

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS 7300 Cataloging and Classification
Syllabus--Spring Semester 2004
Three Credit Hours

Instructor:

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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. 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. Identify and discuss the functions of the library catalog.
2. Discuss the impact of cataloging decisions on patron access to library materials.
3. Discuss considerations in cataloging, classification, and catalog design for the provision of service to diverse and traditionally underserved patrons.
4. Create bibliographic descriptions of library materials using Concise AACR2 and USMARC standards.
5. Interpret Dewey and Library of Congress call numbers, using current schedules.
6. Define and explain the value of authority control and cross-referencing structure for names, uniform titles, and subject headings.
7. Define successive entry cataloging for serials and identify alternative searches for serials titles in library catalogs.
8. Identify and discuss current metadata initiatives.
9. Explain the importance of standards; locate, interpret and use standards documentation.
10. Locate, interpret and use technical documentation.

Course Prerequisite or Corequisite: MLIS 7000

Course Delivery

Web-only section will be delivered via WebCT.

Blended section will meet at VSU's Odum Library, Room TBA, on four Saturdays, 10 a.m. – 5 p.m. Dates will be January 24; February 21; March 27; April 24. The remainder of the course will be delivered via WebCT.

Required Texts

Furrie, Betty. *Understanding MARC Bibliographic: Machine-Readable Cataloging*. 6th ed. Washington, DC: Cataloging Distribution Service, Library of Congress, 2000. Available online: <http://www.loc.gov/marc/umb/>

Taylor, Arlene G. *Wynar's Introduction to Cataloging and Classification*. 9th ed. Englewood, CO: Libraries Unlimited, 2000.

Ferguson, Bobby. *MARC/AACR2/Authority Control Tagging: Blitz cataloging workbook*. Englewood, Colo.: Libraries Unlimited, 1998.

Ferguson, Bobby. *Subject analysis: Blitz cataloging workbook*. Englewood, Colo.: Libraries Unlimited, 1998.

Requirements

Individual Assignments	25%
Group Assignments	10%
Interview/Tour	15%
Paper	20%
Midterm Exam	15%
Final Exam	15%

See Content Module, "[Assignments and Due Dates](#)" for more details about assignments.

Grading

General Grading Scale

- A excellent work - among the best work seen at the graduate level
- B satisfactory work - better than average work at the graduate level
- C honest attempt - needs moderate to major revisions to be satisfactory
- D perfunctory or missing work

Late work is dropped one letter grade

Final Grading Scale

- A - always satisfactory, often excellent
- B - mostly satisfactory, occasionally excellent
- C - sometimes satisfactory, often needs revisions

D - rarely satisfactory, often perfunctory, late or missing

F - lacking even an attempt to learn or do, dishonesty, plagiarism

Attendance

Web-only section: no required face-to-face meetings and no required synchronous online times.

Blended section: it is expected that you will make consistent, contributive attendance at the face-to-face meetings a high priority. If you are compelled to be absent, you remain responsible for all activities and material missed. If you miss a graded activity, you will lose all points for that activity unless you can negotiate a mutually acceptable alternative with the instructor. **A student who is absent for more than eight hours of convened class time (for any reason) will be subject to a reduction of one letter in the final course grade.**

Academic Dishonesty

“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. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*.

Special Needs 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 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 not registered with the Special Services Program should contact Special Services in Nevins Hall, Room 2164, 229-245-2498.