Instructor
Kathleen Richardson
Technical Services Librarian
Bluegrass Community & Technical College
212 Oswald Building, 470 Cooper Drive (by the UK football stadium)
Kathleen.richardson@kctcs.edu
859-246-6386; toll-free 1-866-774-4872 x56386
Phone/email are preferred if you need to contact me outside of class, as hours in my office are not always predictable.

Office Hours
- Office hours: 8 a.m.-5 p.m. (M,Tu,Th,Fri); 8 a.m.-2:30 p.m. (W)
- Outside of class, please call or send email to make an appointment.
- I will respond within 24 hours, M-F.

Class Information
- Face-to-face class
- 6:00 p.m.-9:00 p.m. Monday
- Final exam: Monday, December 13, 2010, 6:00 p.m.

COURSE INFORMATION

Course Description
This course serves as an introduction to the theories and practices 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 2002 (AACR2R), Dewey Decimal Classification System (DDC), Library of Congress Classification System (LCC), Library of Congress Subject Headings (LCSH), and Machine-Readable Cataloging (MARC) formats. Prereq: LIS602.

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, classification, subject analysis, and metadata
2. Types and functions of manual and online bibliographic records
3. Practical application of standards and tools for bibliographic description, classification, subject analysis, and encoding using DDC, LCC, LCSH, and MARC formats to create original bibliographic records for a variety of materials.

Course Overview

Assignments:
Graded Exercises: You will be expected to complete six (6) graded exercises during the course. These assignments will be on topics covered in class, will help prepare you for tests, and provide you with practical application of cataloging procedures. They will be made available on Blackboard.

Reaction Papers and Cataloging Practice: You will be expected to write three (3), one-page reaction papers. See the assignment section on Blackboard for readings, due dates, and expectations. The Cataloging Practice is your opportunity to try your hand at cataloging an item (or more) at my library, the Learning Resource Center at Bluegrass Community and Technical College. See me about scheduling this session (takes about 60 to 90 minutes, at an agreed-upon time). Two people may agree to share a session.
Tests: There will be three (3) tests in this class. Each test may include a take-home portion as well as an in-class portion. You will be allowed to use the text as well as any of your own notes or other materials you wish to bring with you during any in-class test.

Class Readings, etc.: All reading assignments on the syllabus are to be read prior to the class for which they are listed. It is impossible to have a productive discussion in class if you have not read the assigned reading. In addition, any practice exercises handed out in class are also expected to be completed by the next class.

Additional/Background Readings: These readings are not required reading but are highly recommended. They may be referred to in class and will further emphasize and explain major class topics. They are inserted into the syllabus where they have been deemed most appropriate or where they fit in best with other reading assignments. All the articles are available at Young Library or online.

Blackboard access: You have been enrolled on the course Website as part of this class. You are responsible for checking the course Website for announcements. The syllabus, materials to bring to class, details on Reaction Papers, and the graded assignment sheets will all be posted on Blackboard.

You log into Blackboard with your Active Directory account from the address https://elearning.uky.edu/ or from the MyUK or "Link blue" links on the University's Website.

Course Outline
Course Schedule, Readings, and Assignments:

Class 1: August 30 (Monday)

1. Class discussion: Cataloging history; introduction to bibliographic control and development of standards; technical services operations; ISBD punctuation; RDA, FRBR, FRAD.

Additional readings for the first two classes (future catalogs, cataloging codes under development):

NOTE: Monday, September 6 (Labor Day) is an academic holiday.

Class 2: September 13

1. Read prior to class: AACR2r General Introduction, Part I Introduction, Chapter 1; recommended, Chan chapters 1-3

2. Examine prior to class: AACR2r chapter 2

3. Class discussion: ISBD punctuation; bibliographic description

Due at end of class: Graded exercise 1.
Reaction Paper one **DUE by Friday, September 17.** For instructions on emailing and specific readings see "Reaction Papers" on Blackboard.

Class 3: September 20

1. Read prior to class: AACR2r chapter 2

2. Class discussion: bibliographic description

**Due by 6 p.m. on Monday, September 27:** Blackboard quiz on AACR2.

Class 4: September 27

1. Examine prior to class: AACR2r chapters 6-10

2. Class discussion: more bibliographic description

3. Additional/Background Reading

   **Due: Graded Exercise 2.**

Class 5: October 4

1. **Test I in class**

2. Read prior to class: AACR2r Part II Introduction (20.1-20.4), chapter 21 (ONLY rules 21.0-21.30M). Recommended: Chan chapter 4

3. Class discussion: Access Points

Class 6: October 11

1. Read prior to class: AACR2r chapters 22 and 24. Recommended: Chan, chapter 5 (sections on form of headings, personal names, corporate names), chapter 6

2. Class discussion: Authority work (personal names and corporate bodies)

   **Graded Exercise 3 DUE by Friday, October 15**

Class 7: October 18

1. Read prior to class: AACR2r chapter 23-26 (chapter 25, through rule 25.12). Recommended: Chan, chapter 5.

Class discussion: Authority work (corporate bodies, geographic names, uniform titles, references)

Reaction Paper Two **DUE by Friday, October 22**
Class 8: October 25

1. Review of authority records and research
2. Authority control issues

Class 9: November 1

1. Test II in class


3. Class discussion: MARC tagging


*If you haven't scheduled your Cataloging Practice session yet, do so by Wednesday, November 3.*

Class 10: November 8

1. Read prior to class: Recommended: Maxwell, Robert L. Maxwell's Handbook for AACR2 (chapters 6-7, 9-10, 12)
   2. Class discussion: MARC tagging for printed/non-print materials.

Class 11: November 15


2. Class discussion: MARC Tagging; Metadata schemes

3. Due: Graded Exercise 4

*Due: Not later than November 19, take the MARC quiz on Blackboard.*

Class 12: November 22

1. Read prior to class: Thomas Mann's article "The Peloponnesian War and the Future of Reference, Cataloging, and Scholarship in Research Libraries"(2007) [http://www.guild2910.org/Peloponnesian%20War%20June%202013%202007.pdf](http://www.guild2910.org/Peloponnesian%20War%20June%202013%202007.pdf)

Recommended: Chan chapter 7

2. Class discussion: Metadata (crosswalks, relationships with MARC, etc.); Subject Access (LCSH)

3. Additional/Background Reading:
Pick up a copy of the abridged Dewey Decimal Classification from the SLIS office prior to Class 14.

Class 13: November 29

1. Read prior to class: LCSH "Introduction" (v. 1, pp. vii-xvii); Chan chapter 8

2. Class discussion: Subject Access; Classification (LCC and Dewey)

3. Due: Graded Exercise 5.

Reaction Paper Three DUE by Friday, December 3.

Cataloging Practice session must be completed by Wednesday, December 15.

Class 14: December 6

1. Read prior to class: Chan chapters 11-13

2. Class discussion: Classification (LCC and Dewey)


Class 15: December 13

Test III in class

Required Reading

Required Text:


Available as a loose-leaf publication from the UK Bookstore or the online American Library Association shop.

Outlines of PowerPoint lectures, assignments, materials used in class are generally available on the course Blackboard site not later than the day after the lecture and usually before. They are for your use as students in this course and are not for publication.


STUDENT EVALUATION
Grading Parameters
Grading:
Test I  20%  Descriptive cataloging (AACR2r, part 1)

Test II  20%  Descriptive Cataloging, Access Points, Authority Work (AACR2r, part 2)

Test III 20%  Subject Access, Classification, MARC tags

Exercises  20%  6 graded exercises
Other 20%  3* one-page reaction papers; cataloging practice; online quizzes

Grading Rubric (See Submission of Course Assignments for details.)
- For all written work, use of standard English grammar and spelling and standard file formats are expected. One to five points may be taken off the grade for any assignment made unintelligible due to any of these causes.

Grading Scale
90% – 100% = A (Exceptional Achievement)
80% –  89.99% = B (High Achievement)
70% –  79.99% = C (Average Achievement)
0% –  69.99% = E (Failing)

Participation
Participation in all classes is strongly recommended. Cataloging and related activities do not take place in a vacuum; it is to your advantage and greater understanding to attend class and participate in discussions. We learn from each other, and I believe class discussions to be one of the most valuable resources.

Absences/Attendance
If you have to be absent, you are responsible for obtaining materials missed from fellow students. Prior arrangement is recommended if you know already you will be absent on particular days. You are responsible for any missed class work, assignments, and information.

Submission of Course Assignments
Assignments:
Graded Exercises: Available on Blackboard. You may submit them in class or prior to class on Blackboard or by email. In addition, any practice exercises handed out in class are also expected to be completed by the next class.

Reaction Papers and Cataloging Practice: You will be expected to write three (3), one-page reaction papers. The papers may be submitted in class or by email. See the additional assignment documents on Blackboard for readings, due dates, and expectations. The Cataloging Practice is your opportunity to try your hand at cataloging an item (or more) at my library, the Learning Resource Center at Bluegrass Community and Technical College. Please see the instructor not later than November 3 about scheduling this session (takes about 60 to 90 minutes, at an agreed-upon time). The Cataloging Practice session must be completed by Wednesday, December 15.

Tests: There will be three (3) tests in this class. Each test may include a take-home portion as well as an in-class portion. The take-home portion may be submitted on Blackboard, by email, or printed out for submission with the in-class portion. Occasional online Blackboard quizzes on required readings will be assigned.
Blackboard access: You have been enrolled on the course Website as part of this class. You are responsible for checking the course Website for announcements. The syllabus, materials to bring to class, details on Reaction Papers, and the graded assignments will all be available on Blackboard.

Late work:
Late work will not be accepted unless the instructor is notified beforehand of expected absences or, in case of emergencies or unexpected illness, the instructor is notified as quickly as possible (phone may be quickest method in this case).

Incompletes:
An incomplete grade due to illness or other emergencies may be arranged; please see the instructor.

Group Work and Collaboration
Group work may be required, informally, in the classroom for in-class exercises.

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x. (Information as of summer 2009; check the Blackboard site for updates.)

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: https://iweb.uky.edu/MSDownload/.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact TASC or UKIT.

Teaching and Learning Services Center (TASC)
http://www.uky.edu/TASC/; 859-257-8272

Information Technology Customer Service Center (UKIT)
http://www.uky.edu/UKIT/; 859-257-1300

Library Services
Distance Learning Services
http://www.uky.edu/Libraries/DLLS
- Carla Cantagallo, DL Librarian
- Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
- Email: dllservice@email.uky.edu

Course Reserves

GENERAL COURSE POLICIES

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at: http://www.uky.edu/CIS/SLIS/academics/policies.pdf

COURSE CALENDAR

See the Course Outline, above, for details of the course calendar.
Please make note that Monday, September 6, is an academic holiday as a result of the Labor Day holiday.

COURSE ASSIGNMENTS
See details of course assignments in the Course Outline, above.