

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

Instructor: Suzanne Graham 706-542-5082
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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 Cataloging 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.

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.

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

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

- 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.
- 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

Cataloging Questions	(LO 1, 4, 7, 8)	10 points
Library Thing	(LO 1)	15 points
MARC field of the week	(LO 3, 7-9)	50 points (10 each)
Article reviews (2)	(LO 5, 10)	20 points (10 each)
Tour	(LO 2, 7)	15 points
Diverse Users	(LO 1, 8)	15 points
Midterm Quiz	(LO 1, 3-5, 9)	20 points
Original Cataloging	(LO 3, 9)	25 points
RDA Scavenger Hunt	(LO 3-4, 9)	10 points
Culminating Quiz	(LO 1, 3-6, 9)	20 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 deduct 2 points for each day.** To assure yourself a chance to get 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 = 182-100 points = excellent work, better than most at the graduate level

B = 162-181 points = consistently good but not outstanding work

C = 142-161 points = perfunctory, incomplete, work that is below expectations

Course grades lower than C will *not* be credited to a graduate degree. 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 Thursday, March 3, 2011.

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 Calendar-- Except as noted, assignments are due on Fridays by 11:59

Assignment	Due Date	Grace Period
Cataloging Questions	January 14	January 15
MARC Fields of the Week (fixed fields)	January 21	January 22
Library Thing	January 28	January 29
MARC Fields of the Week (1XX, 7XX)	February 4	February 5
Diverse Users	February 11	February 12
MARC Fields of the Week (2XX)	February 18	February 19
Article Review I	February 25	February 26
MARC Fields of the Week (6XX)	March 4	March 5
Midterm Quiz	March 12 (Saturday)	none
MARC Fields of the Week (3xx)	March 18	March 19
Tour presentations	March 23	
MARC Fields of the Week (5xx)	April 1	April 2
Article review II	April 8	April 9
Original Cataloging draft**	April 12 (Tuesday)	none
Original Cataloging	April 15	April 16
RDA Scavenger Hunt	April 22	April 23
Culminating Quiz	May 4 (Wednesday)	none

**draft is optional but highly recommended!

See BlazeView for submission instructions and further details.

Tour: you will interview a librarian who is working with cataloging, metadata, or technical services. Your product will be a PowerPoint presentation that you will present via Live Classroom.

Midterm Quiz will be available on March 7 and due by March 12 (no grace period).

Culminating Quiz, which is cumulative, will be available on April 30 and due on May 4 (no grace period).

Article reviews: You will read, synopsise and respond to two *peer-reviewed* articles on a topic within the realm of information organization. Articles must be chosen from lists provided by your instructor. This assignment will be submitted

in two installments. Instructions will be posted in BlazeView.

MARC field of the Week assignments are brief exercises designed to familiarize you with different aspects of bibliographic records and their encoding in MARC (MACHine Readable Cataloging) format. There is some overlap between these exercises and the online tutorials. This repetition is deliberate.

Original Cataloging assignment is a simulated hands-on cataloging exercise that will build upon your MARC Field of the Week activities. Details will be posted in BlazeView.

Attendance

This is a Web-delivered course, with no required face-to-face meetings.

Over the course of the semester, I will offer five optional evening sessions in Live Classroom to address questions from the Fields of Week assignments or readings. These 30-minute meetings (6:15-6:45pm) will be archived.

The Tour assignment includes a required presentation within Live Classroom; these also will be archived.

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 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/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.