ORGANIZATION OF KNOWLEDGE I
SYLLABUS

COURSE DESCRIPTION
Introduction to the theories and practice of bibliographic description and subject analysis. Covers the organization of both print and electronic information, including discussion and application of *Anglo-American Cataloging Rules* 2nd edition revised (AACR2R), DDC, LCC, and LCSH.
Prerequisite: LIS602

COURSE ORIENTATION
While students who intend to work in resource description, access, and organization as well as online catalog maintenance and quality control will need this course as an introduction to the field and a prerequisite to advanced studies on the subject, it is designed also for those who are interested in other areas of library and information services, such as collection development, reference service, and the development and maintenance of integrated online systems. Major topics covered in this course include the creation of document surrogates, encoding schemes, subject and name access points, and classification and categorization.

COURSE OBJECTIVES
This course builds on the foundation laid in LIS602 with regard to organization of knowledge. Upon completion of the course, students are expected to have gained basic knowledge or proficiency in the following areas:

I. Theoretical knowledge:
   - An overview of resource description, organization, and access in online catalogs and databases
   - Concept and evolution of the principles and theories of bibliographic control
   - Types and functions of surrogate records
   - Principles and standards for resource description and encoding
   - Theoretical foundations of classification systems and subject access schemes

II. Practical application:
   - Standards for description and encoding, including *Anglo-American Cataloging Rules* and MARC 21 Formats
   - Standards and tools for subject analysis: instruction in the use of *Dewey Decimal Classification* and *Library of Congress Subject Headings*, and brief introduction to *Library of Congress Classification*
   - Introduction to Dublin Core and other metadata schemes
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- (with 2003 and 2004 updates) (Required)


Library of Congress. Library of Congress Subject Headings. 21st ed. (Provided)


TEXTBOOKS


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

Additional readings from the literature also will be assigned, and most are accessible via the Internet. Class calendar, assignments, and miscellaneous course materials are available through Blackboard (https://elearning.uky.edu).

GENERAL COURSE POLICIES (School of Library and Information Science)
Adopted May 2009
http://www.uky.edu/CIS/SLIS/academics/policies.pdf

Academic integrity
Excused absences
Incompletes
Academic accommodations due to disability
Integration of Syllabus with UK Educator Preparation Unit Themes
Integration of the Syllabus with the Themes of Diversity, Assessment, and Technology

In addition: Papers or assignments prepared for other classes may not be used to fulfill the requirements of this class.
ORGANIZATION OF KNOWLEDGE I

COURSE OUTLINE

I. Introduction
   A. Description of knowledge resources
   B. Access to knowledge resources

II. Bibliographic control and bibliographic systems
   A. Types of resources
      1. The Internet
      2. The library
      3. Other sources (e.g., archives, government)
   B. Methods of description
      1. Metadata
      2. Library catalog
      3. Others (e.g., archival description)
   C. Encoding systems
      1. MARC formats
      2. TEI, EAD, SGML, XML
   D. Methods of subject access
      1. Indexing - Manual and automatic
      2. Subject cataloging
      3. Classification
   E. The library catalog
      1. Functions of the catalog
      2. Forms of the catalog

III. Resource description
   A. Bibliographic and metadata records: Introduction
      1. MARC records
      2. Other metadata records
   B. Cataloging operations
      1. Original cataloging
      2. Copy cataloging
      3. Online cataloging (OCLC)
   C. Development of bibliographic standards
      1. ISBD
3. MARC 21 formats (bibliographic data; authority data)

E. Metadata standards
   - DC (Dublin Core)
   - CSDGM (Content Standard for Digital Geospatial Metadata)
   - TEI (Text Encoding Initiative)
   - EAD (Encoded Archival Description)
   - CDWA (Categories for Description of Works of Art)
   - GILS (Global Information Locator Service)
   - ONIX (Online Information Exchange)

V. Subject access
   A. Introduction - Principles

   B. Classification schemes
      1. Dewey Decimal Classification
         Cutter numbers
      2. Library of Congress Classification
      3. Other classification systems

   C. Organization and categorization of Web resources
      1. Subject directories
      2. Subject gateways and portals

   D. Subject indexing and cataloging
      1. Library of Congress Subject Headings
      2. Other indexing systems and thesauri (e.g., Sears Subject Headings and Medical Subject Headings)