Paula Hickner  
Lucille C. Little Fine Arts Library  
859-257-4104 ; 859-257-4662 (fax)  
paula.hickner @uky.edu  
8:30 am – 5:00 pm M-F  
Online office hours : 10:00 am – 12:00 pm, Tuesdays and Thursdays

Office Hours

I work in the Fine Arts Library on campus and you are welcome to stop by at any time with questions, concerns, or just to say hi. Anyone at the circulation desk can point you to my cubicle. My online office hours are times I will be logged into Blackboard and frequently checking my email. I do check my email and the course site several times a day, but you are more likely to receive a quicker response during online hours. Please feel free to email or call me.

Required Texts

Texts are available at the UK Bookstore and Kennedy’s.

ISBN 10 : 0-8389-3555-9

ISBN 10 : 0-8108-6000-7

Course Description

Introduction to the theories and practice of bibliographic description and subject analysis. Covers the organization of both print and electronic information, including use of *Anglo-American Cataloguing Rules*, 2nd ed., rev. (AACR2R); Library of Congress Subject Headings (LCSH); Library of Congress Classification System (LCC); Dewey Decimal Classification System Abridged (DDC); and Machine-Readable Cataloging (MARC) formats.

Course Objectives

Upon completion of the course, students will be familiar with or have a working knowledge of the following:

1. Basic principles and theories of bibliographic control; to include: bibliographic description, access point, authority control, subject analysis, and classification.

2. Types and functions of manual and online bibliographic records.

3. Practical application of standards and tools for bibliographic description, subject analysis, classification, and encoding using LCSH, LCC, DDC, and MARC formats to create original bibliographic records for a variety of materials.
SLIS Course Policies

Please be sure to familiarize yourself with the document at http://www.uky.edu/CommInfoStudies/SLIS/academics/policies.pdf

Technical Information and Help

Instructions for accessing Blackboard:

http://wiki.uky.edu/Wiki%20Pages/Home.aspx

Distance Learning Library Services:

http://www.uky.edu/Libraries/DLLS

Distance Learning Office (contact for all technical problems):

http://www.uky.edu/DistanceLearning/

Course Conduct and Participation

This is the third time this course will be taught through an online environment. In the past, classroom discussion was one of the most important learning tools for the course. Questions, comments, and discussion by the students will remain the focus. Cataloging may be part of library science, but it truly is an art, and, as such, many different approaches may led us to equally acceptable solutions. Discussion boards will be a vital part of learning in this setting and everyone is expected to participate.

Don’t be shy—no question or comment is too weird or unimportant! However, I do except everyone to treat each other with respect and realize that we will not all agree all the time. Please do not post offensive (this includes profanity) or insulting comments on the whole or directed at anyone in the class. Reread your post before you hit the send button; if you are unsure about sending it … don’t. Offenders will be blocked from discussion boards.

You will be expected to check the class site on Blackboard at least once a week. If you have any technical problems, contact the Distance Learning Office immediately.

Incompletes

An incomplete grade due to illness or emergency may be arrange; please contact me.

Grading

Your final grade will be based on five area tests and ten weekly exercises. Thirteen weekly exercises are listed on the syllabus; your score will be a total of the 9 best scores plus the first exercise (creating a homepage). Only the first exercise is required, you may do all the remaining exercises or pick and choose from the other twelve to meet the requirement.

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
<th>Points</th>
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<td>I</td>
<td>Bibliographic Description, AACR2R, pt. 1</td>
<td>100</td>
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<tr>
<td>II</td>
<td>Access Points and Authority Records, AACR2R, pt. 2</td>
<td>100</td>
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<td>III</td>
<td>LSCH</td>
<td>100</td>
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<td>IV</td>
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<tr>
<td>Exercises</td>
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<td>100</td>
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SYLLABUS

WEEK 1: August 26 – August 28: Introduction

Readings: Chan, ch. 1 to p. 28 (stop at “MARC Tagging” section)
Chan, ch. 2

Topics: Introduction; Early Cataloging Codes

Required Exercise: Personal information page (due by Sunday, August 30, 11:59 pm; 10 pts.)

WEEK 2: August 28 – September 4: AACR2, part 1: Bibliographic Description

Readings: Chan, ch. 3
AACR2R, part 1: ch. 1-2, appendixes, glossary

Topics: ISBD; 8 areas of bibliographic description; chief source of information; LCRI

Exercise: ISBD (due by Friday, September 4, 11:59 pm; 10 pts.)

WEEK 3: September 4 – September 11: AACR2, part 1: Bibliographic Description

Topics: Creating full bibliographic descriptions

Exercise: Bibliographic Record (due by Friday, September 11, 11:59 pm; 10 pts.)

WEEK 4: September 11 – September 18: AACR2, part 1: Bibliographic Description

Topics: Continuation of Week 3

Exercise: Bibliographic Record (due by Friday, September 18, 11:59 pm; 10 pts.)

WEEK 5: September 18 – September 25: AACR2, part 1: Bibliographic Description

Topics: Continuation of Weeks 3 & 4
Review

Test I: AACR2, part 1 (due by Sunday, September 28, 11:59 pm; 100 pts.)

WEEK 6: September 25 – October 2: AACR2, part 2: Access Points

Readings: Chan, ch. 5
AACR2, part 2, ch. 21

**Topics**:
Determining main entry and access points

**Exercise**:
Main entry and access points (due by Friday, October 2, 11:59 pm; 10 pts.)

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**WEEK 7**: October 2 – October 9: AACR2, part 2: Authority Records: Personal Names

**Readings**:
Chan, ch. 6, p. 164-174, 184-187
AACR2, part 2, ch. 22, 26

**Topics**:
Determining correct form of personal name headings; Creating appropriate references

**Exercise**:
Authority records for personal names (due by Friday, October 9, 11:59 pm, 10 pts.)

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**WEEK 8**: October 9 – October 16: AACR2, part 2: Authority Records: Personal Names, Geographic Names, Corporate Bodies

**Readings**:
Chan, ch. 6, p. 174-180, 187-188
AACR2, part 2, ch. 23, 24, 26

**Topics**:
Determining correct form of personal name headings; Introduction to creating headings for geographic names and corporate bodies; Creating appropriate references

**Test II**:
AACR2, part 2 (due by Sunday, October 18, 11:59 pm, 100 pts.)

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**WEEK 9**: October 16 – October 23: Library of Congress Subject Headings

**Readings**:
Chan, ch. 7, 8
Library of Congress Subject Headings, “Introduction,” beginning of vol. 1

**Topics**:
Getting to know the big red books; Assigning subject headings; Assigning topical, geographical, chronological, and form subdivisions; Using pattern headings and other sources to build subject headings

**Exercise**:
Assigning subject headings (due by Friday, October 23, 11:59 pm, 10 pts.)

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**WEEK 10**: October 23 – October 30: Library of Congress Subject Headings

**Topics**:
Continuation of Week 9

**Exercise**:
Assigning subject headings (due by Friday, October 30, 11:59 pm, 10 pts.)

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**WEEK 11**: October 30 – November 6: Library of Congress Subject Headings

**Topics**:
Continuation of Weeks 9 & 10
Review

**Test III**:
LCSH (due by Sunday, November 8, 11:59 pm, 100 pts.)
WEEK 12 : November 6 – November 13 : Library of Congress Classification

Readings : Chan, ch. 12, 14

Topics : Reading the schedules ; H (Social Sciences) and L (Education) ; Local additions to LC call numbers

Exercise : Assigning full call numbers in the H and L schedules (due by Friday, November 13, 11:59 pm, 10 pts.)

WEEK 13 : November 13 – November 20 : Library of Congress Classification

Topics : H and L schedules continued ; PS and PR schedules (English and American Literature)

Exercise : Assigning full call numbers in the PS and PR schedules (due by Friday, November 20, 11:59 pm, 10 pts)

WEEK 14 : November 20 – November 27 : Library of Congress Classification ; Dewey Decimal System, Abridged

Readings : Chan, ch. 13

Topics : Review LCC
Reading DDC Abridged ; Assigning class numbers ; Local additions to class numbers ; Cutter numbers

Exercise : Assigning class numbers in DDC (due by Friday, November 27, 11:59 pm, 10 pts.)

WEEK 15 : November 27 – December 4 : Dewey Decimal System, Abridged

Topics : Assigning full call numbers using DDC Abridged ; The 400s and 800s (Language and Literature and Rhetoric)
Review

Exercise : Assigning class numbers in DDC (due by Friday, December 5, 11:59 pm, 10 pts.)

Test IV : LCC, DDC (due by Sunday, December 6, 11:59 pm, 100 pts.)

WEEK 16 : December 4 – December 12 : MARC : Machine Readable Cataloging

Readings : Chan, ch. 16, ch. 1, p. 28-end
Bibliographic Formats & Standards: “About This Guide,” ch. 1, 2, 4, & 5

Exercise : MARC Tagging (due by December 11, 11:59 pm, 10 pts.)

FINALS WEEK : December 14 – December 18

Test V : MARC (due by Friday, December 19, 5:00 pm, 100 pts.)
BIBLIOGRAPHY

Tools

Bibliographic Formats and Standards. 4th ed. (Dublin, Ohio: OCLC Online Computer Center, Inc.)
www.oclc.org/bibformats

www.loc.gov/cds/PDFdownloads/csb/index.html

Cutter, C.A. C.A. Cutter's Three-Figure Author Table. Swanson-Swift revision. (Chicopee, Mass.: Hr.R. Huntting Co., 1969)


Classification Web. (Washington, D.C.: Cataloging Distribution Service, Library of Congress) [available through subscription; single user $325]  [see Library of Congress Classification Schedules for print version]

www.oclc.org/dewey/support/program

www.oclc.org/dewey/support/program


www.loc.gov/cds/classif.html#lccs  [see Classification Web for online version]


www.loc.gov/cds/PDFdownloads/lcri/index.html


Web Resources


DeweyBrowser. (Dublin, Ohio: OCLC Online Computer Center) classify.oclc.org/ddcbrowser2

The Dublin Core Metadata Initiative dublincore.org


International Federation of Library Associations and Institutions (IFLA) www.ifla.org

______. Links to standards. (Scroll down to “Standards Miscellany”) archive.ifla.org/II/standard.htm

______. Links to metadata information archive.ifla.org/II/metadata.htm

Library of Congress Website
www.loc.gov

_____. MARC Homepage
www.loc.gov/marc

www.loc.gov/marc/96princip.html

OCLC Website (United States—English)
_____. "Bibliographic Formats and Standards."
www.oclc.org/bibformats

RDA (Resource Description and Access). Joint Steering Committee for Development of RDA [formerly: Joint Steering Committee for Revision of Anglo-American Cataloguing Rules]
www.rda-jsc.org


www.lib.usm.edu/legacy/techserv/auth_tutorial/auth01.htm

Readings : Cataloging and Access

Young Z693.A15 C35
e-text

Baker, N. "Discards," The New Yorker 64-86 (April 4, 1994)
Young AP2.N6763

ALSO: In The Size of Thought: Essays and Other Lumber (New York: Random House, 1996)
Young PS3552.A4325 S5 1996

Young Z688.5.I4 1991

Young Z693.A15 C35
e-text


Hagler, Ronald. The Bibliographic Record and Information Technology. 2d ed. (Chicago: ALA, 1997)


*Young Z693.A15 C35*

*Young Z671.L7154*

*Young Z693.A15 C35*

*Young Z671.L6173*

*Young Z693.A15 C35*

*Young Z693.A15 C35*

*Young Z688.5 .T43 1990*

*Young Z693.A15 C35*

*Young Z693.W94 2006*

*Young Z693.A15 C35*


[http://lcweb.loc.gov/lds/FRBR.html](http://lcweb.loc.gov/lds/FRBR.html)

*Young Z671.L7154*
Readings: Subject Analysis & Classification

Young Z693.A15 C35  
e-text

Young Z671.L7154  
e-text

Young Z673.A5 B82  
e-text

Young Z696.D7 S36 1998  
e-text (NetLibrary)

Young Z671.L7154  
e-text

Young Z693.A15 C35
Readings: MARC and the Internet

Young Z693.A15 C35

Young Z693.A15 C35


Young Z693.A15 C35

Young Z671.L6173

Young Z699.A1 A624a

Young Z693.A15 C35

Young Z693.A15 C35

Young Z693.A15 C35

Young Z693.A15 C35

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