FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Information

LIS 5711: CATALOGING & CLASSIFICATION
SECTION(S)
TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION
MODE OF INSTRUCTION:

Instructor:
Email:
Office:
Phone:
Course Location/Website:
Office Hours (in office, online or via phone):
Teaching Assistant:
Email:

Prerequisite: LIS 5703 Information Organization

COURSE DESCRIPTION:

Application of standards and rules to the construction of catalogs in library and information environments, using RDA, AACR2 and MARC. Includes choice of descriptive detail for information packages; choice and form of entry for names and titles; provision of authority control for names and titles; and tagging and formatting of data for computer input. Analysis, comparison, and use of Dewey Decimal Classification, Library of Congress Classification, and Library of Congress Subject Headings. Provision of authority control for subject headings, and tagging and formatting of subject and classification information for computer input.

COURSE OBJECTIVES:

At the end of the course, the student will be able to:

1. Define the principles and standards for descriptive cataloging, access points and authority control and to understand the broader theoretical context in which these principles function.

2. Create original, machine-coded metadata records for a variety of information packages in a professional context and to evaluate both existing cataloging copy and authorities establishment.

3. Understand the concepts used in subject analysis and to understand the broader theoretical context in which these concepts function.

4. Analyze information packages for subject content, assign LC subject headings and LC and Dewey classification numbers to information packages, and to provide MARC tagging in preparation for online input, and finally to introduce to Resource Description and Access (RDA).

COURSE MATERIALS:

- Chan, Lois Mai (2007). *Cataloging and classification: An introduction.* Lanham, Maryland: The Scarecrow Press, Inc.. ISBN: 9780810860001(paper)

Recommended Text:

- Taylor, A. (2006). Introduction to cataloging and classification (10 ed.). Westport: Libraries Unlimited. ISBN:978-1591582359
- Mering, M. V. (Ed.). (2014). *The RDA Workbook: Learning the basics of Resource Description and Access*. ABC-CLIO.
  ISBN: 978-1610694896

COURSE ASSIGNMENTS AND EVALUATION:

Participation (15 points):

- *Participating in the first class chat (REQUIRED)*
- Participating in the chats and discussion boards, and/or completing small practice exercises for Weeks 1 - 15 – up to 15 points.

    - o To earn the full participation credit for a particular week, you must participate in that week's discussion board and/or complete a small exercise, if there are any
    - o You can earn the full credit by participating in discussion board and completing the practice exercise **only**. Each discussion board week starts after the class on Thursday night and ends before the class on following Thursday. All discussion contributions must be made **BEFORE** the end of discussion board week
    - o Attending the chat, with the exception of the first one, is not required and can earn only *up to a half credit* for the week. That means that you can earn the full participation credit without attending synchronous chats (with the exception of the first chat) but participating in asynchronous discussions (a.k.a. Discussion Boards [DB]) and/or completing small exercises. The inverse is not true, however.

Homework Assignments (85 points): You are encouraged to ask for assistance with assignments when needed. Throughout the term you will be discussing assignments and exercises with one another on the Discussion Boards. You may discuss your work on these assignments with each other, but ultimately the work you turn in should be the result of you having done the work, not having copied "answers" from other students.

GRADE CALCULATION:

Participation: 15 points
Homework: 85 Points
Total   **100 points**

GRADING SCALE:

Grading will be done on an **absolute scale**. Throughout the course you can earn up to 100 points. Final tallies of points earned will be translated/mapped into letter grades as follows:

93-100 A
89-92 A-
86-88 B+
81-85 B
77-80 B-
74-76 C+
68-73 C
65-67 C-
62-64 D+
57-61 D
55-57 D-
0-54 F

COURSE SCHEDULE:

Week 1: Introduction, Bibliographic Objectives
Week 2: AACR, Bibliographic Description
Week 3: MARC and AACR2; MARC and Bibliographic Description
Week 4: Access Points
Week 5: FRBR; RDA; changes that are taking place
Week 6: Constructing Headings
Week 7: Authority Control and Uniform Titles
Week 8: Subject Access
Week 9: LCSH
Week 10: DDC 1
Week 11: DDC 2
Week 12: LCC 1
Week 13: LCC 2
Week 14: Future of Cataloging

COPYRIGHT STATEMENT:

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

SEXUAL HARRASSMENT POLICY:

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm

SCHOOL OF INFORMATION HARDWARE AND SOFTWARE REQUIREMENTS:

A list of all hardware and software requirements for students participating in the School of Information courses can be found at the following location: http://ischool.cci.fsu.edu/academics/online/requirements/

STUDENT ELIGIBILITY FOR AN INCOMPLETE GRADE:

Incomplete ("I") grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

University Attendance Policy:
Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:
The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy.)

Americans With Disabilities Act:
Students with disabilities needing academic accommodation should:

(1) register with and provide documentation to the Student Disability Resource Center; and
(2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu/

Free Tutoring from FSU
On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see http://ace.fsu.edu/tutoring or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy
"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."