

**ORGANIZATION OF KNOWLEDGE II  
SYLLABUS**

***COURSE DESCRIPTION***

In-depth coverage of the theories and practice of bibliographic description and subject analysis. Covers the organization of both print and electronic information, and authority control. Emphasis is on problems in practice, special case studies, current issues and future trends of description, subject analysis and online authority control. Also includes discussion and application of current methods in resource description and knowledge organization such as Dublin Core metadata, TEI headers, and EAD.

Prerequisite: LIS655.

***COURSE ORIENTATION***

While students who intend to work in the area of resource description (e.g., cataloging, metadata), subject access, subject categorization and classification, and/or online catalog maintenance and quality control will find this course desirable, it is designed also for those who are interested in online systems development and maintenance and for those who will engage in service areas such as user services, collection development, archive management, and serials control, which rely heavily on the contents of integrated online systems. Another objective of this course is to provide a foundation for those interested in the description and organization of electronic resources.

***COURSE OBJECTIVES***

- \* To provide advanced studies in resource description and subject analysis in catalogs and databases
- \* To provide instruction in authority control in databases based on *Anglo-American Cataloguing Rules* (AACR2R) and *MARC 21 Formats*
- \* To provide an understanding and instruction in the application of metadata standards and encoding schemes, including AACR2R, MARC 21 Formats, Dublin Core, EAD, ONIX, VRA, etc. for the description and representation of electronic resources
- \* To help students become familiar with standards and tools for subject analysis
- \* To help students develop advanced skills in the application of subject analysis tools, with special emphasis on Library of Congress Classification and Library of Congress Subject Headings
- \* To provide an overview of subject analysis systems such as FAST (Faceted Application of Subject Terminology), the Universal Decimal Classification, National Library of Medicine Classification, Medical Subject Headings (MeSH), and schemes for categorization or classification of electronic resources

***EXERCISES***

Practical exercises will be distributed in class. Each exercise should be completed on the date specified. The exercises will not be graded but will be used as basis for discussion in class.

***EVALUATION:*** Your final grade will be based on the following tests/papers:

- Subject Headings - 20%
- Classification - 20%
- Name authority control - 10%
- Cataloging/description of electronic resources - 25%
- Project: metadata schemas/controlled vocabularies— 25%

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COURSE OUTLINE**

*Subject Access*

I. Subject Analysis and categorization

- A. Subject approach to information
  - Analysis of subject content of documents
  - Facet analysis and synthesis (pre- and post-coordination)
- B. Verbal representation
  - Languages - natural, keyword, descriptors, subject headings
  - Vocabulary control - terminology, forms, references
- C. Notational representation
  - Notation - pure, mixed
  - Characteristics - hierarchical, expressive
  - Synthesis vs. enumeration

II. Controlled vocabulary and Subject Analysis and Representation

- A. Introduction
  - 1. Brief history and objectives
  - 2. Need for a controlled vocabulary
- B. Library of Congress Subject Headings
  - 1. Principles
  - 2. Forms of headings
  - 3. Subdivisions
  - 4. Syndetic devices
  - 5. Headings omitted from LCSH
  - 6. Application
- C. FAST (Faceted Application of Subject Terminology)
- D. Other indexing vocabularies and systems

III. Classification and subject categorization

- A. Historical development
- B. Principles
- C. Library of Congress Classification
  - 1. History
  - 2. Principles and general characteristics
  - 3. Notation
  - 4. Tables
  - 5. Individual classes

- D. Other modern library classification and categorization systems
  - 1. Dewey Decimal Classification, Edition 22
  - 2. Universal Decimal Classification
  - 3. National Library of Medicine Classification (NLM)
  - 4. MeSH Tree Structures
- E. Subject categorization of web resources

### *Description and Encoding*

- I. MARC 21 formats
- II. Metadata Schemas
  - A. DC (Dublin Core)
  - B. CSDGM (Content Standard for Digital Geospatial Metadata)
  - C. VRA (Visual Resources Association) Core
  - D. EAD (Encoded Archival Description)
  - E. TEI (Text Encoding Initiative) headers
  - F. ONIX (Online Information Exchange)
  - G. GILS (Global Information Locator Service)
  - H. MODS (Metadata Object Description Schema)
- III. Name Authority control - AACR2R
  - A. Personal names
  - B. Geographic names
  - C. Corporate names
  - D. Uniform titles
- IV. Bibliographic description of electronic resources - AACR2R and Dublin Core

## 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 (including 2003-2004 updates)

Jay Weitz, *Cataloging Electronic Resources: OCLC-MARC Coding Guidelines*. c2006.  
<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm>

*Dublin Core Metadata Element Set* (2007) (NISO Standard Z39.85-2007)  
<http://www.niso.org/standards/resources/z39.85-2007.pdf>

*Free-floating Subdivisions: An Alphabetical Index*.

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)

*Library of Congress Classification*

*Library of Congress Subject Headings*.

*Library of Congress Rule Interpretations*. 2nd ed. 2002 cumulation. Washington, DC: Cataloging Distribution Service, Library of Congress, 2002, with annual updates.

*Subject Cataloging Manual: Classification*. 1st ed. Prepared by the Office for Subject Cataloging Policy, Library of Congress. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1992. Update No. 1, 1995.

*Subject Cataloging Manual: Shelflisting*. 2nd ed. Prepared by the Cataloging Policy and Support Office, Library of Congress. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1995.

*Subject Cataloging Manual: Subject Headings*. 5th ed. Prepared by the Cataloging Policy and Support Office, Library of Congress. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1996- ; with semiannual updates.

*MARC 21 Concise Formats*. Prepared by Network Development and MARC Standards Office. 2006 ed. Washington, DC: Cataloging Distribution Service, Library of Congress.  
<http://www.loc.gov/marc/bibliographic/ecbdhome.html>  
<http://www.loc.gov/marc/authority/ecadhome.html>

*MARC 21 Format for Authority Data: Including Guidelines for Content Designation*, prepared by Network Development and MARC Standards Office. Washington: Cataloging Distribution Service, Library of Congress, 1999- . With annual updates.

*MARC 21 Format for Bibliographic Data: Including Guidelines for Content Designation*, prepared by Network Development and MARC Standards Office. 1999 ed. Washington: Cataloging Distribution Service, Library of Congress, 1999- . With annual updates.

*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)

### **TEXTBOOKS**

*Anglo-American Cataloguing Rules*. 2nd ed. 2002-2004 revisions. (Required)

Chan, Lois Mai. *Library of Congress Subject Headings: Principles and Applications*. 4th ed. Westport, CT: Libraries Unlimited, 2005. (Optional)

Chan, Lois Mai. *A Guide to the Library of Congress Classification*. 5th ed. Englewood, Colo.: Libraries Unlimited, 1999. (Required)

Furrie, Betty. *Understanding MARC: Bibliographic*. 7th ed. Washington D.C.: Cataloging Distribution Service, Library of Congress, 2003.

*Understanding MARC Authority Records*. 2nd ed. Prepared by Network Development and MARC Standards Office. Washington D.C.: Cataloging Distribution Service, Library of Congress, 2004.

### **SUPPLEMENTARY READINGS**

\*Calhoun, Karen. "The Changing Nature of the Catalog and Its Integration with Other Discovery Tools." 2006.  
<http://www.loc.gov/catdir/calhoun-report-final.pdf>

Caplan, Priscilla. *Metadata Fundamentals for All Librarians*. Chicago, IL.: American Library Association, 2003.

\*Intner, Sheila S., Susan S. Lazinger, and Jean Weihs. *Metadata and Its Impact on Libraries*. Westport, CT: Libraries Unlimited, 2006.

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

Taylor, Arlene. *The Organization of Information*. 2nd edition. Englewood, Colorado: Libraries Unlimited. 2003.

Working Group on the Future of Bibliographic Control. 2007. <http://www.loc.gov/bibliographic-future/>

### **ADDITIONAL READINGS**

Books and Journal Articles (See Selected Bibliography)  
Available on the web and/or in CAIT