LIS 602 201 Information Representation and Access – Spring Semester 2011
Dates of Semester: January 12 – May 6, 2011
Course to be Conducted Online

Instructor: Bradley Wade Bishop
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Office: 352 Little Library Building

Course Syllabus

Classroom sessions: LIS602 201 is an online course and includes no classroom sessions. However, I invite students who would like to discuss the course with me to make an appointment for that purpose (See contact information).

Contact information: I prefer that you contact me via e-mail; my address is wade.bishop@uky.edu. If you wish to meet with me, I require you to make an appointment, and you should use e-mail to make the appointment. My office address is 352 Little Fine Arts Library building. My office hours are 8:00am -12:00pm on Tuesdays. My goal is to respond to student communications sent to me via e-mail within twenty-four hours of receipt of the e-mail.

Course Format: This is an online course, but I require asynchronous class discussion via Blackboard to facilitate a sense of community.

Course Requirements
You will need access to an appropriate computer with a broadband Internet connection. NOTE that it is YOUR responsibility to ensure you have a reliable computer for use during the course. Ongoing “computer problems” will not be considered a legitimate excuse for missing course activities. If you have a computer that is known to be unreliable, you should rectify that situation. Note that all UK students are eligible for a one time free download of Office from the UK download site (https://download.uky.edu); you can get help with this process from the UK helpdesk (859.257.1300; http://www.uky.edu/IT/CustomerService/).

Blackboard
We will use the Blackboard course management system to facilitate the class. Please visit http://www.uky.edu/Blackboard/ to learn about this system and the login requirements. You should be automatically added to the Blackboard roll; if this goes as expected, you will not have to sign up manually for the course. Blackboard help is available online through the Blackboard wiki website (http://wiki.uky.edu/Blackboard/Wiki%20Pages/Home.aspx), and from the UK helpdesk (859.257.1300; http://www.uky.edu/IT/CustomerService/). The helpdesk is also able to assist with all general computing issues (file download, browser updates, etc.).

Email
It is vital that we can depend on effective email communication. Unfortunately, many personal email accounts can run into problems with the UK mail spam filtering system. For instance, some services like hotmail have been blocked at various times from receiving UK mail. Therefore, I ask that you always follow up if you have not had a response from me within a reasonable period (I usually will respond within 24 hours).

Distance Learning Library Services: At UK, students in online courses have available Distance Learning Library Services. The link to DLLS is: (http://www.uky.edu/Libraries/DLLS) Here is some of the information at that site:
Phone: (859) 257-0500, ext. 2171; 2nd Phone: (800) 828-0439; Fax: (859) 257-0505
E-mail: dllservice@email.uky.edu ; Location: 2-2, north wing, William T. Young Library 0456
Distance Learning Librarian: Carla Cantagallo
There is other information, including a link to the process to request document delivery and/or interlibrary loan.

Course description: LIS602 is one of four core, or required, courses in the School of Library and Information Science master’s-degree program. The course description reads:
An introduction to principles and practices of information analysis, description, access, control, and organization. Focuses on the representation of information through metadata records, indexes, and abstracts. Examine the operations, process, tools, and methods for describing and organizing information sources; application of standards of both name and subject access points; as well as information storage systems.

**Course overview:** The course description is general, which gives the instructor discretion. However, even though the description is general, it refers to certain things that are to be covered in the course, (e.g., description, access, control, and organization). Although the range of possible topics is large, the course will focus on main concepts and their significance to your careers and the profession. We will make use of one textbook, additional readings, and discussion boards. The course covers the following topics:

- Introduction to the course
- Overview of the Key Concepts in Information Representation and Access
- Subject analysis, Indexing, & Abstracting
- Vocabulary Control and Thesaurus Construction
- Systems for Categorization & Classification
- Information Representation and Formatting: Metadata schemas, ISBD, AACR, Dublin Core, MODS, RDA
- Encoding Standards for Document Representation, MARC, RDF/XML
- Name Access Points & Name Authority Control: AACR & others
- Information Systems; Databases; and Bibliographic systems
- System design and implementation

**Course objective:** The most recent (Fall 2010) Bulletin of the School of Library and Information Science includes the instructional objectives of the master’s program and this course attempts to realize this instructional objective:

Utilize knowledge of the nature of information, information needs, information seeking behavior and use in society to develop, manage and effectively use information systems and sources to match information to clients’ needs.

**Student learning outcome:** After successful completion of this course, you will be able to:

- Explain key concepts of information representation and access;
- Demonstrate an understanding of information systems;
- Understand the nature, attributes, structures, and varieties of information objects and the various tools used to create descriptions and representations;
- Understand subject analysis, indexing, vocabulary control, categorization, and classification; and
- Apply key concepts learned by constructing a thesaurus.

**Required textbook:**


It is critical that you purchase the correct edition as the recent developments in this field will be the most relevant to your careers. Taylor and Joudrey provides concise introductions to the topics of the course.

**Additional readings:** There will be additional readings to the textbook.

**Course grade = two quizzes + thesaurus construction + metadata assignment + participation:**

The student’s grade in the course will be determined by the aggregate of grades from two quizzes, thesaurus construction, the metadata assignment, and class participation via Bb discussion boards. The date that each assignment is due appears in the course schedule, below. At the end of the semester a student’s total points on the assignments will be converted to a percentage scale, in which, 300 points (total value of the assignments) = 100 percent. The two quizzes, thesaurus construction, metadata assignment, and participation do not weigh equally in the course grade. An overview of the grading is provided below:
• Quiz 1 45 points (15%)
• Quiz 2 45 points (15%)
• Metadata assignment 45 points (15%)
• Thesaurus construction 90 points (30%)
• Participation on Bb discussion boards 75 points (25%)

At the end of the course I will convert the points earned into a percentage:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90% and above</td>
<td>A</td>
</tr>
<tr>
<td>80% to 90%</td>
<td>B</td>
</tr>
<tr>
<td>70% to 80%</td>
<td>C</td>
</tr>
<tr>
<td>below 70%</td>
<td>E</td>
</tr>
</tbody>
</table>

I assign the grade of I (incomplete) only when I am convinced the student’s circumstances warrant it.

The two quizzes include multiple choice and short answer type questions. These quizzes are given through Blackboard. Details will be supplied with each quiz, but they test the content covered preceding each quiz.

I will grade the metadata and thesaurus construction assignments comparatively. When I say that I will grade them comparatively, I use the following criteria:

• Substantial content;
• Consistent syntax;
• Exhaustively;
• Insights into the subject/object; and
• Clarity/focus/organization of writing.

The quizzes, thesaurus construction, and metadata assignment due-dates are in the course schedule below. I will make a description of thesaurus construction and metadata assignments available well before their due dates. The quizzes, thesaurus construction, and metadata assignment are a total of 225 points. The remaining 75 points comes from class participation.

It is important to note that class participation is a large portion of your grade because participation is an important component of facilitating learning in this class. Participation points come from a quality post to the discussion board for each of the fifteen weeks of the semester (i.e., 5 points for a quality post X 15 weeks = 75 points). A quality post includes a substantive and thoughtful contribution to each week's discussion board topics, during that week. No credit will not be given for posts that occur after the week. A quality post is both substantive (in most instances this means at least one hundred words) and thoughtful (“I agree with the author” is not a credit-worthy response). I encourage you to complete your discussion posts and other work in Word and then paste it to Blackboard. If you compose online and there is a technology-related failure, you will likely lose your work. Please note: discussion board prompts will be posted in the graded discussion forum each week.

Participation on discussion boards: Throughout the semester I will take advantage of Blackboard’s discussion boards to introduce topics for us to discuss and as stated in the course grade section.

Course schedule and readings: There follows an outline of course content by major topical areas for each week of the semester, with course assignments. The readings are critical to your success in understanding the material, succeeding in your career, and doing well on quizzes and assignments. An asterisk (*) is place by those optional readings; however, for anyone interested in this part of library and information science they are highly recommended.
Week Begins Read Pages in Textbook(s)

1 Jan 12 Review syllabus and familiarize yourself with organization of the course in Bb


Overview of the Key Concepts in Information Representation and Access

2 Jan 17 Taylor & Joudrey, Chapters 1-3 1-85


Information Retrieval. Wikipedia.


Subject Analysis, Indexing, & Abstracting

3 Jan 24 Taylor & Joudrey, Chapter 9 303-332


Submit to me your thesaurus construction topic for approval before 9:00 AM, February 7th, 2011.
Vocabulary Control and Thesaurus Construction

5 Feb 7 Taylor & Joudrey, Chapter 10 333-374


Systems for Categorization and Classification

6 Feb 14 Taylor & Joudrey, Chapter 11 375-416


The first quiz must be taken between 9:00 AM Friday, February 18 and 11:59 PM Sunday, February 20.

7 Feb 21


Information Representation and Formatting: Metadata schemas, ISBD, AACR, Dublin Core, MODS, RDA

8 Feb 28 Taylor & Joudrey, Chapter 4  89-128


Thesaurus construction is due 9:00 AM, Friday, March 4, 2011.

9 Mar 7 Taylor & Joudrey, Chapter 7  199-244


Dublin Core. (http://dublincore.org/). Examine the DCMI Metadata Terms, the User Guide, and the FAQ.


March 14-19 - Spring Vacation.


### Encoding Standards for Document Representation, MARC, RDF/XML

11  Mar 28  Taylor & Joudrey, Chapter 5  129-158


### Name Access Points & Name Authority Control: AACR & others

12  Apr 4  Taylor & Joudrey, Chapter 8  245-302


The metadata assignment is due **9:00 AM**, Friday, April 8, 2011.

### Information Systems; Databases; and Bibliographic systems

13  Apr 11  Taylor & Joudrey, Chapter 6  245-302


### System design and implementation


The second quiz must be taken between 9:00 AM Friday, April 29 and 11:59 PM Sunday, May 1.

May 2  Final Exam Week
