

Organization of Knowledge I : LIS655
Syllabus
Fall 2007 Hickner

Paula Hickner

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8:30 am – 5:00 pm M-F

Online office hours : 10:00 am – 12:00 pm, Tuesdays and Thursdays

Office Hours

I work in the Fine Arts Library on campus and you are welcome to stop by at anytime with questions, concerns, or just to say hi. Anyone at the circulation desk can point you to my cubicle. My online office hours are times I will be logged into Blackboard and frequently checking my email. I do check my email and the course site several times a day, but you are more likely to receive a quicker response during online hours. Please feel free to email or call me.

Required Texts

Texts will be available at the UK Bookstore and Kennedy's. The third edition of Dr. Chan's book is not yet published; I will let you know when it is available. You may use a copy of the second edition, if you wish, but I would borrow one rather than purchase it. If you want to use InterLibrary Loan to obtain a copy, be sure to set up your ILLIAD account through Distance Learning Library Services (see link below). Currently, all readings from Dr. Chan's book listed in the syllabus refer to the second edition and will be update at the release of the third edition.

Anglo-American Cataloguing Rules. 2nd ed., 2002 revision (Chicago: American Library Association, 2002)

Chan, Lois Mai. *Cataloging and Classification: An Introduction*. 3rd ed. (Lanham, Md.: Scarecrow Press, 2007)

Course Description

Introduction to the theories and practice of bibliographic description and subject analysis. Covers the organization of both print and electronic information, including use of *Anglo-American cataloguing Rules*, 2nd ed., rev. (AACR2R); Library of Congress Subject Headings (LCSH); Library of Congress Classification System (LCC); Dewey Decimal Classification System Abridged (DDC); and Machine-Readable Cataloging (MARC) formats.

Course Objectives

Upon completion of the course, students will be familiar with or have a working knowledge of the following:

1. Basic principles and theories of bibliographic control; to include: bibliographic description, access point, authority control, subject analysis, and classification.
2. Types and functions of manual and online bibliographic records.
3. Practical application of standards and tools for bibliographic description, subject analysis, classification, and encoding using LCSH, LCC, DDC, and MARC formats to create original bibliographic records for a variety of materials.

Technical Information and Help

Instructions for accessing Blackboard:

<http://www.uky.edu/IT/CustomerService/docs/blackboard>

Distance Learning Library Services:

<http://www.uky.edu/Libraries/DLLS>

Distance Learning Office (contact for **all** technical problems):

<http://www.uky.edu/DistanceLearning/>

Course Conduct and Participation

This is the first time this course will be taught entirely through an online environment. In the past, classroom discussion was one of the most important learning tools for the course. Questions, comments, and discussion *by the students* will remain the focus. Cataloging may be part of library science, but it truly is an art, and, as such, many different approaches may lead us to equally acceptable solutions. Discussion boards will be a vital part of learning in this setting and everyone is expected to participate.

Don't be shy—no question or comment is too weird or unimportant! However, I do expect everyone to treat each other with respect and realize that we will not all agree all the time. Please do not post offensive (this includes profanity) or insulting comments on the whole or directed at anyone in the class. Reread your post before you hit the send button; if you are unsure about sending it...don't. Offenders will be blocked from discussion boards and will lose participation points.

You will be expected to check the class site on Blackboard at least once a week. If you have any technical problems, contact the Distance Learning Office immediately.

Incompletes

An incomplete grade due to illness or emergency may be arrange; please contact me.

Grading

Your final grade will be based on four area tests, weekly exercises, and participation. Fourteen weekly tests are listed on the syllabus. Your score will be a total of the **9** best scores plus the first exercise (creating a homepage). Only the first exercise is required, you may do all the remaining exercises or pick and choose from the other thirteen to meet the requirement.

Test I	Bibliographic Description, AACR2R, pt. 1	100 points
Test II	Access Points and Authority Records, AACR2R, pt. 2	100 points
Test III	LSCH, LCC, DDC	150 points
Test IV	MARC	100 points
Exercises		100 points
Participation		50 points
<i>Total</i>		<i>600 points</i>

A = 540-600

B = 480-539

C = 420-479

Fail = 419 points and below

WEEK 1 : August 22 – August 24 : Introduction

Readings : Chan, ch.1 to p.15
Chan, ch.2

Required Exercise : Personal information page (due by August 24, 11:59 pm ; 10 pts.)

WEEK 2 : August 27 – August 31 : AACR2, part 1 : Bibliographic Description

Readings : Chan, ch.3
AACR2R, part 1 : ch.1-2, appendixes, glossary

Topics : ISBD ; 8 areas of bibliographic description ; chief source of information

Exercise : ISBD (due by August 31, 11:59 pm ; 10 pts.)

WEEK 3 : September 4 – September 7 : AACR2, part 1 : Bibliographic Description

Topics : Creating full bibliographic descriptions

Exercise : Bibliographic Record (due by September 7, 11:59 pm ; 10 pts.)

WEEK 4 : September 10 – September 14 : AACR2, part 1 : Bibliographic Description

Topics : Continuation of Week 3

Exercise : Bibliographic Record (due by September 14, 11:59 pm ; 10 pts.)

WEEK 5 : September 17 – September 21 : AACR2, part 1 : Bibliographic Description

Topics : Continuation of Weeks 3 & 4
Review

Test I : AACR2, part 1 (due by *MONDAY* September 24, 11:59 pm ; 100 pts.)

WEEK 6 : September 24 – September 28 : AACR2, part 2 : Access Points

Readings : Chan, ch. 4,
AACR2, part 2, ch. 21

Topics : Determining main entry and access points

Exercise : Main entry and access points (due by September 28, 11:59 pm ; 10 pts.)

WEEK 7 : October 1 – October 5 : AACR2, part 2 : Authority Records : Personal Names

Readings : Chan, ch. 5, 6
AACR2, part 2, ch. 22, 26

Topics : Determining correct form of personal name headings ; Creating appropriate references

Exercise : Authority records for personal names (due by October 5, 11:59 pm, 10 pts.)

**WEEK 8 : October 8 – October 12 : AACR2, part 2 : Authority Records :
Personal Names, Geographic Names, Corporate Bodies**

Readings : AACR2, part 2, ch. 23, 24

Topics : Determining correct form of personal name headings ; Introduction to creating headings for geographic names and corporate bodies ; Creating appropriate references

Test II : AACR2, part 2 (due by *MONDAY* October 15, 11:59 pm, 100 pts.)

WEEK 9 : October 15 – October 19 : Library of Congress Subject Headings

Readings : Chan, ch. 7, 8
Library of Congress Subject Headings, “Introduction,” beginning of vol. 1

Topics : Getting to know the big red books ; Assigning subject headings ; Assigning topical, geographical, chronological, and form subdivisions ; Using pattern headings and other sources to build subject headings

Exercise : Assigning subject headings (due by October 19, 11:59 pm, 10 pts.)

WEEK 10 : October 22 – October 26 : Library of Congress Subject Headings

Topics : Continuation of Week 9

Exercise : Assigning subject headings (due by October 26, 11:59 pm, 10 pts.)

WEEK 11 : October 29 – November 2 : Library of Congress Subject Headings

Topics : Continuation of Weeks 9 & 10
Review

Exercise : Assigning subject headings (due by November 2, 11:59 pm, 10 pts.)

WEEK 12 : November 5 – November 9 : Library of Congress Classification

Readings : Chan, ch. 13

Topics : Reading the schedules ; H (Social Sciences) and L (Education) ; Local additions to LC call numbers

Exercise : Assigning full call numbers in the H and L schedules (due by November 9, 11:59 pm, 10 pts.)

WEEK 13 : November 12 – November 16 : Library of Congress Classification

Topics : H and L schedules continued ; PS and PR schedules (English and American Literature)

Exercise : Assigning full call numbers in the PS and PR schedules (due by November 16, 11:59 pm, 10 pts)

WEEK 14 : November 19 – November 21 : Library of Congress Classification ; Dewey Decimal System, Abridged

Readings : Chan, ch. 11, 12
Dewey abridged, 14th ed., “Introduction,” p. xxiii-xlvi

Topics : Review LCC
Reading DDC Abridged ; Assigning class numbers ; Local additions to class numbers ; Cutter numbers

Exercise : Assigning class numbers in DDC (due by *MONDAY* November 26, 11:59 pm, 10 pts.)

WEEK 15 : November 26 – November 30 : Dewey Decimal System, Abridged

Topics : Assigning full call numbers using DDC Abridged ; The 400s and 800s (Language and Literature and Rhetoric)
Review

Exercise : Assigning class numbers in DDC (due by November 30, 11:59 pm, 10 pts.)

Test III : LSCH, LCC, DDC (due by *MONDAY* December 3, 11:59 pm, 100 pts.)

WEEK 16 : December 3 – December 7 : MARC : Machine Readable Cataloging

Readings : Chan, ch. 1, p. 15-end ; ch. 15, 16
Bibliographic Formats & Standards: “About This Guide,” ch. 1, 2, 4, & 5

Exercise : MARC Tagging (due by December 7, 11:59 pm, 10 pts)

FINALS WEEK : December 10 – December 14

Test IV : Due by December 14, 5:00 pm, 100 pts.

Bibliography

Tools

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www.oclc.org/dewey/support/program

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Web Resources

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