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 points, 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 fourth 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 lead 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 arranged; please contact me.

Grading
Your final grade will be based on five area tests and ten weekly exercises. Twelve weekly exercises are listed on the syllabus; your score will be a total of the 9 best scores plus the first exercise (personal info post to discussion board). 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>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>Bibliographic Description, AACR2R, pt. 1</td>
<td>100</td>
</tr>
<tr>
<td>Test II</td>
<td>Access Points and Authority Records, AACR2R, pt. 2</td>
<td>100</td>
</tr>
<tr>
<td>Test III</td>
<td>LSCH</td>
<td>100</td>
</tr>
<tr>
<td>Test IV</td>
<td>LCC, DDC</td>
<td>100</td>
</tr>
<tr>
<td>Test V</td>
<td>MARC</td>
<td>100</td>
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<tr>
<td>Exercises</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>600 points</strong></td>
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</tbody>
</table>

A = 540-600  B = 480-539  C = 420-479  E = 419 points and below
## SYLLABUS

### WEEK 1: August 25 – August 29: Introduction

| Required Reading | Chan, ch. 1 to p. 28 at “MARC Tagging” section  
Chan, ch. 2 |
|------------------|-------------------------------------------------|
| Topics           | Introduction  
Early cataloging codes |
| Exercise         | Personal information discussion board post  
DUE by Sunday, August 29, 11:59 pm; 10 pts. |

### WEEK 2: August 27 – September 3: AACR2, part 1: Bibliographic Description

| Required Reading | 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 3, 11:59 pm; 10 pts. |

### WEEK 3: September 3 – September 10: AACR2, part 1: Bibliographic Description

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See Weeks 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Creating full bibliographic descriptions</td>
</tr>
</tbody>
</table>
| Exercise         | Bibliographic record  
DUE by Friday, September 10, 11:59 pm; 10 pts. |

### WEEK 4: September 10 – September 17: AACR2, part 1: Bibliographic Description

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See Weeks 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Creating full bibliographic descriptions</td>
</tr>
</tbody>
</table>
| Exercise         | Bibliographic record  
DUE by Friday, September 17, 11:59 pm; 10 pts. |
WEEK 5 : September 17 – September 24 : AACR2, part 1 : Bibliographic Description

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See Weeks 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Creating full bibliographic descriptions</td>
</tr>
</tbody>
</table>
| TEST I           | AACR2R, part 1  
|                  | DUE by Sunday, September 26, 11:59 pm ; 100 pts. |

WEEK 6 : September 24– October 1 : AACR2, part 2 : Access Points

| Required Reading | Chan, ch. 5  
|                  | AACR2R, part 2, ch. 21 |
| Topics           | Determining main entry and access points |
| Exercise         | Main entry and access points  
|                  | DUE by Friday, October 1, 11:59 pm ; 10 pts. |

WEEK 7 : October 1 – October 8 : AACR2, part 2 : Authority Records : Personal Names

| Required Reading | Chan, ch. 6, p. 164-174, 184-187  
|                  | AACR2R, 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 8, 11:59 pm ; 10 pts. |

WEEK 8 : October 8 – October 15 : AACR2, part 2 : Authority Records : Personal Names, Geographic Names, Corporate Bodies

| Required Reading | Chan, ch. 6, p. 174-180, 187-188  
|                  | AACR2R, 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          | AACR2R, part 2  
|                  | DUE by Sunday, October 17, 11:59 pm ; 100 pts. |

WEEK 9 : October 15 – October 22 : Library of Congress Subject Headings

| Required Reading | 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 22, 11:59 pm; 10 pts. |

**WEEK 10 : October 22 – October 29 : Library of Congress Subject Headings**

| **Required Reading** | See Week 9 |
| **Topics** | Continuation of Week 9 |
| **Exercise** | Assigning subject headings  
DUE Friday, October 29, 11:59 pm / 10 pts. |

**WEEK 11 : October 29 – November 5 : Library of Congress Subject Headings**

| **Required Reading** | See Week 9 |
| **Topics** | Continuation of Weeks 9 & 10 |
| **TEST III** | LCSH  
DUE by Sunday, November 7, 11:59 pm; 100 pts. |

**WEEK 12 : November 5 – November 12 : Library of Congress Classification**

| **Required Reading** | 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 12, 11:59 pm; 10 pts. |

**WEEK 13 : November 12 – November 19 : Library of Congress Classification**

| **Required Reading** | See Week 12 |
| **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 19, 11:59 pm; 10 pts. |
**WEEK 14 : November 19 – November 26 : Library of Congress Classification ; Dewey Decimal System, Abridged**

| **Required Reading** | Chan, ch. 13  
|----------------------|-----------------------------------------------------|
| **Topics**           | Review LCC  
Reading DDC Abridged ; Assigning class number ; Local additions to class numbers ; Cutter numbers |
| **Exercise**         | Assigning class numbers in DDC  
DUE by Sunday, November 28, 11:59 pm ; 10 pts. |

**WEEK 15 : November 26 – December 3 : Dewey Decimal System, Abridged**

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th><em>See Week 14</em></th>
</tr>
</thead>
</table>
| **Topics**           | Assigning full call numbers using DDC Abridged ; The 400s and 800s (Language and Literature and Rhetoric)  
Review |
| **TEST IV**          | LCC, DCC  
DUE by Sunday, December 5, 11:59 pm ; 100 pts. |

**WEEK 16 : December 3 – December 10 : MARC : Machine Readable Cataloging**

| **Required Reading** | Chan, ch. 16, ch. 1, p. 28-end of ch.  
Bibliographic Formats & Standards : “About This Guide,” ch. 1, 2, 4, & 5 |
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<tr>
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<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>MARC tagging</td>
</tr>
</tbody>
</table>
| **Exercise**         | MARC tagging  
DUE by Friday, December 10, 11:59 pm ; 10 pts. |

**FINALS WEEK : December 13 – December 17**

| **TEST V**          | MARC Tagging  
DUE by Friday, December 17, 5:00pm ; 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]


http://www.oclc.org/dewey/support/default.htm


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


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


Web Resources

www.lib.usm.edu/legacy/techesrv/marc21_tutorial_ie

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

The Dublin Core Metadata Initiative  
dublincore.org

"Functional Requirements for Bibliographic Records: FRBR Homepage," IFLANET,  
www.ifla.org/en/publications/functional-requirements-for-bibliographic-records

Congress; Follett Software Co., 2000, c2003)  
lcweb.loc.gov/marc/umb

Hillman, Diane. “Using Dublin Core.” 2005  

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  
http://www.ifla.org/en/search/node

"ISBD(G) : General International Standard Bibliographic Description  

Library of Congress Website  
www.loc.gov
MARC Homepage
www.loc.gov/marc

www.loc.gov/marc/96principl.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

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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.L4 1991

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e-text


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Young Z693.A15 C35
e-text


Young Z693.A15 C35
e-text


Young Z673.A5 B82
e-text


Young Z673.A5 B82
e-text


Young Z693.A15 C35
e-text


Young Z693.A15 C35
e-text


Young Z694.A15 F86 2000
e-text (NetLibrary)
see especially “The Vicissitudes of Ideology and Technology in anglo-American Cataloging since Panizzi and a Prospective Reformation of the Catalog for the Next Century,” by Seymour Lubetzky with Elaine Svenonius, pp. 3-11.

Young Z693.A15 C35 e-text

Young Z693.A15 C35 e-text

Young Z688.5.T43 1990 e-text (NetLibrary)


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Hagler, Ronald. The Bibliographic Record and Information Technology. 2d ed. (Chicago: ALA, 1997)
Young Z699.35.M28 H34 1997 e-text

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Young Z693.F68 1985


Young Z671.L7154
e-text


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Young Z693.W94 2006

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e-text

http://www.rda-jsc.org/docs/btmodena-20071213.pdf

http://lcweb.loc.gov/cds/FRBR.html

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e-text

Readings: Subject Analysis & Classification

Young Z693.A15 C35
e-text

No longer available online-Print copy on reserve in Little Fine Arts Library
Young Z696.D7 C48 1996

Young Z696.U4 C47 1999

_____. *Library of Congress Classification in a New Setting: Beyond Shelfmarks*
lcweb.loc.gov/cds/chanarticle.html

Young Z695.Z8 L5226 2005

_____. *Library of Congress Subject Headings: Principles of Structure and Policies for Application* 
Young Gov. Docs. LC 30.2:Su 1/3

Young Z696 .I553

Young Z671.L7154
e-text

Young Z673.A5 B82
e-text

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

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e-text

Young Z693.A15 C35
e-text
Readings: MARC and the Internet

Young Z693.A15 C35 e-text

Young Z693.A15 C35 e-text

e-text

Young Z693.A15 C35 e-text

Young Z671.L6173 e-text

Young Z699.A1 A624a e-text

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Young Z693.A15 C35 e-text

Young Z693.A15 C35 e-text
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