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
Phone/email are preferred if you need to contact me outside of class.

Office Hours
• Office hours: 8 a.m.-5 p.m. (Tu,Th,Fri); 8 a.m.-4 p.m. (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
• 4:30 p.m.-7:10 p.m. Monday/Wednesday
• Final exam: Wednesday, August 5, 2009, 4:30 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 additional handout 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).

Tests: There will be three (3) tests in this class. Each test will most likely 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: June 15 (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):
   Proposed Methodology for U.S. National Libraries RDA Test
   Karen Calhoun's 2006 report to Library of Congress [52 pages]

Class 2: June 17 (Wednesday)

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

Reaction Paper one  DUE by Friday, June 19 (for instructions on emailing and specific readings see "Reaction Papers" on BlackBoard)

Class 3: June 22 (Monday)

1. Read prior to class: AACR2r chapter 2

2. Class discussion: bibliographic description

3. Due: Graded Exercise I

Class 4: June 24 (Wednesday)

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

2. Class discussion: more bibliographic description
3. Additional/Background Reading

4. Due: Graded Exercise II

Class 5: June 29 (Monday)

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: July 1 (Wednesday)

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)

Reaction Paper II DUE by Friday, July 3

Class 7: July 6 (Monday)

1. Read prior to class: AACR2r chapter 26

Class discussion: Authority work (corporate bodies, references

Class 8: July 8 (Wednesday)

1. Read prior to class: AACR2r chapter 23 and 25 (through rule 25.12). Recommended: Chan, chapter 5 (section on geographic names and uniform titles)

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

Due: Graded Exercise III.

Class 9: July 13 (Monday)

1. Review of authority records and research
2. Authority control issues
Class 10: July 15 (Wednesday)

1. Test II in class


3. Class discussion: MARC tagging

4. Additional/Background Reading:

   - Article: "MARC Goes Global-and Lite" by Jackie Radebaugh ([American Libraries](http://www.ala.org), February 2003: 43-44)

*If you haven't scheduled your Cataloging Practice session yet, do so by Wednesday, July 15.*

Class 11: July 20 (Monday)

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 12: July 22 (Wednesday)


2. Class discussion: MARC Tagging; Metadata schemes

3. Due: Graded Exercise IV

Class 13: July 27 (Monday)

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 14: July 29 (Wednesday)

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

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

3. Due: Graded Exercise V

Reaction Paper III DUE by Friday, July 31; Cataloging Practice session must be completed by Wednesday, August 5.

Class 15: August 3 (Monday)

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

2. Class discussion: Classification (LCC and Dewey)

3. Additional/Background Reading Recommended:


4. Due: Graded Exercise VI

Class 16: August 5 (Wednesday)

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
AACR2, part 1)

Test II 20% Descriptive Cataloging,
Access Points, Authority Work
(AACR2R part 2)

Test III 20% Subject Access,
Classification, MARC tags

Exercises 24% 6 graded exercises
Other 16% 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 the 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 handout 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).

- **Tests:** There will be three (3) tests in this class. Each test will 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 me.
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 to 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.

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
- DL Interlibrary Loan Service:

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

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  http://www.loc.gov/bibliographic-future/rda/testing.html [brief reading] and RDA Test Timeline
  http://www.loc.gov/bibliographic-future/rda/timeline.html [brief reading]
- Karen Calhoun's 2006 report to Library of Congress [52 pages]

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Class 15: August 3 (Monday)

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

2. Class discussion: Classification (LCC and Dewey)

3. Additional/Background Reading Recommended:
   

4. **Due: Graded Exercise VI**

Class 16: August 5 (Wednesday)

Test III in class

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