



FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Information

LIS5711: Cataloging & Classification

(3 credits)

Section(s)

TERM 20XX, COURSE MEETING/DAY/TIME/LOCATION

Mode of Instruction: online

Students all meet with instructor for class weekly, synchronously, using a multi-media conferencing system such as Collaborate, at a specific class time indicated in the University's course schedule for each semester. Additional asynchronous interactions (e.g., discussion forums) among students and with instructor may also be required to complete the course.

Instructor: L. Gibradze

Email:

Office:

Phone:

Course location/website:

Office Hours:

Teaching Assistant:

TA email:

Prerequisite: LIS 5703 Information Organization

COURSE DESCRIPTION:

This course teaches students application of standards and rules to the construction of catalogs in library and information environments using RDA and MARC. This 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. Other topics include: analysis, comparison, and use of Dewey Decimal Classification (DDC), Library of Congress Classification (LCC), and Library of Congress Subject Headings (LCSH), 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, categorization and classification, 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. Explain 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 BIBFRAME

COURSE MATERIALS:

Reading material will be assigned and will be available online through the course's Learning Management System (LMS) site.

COURSE ASSIGNMENTS AND EVALUATION:

Participation (15 points):

- *Participating in the first class (REQUIRED)*
- Participating in the in-class activities and discussion boards, and/or completing small practice exercises for Weeks 1 - 15 – up to 15 points.
 - 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
 - You can earn the full credit by participating in discussion board and completing the practice exercise **only**.

Homework Assignments (85 points): Throughout the term you will be given four major homework assignments. In these assignments students will be asked to create descriptive metadata/catalog records for library resources using the RDA and MARC standards; conduct subject analysis and assign subject headings using the LCSH controlled vocabulary; classify the library resources using the DCC and LCC classification schemas and construct DCC and LCC classification strings for catalog records.

The 85 points will be distributed as follows: RDA Assignment (20 points); MARC Assignment (20 points); LCSH Assignment (20 points); Classification Assignment (25 points).

You are encouraged to ask for assistance with assignments when needed. In addition, I will assign you practice exercises to prepare you for these major assignments.

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 and Practice Exercises:	15 points
RDA Assignment	20 points
MARC Assignment	20 points
LCSH Assignment	20 points
Classification Assignment	25 points
Total	100 points

GRADING 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: ISBD, MARC and RDA
- Week 3: RDA: Identifying Manifestations and Items
- Week 4: RDA: Identifying Works and Expressions
- Week 5: RDA: Identifying Persons, Corporate bodies, and Families
- Week 6: RDA: Recording Relationships
- Week 7: Principles of Controlled vocabulary & subject analysis
- Week 8: LCSH
- Week 9: Classification and Categorization
- Week 10: DDC 1
- Week 11: DDC 2
- Week 12: LCC 1
- Week 13: LCC 2
- Week 14: BIBFRAME and linked data
- Week 15: Future of Cataloging

School Policies

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 Harassment 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/graduate/information/university_notices/

iSchool Hardware and Software Requirements

A list of all hardware and software requirements for students participating in the School of Information (iSchool) 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.

University Policies

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.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

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/>

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.