 2014.
- Assignment 03: Access Points & Containers  
Value 20 points. Due date, Saturday, March 29, 2014
- Assignment 04: Descriptive Cataloging Project

Value 20 points. Due date, Saturday, April 26, 2014

### **Graded Discussions: (20 points)**

There will be four graded discussions, each worth 5 points. You will be required to post an initial substantive response to the discussion topic (worth 3 points), and then post focused and amplifying commentaries to two of your classmates' substantive responses to the discussion topic (each worth 1 point).

- Graded Discussion 01 FRBRization  
Value 5 points  
Initial posting due Monday, January 27, 2014, Value 3 points  
Commentary response due Wednesday, January 29, 2014, Value 2 points
- Graded Discussion 02 RDA vs AACR2 Approach  
Value 5 points  
Initial posting due Monday, February 24, 2014, Value 3 points  
Commentary response due Wednesday, February 26, 2014, Value 2 points
- Graded Discussion 03 PCC Practice & Uniform Titles  
Value 5 points  
Initial posting due March 10, 2014, Value 3 points  
Commentary response due March 12, 2014, Value 2 points
- Graded Discussion 04 Future of Descriptive Cataloging  
Value 5 points  
Initial posting due April 7, 2014, Value 3 points  
Commentary response due April 9, Value 2 points

### **Grading Scale**

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."

### **Withdrawal:**

You may drop the course without academic penalty on or before the official withdrawal date. As discussed on pages 30-31 of the VSU graduate catalog, "Students may petition 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."

### **Attendance:**

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. The may be regularly scheduled WIMBA sessions with optional attendance.

### **Technical Requirements:**

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor, you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). **Work submitted in non-compatible formats will not be accepted and will not be graded.** You can obtain a copy of Microsoft Office 2010 at a

reduced student price through the IT Home Use Software program (<http://www.valdosta.edu/helpdesk/index.shtml>). Both Windows and Mac versions are available.

You are to use the underscore “\_” instead of a space “ ” in your file names. Spaces in a file name translate as %20 code and a penalty will be applied.

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. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

### **Communication:**

For questions regarding the course, please communicate with me through the BlazeView D2L site for this course. 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 “Questions” topic on the discussion boards.

### **Academic Honesty:**

**An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected.** If you are unsure about the parameters of an assignment, ask for clarification.

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.

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.

The **Guide to Ethical Conduct** is a booklet created for VSU MLIS students ([http://www.valdosta.edu/mlis/student\\_resources/documents/GuidetoEthicalConductWebversion.pdf](http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf)). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

### **Turnitin**

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW. For more information on the use of Turnitin at VSU see Turnitin for Students (<http://www.valdosta.edu/academics/academic-affairs/vp-office/turnitin-for-students.php>).

### **Distance Learning Support:**

An online guide for distance education students is on the Odum Library Web site at [http://www.valdosta.edu/library/services/revise\\_students.pdf](http://www.valdosta.edu/library/services/revise_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), their website is at <http://www.valdosta.edu/access/>.

**Compliance Statement:**

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.**