



James L. & Dorothy H. Dewar  
COLLEGE of EDUCATION  
& HUMAN SERVICES  
VALDOSTA STATE UNIVERSITY

**Department of Library and Information Studies**  
**MLIS7300, Organization of Information, 1A 1B**  
**Summer 2022**  
**3 Credit Hours**

**INSTRUCTOR INFORMATION**

Yunseon Choi, PhD

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Website: <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/faculty.php>

**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 Co-requisite: MLIS 7000 or consent of instructor.

**TEXTBOOKS / RESOURCE MATERIALS**

**[REQUIRED TEXT(S)]**

There are no required textbooks for this course.

Relevant resources will be provided for each topic, as needed.

**[RECOMMENDED TEXT(S)]**

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).

Relevant resources will be provided for each topic, as needed.

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

**COURSE OBJECTIVES**

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs). The SLOs are aligned with MLS program objectives

<https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/>:

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)

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]

This course covers the following American Library Association Core Competences of Librarianship (<http://www.ala.org/educationcareers/careers/corecomp/corecompetences>):

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.

### **COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS**

Complete instructions for each assignment along with grading criteria are available on the BlazeVIEW course site.

#### **SUBMITTING ASSIGNMENTS**

All projects need to be submitted on time and according to the format designated by the instructor.

**Weekly Class Discussions/Class Exercises** (SLO1, SLO2, SLO3, SLO4, SLO5): 20 points  
Students will participate in weekly discussions and class exercises related to topics for each week.

**Functions of Bibliographic Control** (SLO1, SLO2): 20 points  
Students will write an evaluative essay on the topic of functions of bibliographic control.

**Cataloging and Metadata Creation** (SLO3, SLO4, SLO5): 20 points  
Students will create metadata records using Dublin Core and evaluate its use as a source of information for cataloging.

**Final project: Organization of Digital Resources** (SLO1, SLO2, SLO3, SLO5): 40 points  
Students will work on analyzing and evaluating digital collections by identifying user information needs, controlled vocabulary, and metadata scheme.

#### **LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS**

There will be a 1-point deduction per day that your assignment is late unless the student talked about it to the instructor beforehand or emergency. Every discussion/exercise has a **hard deadline**, usually 2 days past the original due date. Late submissions (penalty or not) for discussions/exercises are not accepted after the hard deadline.

#### **MLIS PROGRAM E-PORTFOLIO REQUIREMENT**

An E-Portfolio is required for graduation by all students. Details may be found on the department website <https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/student-learning-outcome-assessments.php>)

#### **LIVETEXT REQUIREMENT**

There are a number of assessments developed to meet ALA MLIS Program Accreditation requirements for measuring program performance in terms of student learning outcomes. These assessments are embedded in all MLIS core courses and the required collection

development elective. LiveText is the online platform that has been selected to track these assessments and all MLIS students are REQUIRED to purchase a license for the LiveText system (if you already own a license our domain can be added to your current license). The LiveText Student Membership Standard Edition offers you full access to LiveText for the entire time you are enrolled in a program (a maximum of 7 years).

This course includes two assignment: “Cataloging and Metadata Creation” and “Final Project: Organization of Digital Resources” that fulfill the Program Objective 1, 2, 3, 4, and 5 which are marked as “necessary to fulfill requirements for this course.” You must submit the final copies of [this/these] these assignment[s] to BOTH your LiveText account and BlazeVIEW. Failure to upload your assignment will result in a 2-point deduction in your assignment grade.

### **COURSE GRADES**

Course grades will be awarded as follows:

- A: 90%–100%
- B: 80%–89%
- C: 70%–79%
- D: 60%–69%
- F: Lower than 60%

No grade below a C will be credited toward a VSU graduate degree and students must receive a grade of B or better to earn credit in core courses and the required collection development elective.

### **ATTENDANCE POLICY**

VSU requires that you attend class in the first week. [Insert first week attendance requirement for this course.] All course activities will be conducted through BlazeVIEW [and/or other platform(s) as designated by the instructor]. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails.

### **COMMUNICATION**

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

## **PROFESSIONALISM**

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

## **ACADEMIC INTEGRITY**

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>) and the COEHS Policy Statement of Plagiarism (<https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsuhp>).

## **STUDENT OPINION OF INSTRUCTION SURVEY**

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 through SmartEvals. 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 to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (<https://www.valdosta.edu/academics/academic-affairs/sois/>).

## **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: Dr. Sherolyn Hopkins, [titleix@valdosta.edu](mailto:titleix@valdosta.edu), Student Union, Suite 3106, Valdosta State University, Valdosta, Georgia 31698, 229-333-5941. To file a report (not make an inquiry) please visit [https://cm.maxient.com/reportingform.php?ValdostaStateUniv&layout\\_id=](https://cm.maxient.com/reportingform.php?ValdostaStateUniv&layout_id=)

## ACCOMMODATION 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 Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office (<https://www.valdosta.edu/student/disability/>) or email [access@valdosta.edu](mailto:access@valdosta.edu)

### Helpful Links

Technical Support (IT helpdesk)	<a href="https://www.valdosta.edu/administration/it/solutions/">https://www.valdosta.edu/administration/it/solutions/</a>
Center for eLearning (support for BlazeVIEW)	<a href="https://www.valdosta.edu/academics/elearning/">https://www.valdosta.edu/academics/elearning/</a>
Academic Support Center	<a href="https://www.valdosta.edu/asc/">https://www.valdosta.edu/asc/</a>
Hope Connect (Mental Health Services)	<a href="https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php">https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php</a>