

ORGANIZATION OF KNOWLEDGE I SYLLABUS

COURSE DESCRIPTION

Introduction to the theories and practice of bibliographic description and subject analysis. Covers the organization of both print and electronic information, including discussion and application of *Anglo-American Cataloging Rules* 2nd edition revised (AACR2R), DDC, LCC, and LCSH.
Prerequisite: LIS602

COURSE ORIENTATION

While students who intend to work in resource description, access, and organization as well as online catalog maintenance and quality control will need this course as an introduction to the field and a prerequisite to advanced studies on the subject, it is designed also for those who are interested in other areas of library and information services, such as collection development, reference service, and the development and maintenance of integrated online systems. Major topics covered in this course include the creation of document surrogates, encoding schemes, subject and name access points, and classification and categorization.

This course supports the four themes of the conceptual framework for the UK professional education unit: ***research, reflection, learning, and leading***. The ultimate goal is to produce leaders who work together to improve service and learning among diverse populations in Kentucky and beyond.

COURSE OBJECTIVES

This course builds on the foundation laid in LIS602 with regard to organization of knowledge. Upon completion of the course, students are expected to have gained basic knowledge or proficiency in the following areas:

I. Theoretical knowledge:

- An overview of resource description, organization, and access in online catalogs and databases
- Concept and evolution of the principles and theories of bibliographic control
- Types and functions of surrogate records
- Principles and standards for resource description and encoding
- Theoretical foundations of classification systems and subject access schemes

II. Practical application:

- Standards for description and encoding, including *Anglo-American Cataloging Rules* and *MARC 21 Formats*
- Standards and tools for subject analysis: instruction in the use of *Dewey Decimal Classification*

and *Library of Congress Subject Headings*, and brief introduction to *Library of Congress Classification*

- Introduction to Dublin Core and other metadata schemes

INSTRUCTIONAL MATERIALS

STANDARDS

Anglo-American Cataloguing Rules. 2nd ed., 2002 revision. Prepared under the direction of the Joint Steering Committee for Revision of AACR, a committee of the American Library Association, the Australian Committee on Cataloguing, the British Library, the Canadian Committee on Cataloguing, Chartered Institute of Library and Information Professionals, the Library of Congress. Chicago: American Library Association, 2002- (with 2003 and 2004 updates) **(Required)**

Dewey, Melvil. *Abridged Dewey Decimal Classification and Relative Index*. Ed. 14. Edited by Joan S. Mitchell, Editor in Chief; Julianne Beall, Giles Martin, Winton E. Matthews, Jr., Gregory R. New, Assistant editors. Dublin, OH: OCLC Online Computer Library Center, Inc., 2004. **(Provided)**

Library of Congress. *Library of Congress Subject Headings*. 21st ed. **(Provided)**

MARC 21 Concise Formats. Prepared by Network Development and MARC Standards Office. 2004 concise ed. Washington, DC: Network Development and MARC Standards Office, Library of Congress. <http://www.loc.gov/marc/>

TEXTBOOKS

Chan, L.M. *Cataloging and Classification: An Introduction*. 3rd ed. Lanham, MD: Scarecrow Press, 2007. **(Required)**

Chan, L. M. and Joan S. Mitchell. *Dewey Decimnal Classification: Principles and Application*. 3rd ed. Dublin, OH: OCLC Online Computer Library Center, 2003. **(On reserve)**

Furrie, Betty. *Understanding MARC: Bibliographic: Machine Readable Cataloging*. 7th ed. Washington, DC: Cataloging Distribution Service, Library of Congress, in collaboration with The Follett Software Co., 2003. <http://lcweb.loc.gov/marc/umb/> (print copy available for purchase at SLIS office)

Taylor, Arlene. *Introduction to Cataloging and Classification*, 10th ed. (Westport, CN: Libraries Unlimited, 2006). **(Optional)**

Understanding MARC Authority Records, prepared by Network Development and MARC Standards Office, Library of Congress. 2nd ed. Washington, DC: Cataloging Distribution Service, Library of Congress, 2004. <http://lcweb.loc.gov/marc/uma/> (print copy available for purchase at SLIS office)

REQUIRED AND SUPPLEMENTARY READINGS

Books and Journal Articles (See Bibliography)

EXERCISES

Practice exercises will be distributed in class. The practice exercises will not be graded but will be used as bases for discussions in class. Each exercise should be completed on the date due.

FINAL GRADE

The final grade will be based on tests based on the following components of the course:

Resource description:	Description and MARC coding	20%
	Test	20%
Subject access:	Classification	25%
	Subject indexing	25%
Class attendance and participation		10%

Policy on excused absences

Students are expected to attend each class meeting unless he/she has been excused by the instructor. Failure to attend class will result in a lower grade.

Absences due to illness or emergencies must be reported within a week. You may call the instructor's office or via email.

A student has the right, and may be required, to petition for a "W" if he or she has excused absences in excess of one-fifth of the class contact hours for the course.

Students are responsible for securing missed class materials due to absence.

Policy on unexcused absences

A student who has unexcused absences in excess of one-fifth of the class contact hours will receive a failing grade.

No make-ups will be given for unexcused absences.

Incompletes

An incomplete grade due to illness or other emergencies may be arranged. A request for an incomplete due to illness must be accompanied by a letter from your doctor, the Student Health Service, or a hospital. Lack of time to complete assigned work, or other reasons not related to unavoidable excused absences, will not be accepted as a valid reason for petitioning an incomplete.

Academic integrity

All papers and take-home assignments must represent the student's original work. When using material from other sources, proper citations must be given.

Papers or assignments prepared for other classes cannot be used to fulfill the requirements of this class.

Late papers or take-home tests

Take-home assignments should be turned in on the day specified. For each class period a take-home assignment is late, 10% of the grade will be subtracted.

ORGANIZATION OF KNOWLEDGE I

COURSE OUTLINE

I. Introduction

- A. Description of knowledge resources
- B. Access to knowledge resources

II. Bibliographic control and bibliographic systems

- A. Types of resources
 - 1. The Internet
 - 2. The library
 - 3. Other sources (e.g., archives, government)

- B. Methods of description

- 1. Metadata
- 2. Library catalog
- 3. Others (e.g., archival description)

- C. Encoding systems

- 1. MARC formats
- 2. TEI, EAD, SGML, XML

- D. Methods of access

- 1. Indexing - Manual and automatic
- 2. Subject access
- 3. Classification

- E. The library catalog

- 1. Functions of the catalog
- 2. Forms of the catalog

III. Resource description

- A. Bibliographic and metadata records: Introduction

- 1. MARC records
- 2. Other metadata records

- DC (Dublin Core)*

- CSDGM (Content Standard for Digital Geospatial Metadata)*

- TEI (Text Encoding Initiative)*

- EAD (Encoded Archival Description)*

- CDWA (Categories for Description of Works of Art)*

- GILS (Global Information Locator Service)*

- ONIX (Online Information Exchange)*

- B. Cataloging operations

1. Original cataloging
2. Copy cataloging
3. Online cataloging (OCLC)

C. Cataloging standards

1. ISBD
2. MARC 21 formats (bibliographic data; authority data)
3. Cataloging rules
4. Classification schemes
5. Subject headings lists and thesauri

IV. Description standards

- A. Development of bibliographic standards
- B. *Anglo-American Cataloging Rules* (2nd ed., 2002 rev., with 2003 and 2004 updates)
- C. Dublin Core

V. Subject access

A. Introduction - Principles

B. Classification

1. Dewey Decimal Classification
Cutter numbers
2. Library of Congress Classification
3. Other classification systems

C. Organization and categorization of Web resources

1. Subject directories
2. Subject gateways and portals

D. Subject indexing and cataloging

1. Library of Congress Subject Headings
2. Other indexing systems and thesauri (e.g., Sears Subject Headings and Medical Subject Headings)

LIS 655 ORGANIZATION OF KNOWLEDGE I
REQUIRED READING

Branton, Ann and Aiping Chen-Gaffey. "MARC 21 Tutorial." (2004)

http://www.lib.usm.edu/~techserv/pdc/arc21_tutorial_ie

Calhoun, Karen. "The Changing Nature of the Catalog and its Integration with Other Discovery Tools: Final Report, prepared for the Library of Congress, March 17, 2006."

<http://www.loc.gov/catdir/calhoun-report-final.pdf>

Caplan, Priscilla. "International Metadata Initiatives: Lessons in Bibliographic Control," Library of Congress Bicentennial Conference on Bibliographic Control for the New Millennium Washington, D.C., November 2000.

http://lcweb.loc.gov/catdir/bibcontrol/caplan_paper.html

Chan, Lois Mai. "Classification, Present and Future." *Cataloging & Classification Quarterly* 21(2):5-17 (1995).

Comaromi, J.P. "Conception and Development of the Dewey Decimal Classification," *International Classification* 3:11-15 (1976).

Delsey, Tom. "The Library Catalogue in a Networked Environment," Library of Congress Bicentennial Conference on Bibliographic Control for the New Millennium Washington, D.C., November 2000.

http://lcweb.loc.gov/catdir/bibcontrol/delsey_paper.html

"Functional Requirements for Bibliographic Records: FRBR Homepage," IFLANET, International Federation of Library Associations and Institutions (rev. Dec. 04, 2002)

<http://www.ifla.org/VII/s13/pubs/wgfrbr.htm>

Gorman, Michael. "Descriptive Cataloguing: Its Past, Present, and Future." In *Technical Services Today and Tomorrow*, Michael Gorman and Associates. 2nd ed. Englewood, CO: Libraries Unlimited, 1998. Pp. 79-94.

http://www.netlibrary.com/ebook_info.asp?product_id=13230

Gorman, Michael. "From Card Catalogues to WebPACS: Celebrating Cataloguing in the 20th Century," Library of Congress Bicentennial Conference on Bibliographic Control for the New Millennium Washington, D.C., November 2000.

http://lcweb.loc.gov/catdir/bibcontrol/gorman_paper.html

Gorman, Michael. "Why Teach Cataloguing and Classification?" *Cataloging & Classification Quarterly* 34, no. 1/2: 1-13 (2002).

International Conference on Cataloguing Principles, Paris, 1961. "Statement of Principles." In *Report of International Conference on Cataloguing Principles*. A.H. Chaplin and Dorothy Anderson, eds.

London: Organizing Committee of the International Conference on Cataloguing Principles, National Central Library, 1963. Pp. 91-96.

Jeng, Ling Hwey. "What Authority? Why Control?" *Cataloging & Classification Quarterly* 34 no. 4: 91-97 (2002).

Koch, Traugott, and Michael Day. The Role of Classification Schemes in Internet Resource Description and Discovery. <http://www.ukoln.ac.uk/metadata/desire/classification/>

Library of Congress. Network Development and MARC Standards Office. *Frequently Asked Questions (FAQ)*. <http://www.loc.gov/marc/faq.html>

Lubetzky, Seymour. "Principles of Descriptive Cataloging," in *Foundations of Cataloging: A Sourcebook*, ed. Michael Carpenter and Elaine Svenonius. Littleton, CO: Libraries Unlimited, 1985, p. 104-112 (Reprinted from *Studies of Descriptive Cataloging*. Washington, DC: Library of Congress, 1946, p. 25-33).

The MARC 21 Formats: Background and Principles. MARBI, American Library Association's ALCTS/LITA/RUSA, Machine-Readable Bibliographic Information Committee in conjunction with Network Development and MARC Standards Office, Library of Congress. Revised November 1996. <http://lcweb.loc.gov/marc/96principl.html#one>

McCallum, Sally. "Extending MARC for Bibliographic Control in the Web Environment: Challenges and Alternatives," Library of Congress Bicentennial Conference on Bibliographic Control for the New Millennium Washington, D.C., November 15th 2000. http://lcweb.loc.gov/catdir/bibcontrol/mccallum_paper.html

McCallum, Sally. "MARC: Keystone for Library Automation." *IEEE Annals of the History of Computing* 24(2):34-49 (April/June 2002) <http://ieeexplore.ieee.org/xpl/tocresult.jsp?isNumber=21773>

Milcetic, M. "The History and Impact of ISBD." *Library Resources & Technical Services* 26:177-182 (April/June 1982).

Smits, J. "Metadata, an Introduction." *Cataloging & Classification Quarterly* 21 no. 3/4 (2002): 303-19.

Taylor, Arlene G. "Authority Control: Where It's Been and Where It's Going." In *Authority Control: Why It Matters*. Conference held at College of the Holy Cross, Worcester, Mass., sponsored by the NELINET Cataloging and Technical Services Advisory Committee, November 1, 1999. Available: <http://www.nelinet.net/edserv/conf/cataloging/cts/1999/taylor.htm>

Tedd, Lucy E. "OPACs Through the Ages." *Library Review* (1994) 43 (4): 27-37; also available: *EmeraldFulltext*. <http://www.emeraldinsight.com/10.1108/00242539410063579>

Tillett, Barbara B. "Authority Control: State of the Art and New Perspectives." *Cataloging & Classification Quarterly* 38, no.3/4 (2004): 23-42.
Also in: *Proceedings of International Conference [on] Authority Control: Definition and International Experiences, Florence, Italy, 12-23 February 2003*. Available at:
http://eprints.rclis.org/archive/00000332/01/tillett_eng.pdf