INSTRUCTOR INFORMATION:
Name: Melissa Adler, Ph.D.
Office location: 341 Little Library Building
Phone Number: (859) 218-2294
Email address: melissa.adler@uky.edu
Office hours: Mondays and Wednesdays 10-12, and by appointment.
Response time: If you email me, you should expect a response with 24 hours. There may be a delay over weekends or holidays.

COURSE INFORMATION

Official Course Description
This course provides an introduction to principles and practices of information description, organization, access and retrieval by examining the representation of information through metadata records, indexes, and abstracts as well as the operations, standards, tools, systems of categorization, bibliographic systems and methods of organizing and retrieving information sources.

Course Objectives
After successful completion of this course, you will be able to:
• Demonstrate a clear understanding of the basic principles and practices of information description, organization, access and retrieval
• Examine and apply subject analysis, indexing, vocabulary control, categorization, and classification in information description and organization
• Define and explain the nature, attributes, structures, and varieties of information resources and the various tools used to create descriptions and representations
• Apply methods, techniques, and standards for organizing and retrieving information resources

Course Overview
This course is taught in a distance education format. The majority of the course is conducted via Blackboard. It is expected that students will devote a considerable amount of time outside the formal class to study materials covered.

Each week there will be written lecture material in the form of slides or another document. A few of the weeks will also have video lectures. It is highly recommended that you view the slides/lectures before doing anything else for the week, as they will alert you to the key topics you should pay attention to in the readings.

Contact Information: I am most accessible through email: melissa.adler@uky.edu. As a general rule, I will respond to course-related email correspondence within 24 hours. Please
include the course number in brackets [602] in the subject line for all messages. I enjoy meeting students face to face or via technology. Email me in advance if you’d like to arrange an online meeting.

Please note that class communication is done via your official UK email address. Check this frequently.

**Course materials**

Required textbook:

Additional readings: there will be additional readings to the textbook, and they will be made available on the course Blackboard site

**Assessment & Assignments**

**Grading Parameters**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>• Thesaurus construction</td>
<td>30</td>
</tr>
<tr>
<td>• Metadata assignment</td>
<td>20</td>
</tr>
<tr>
<td>• Tests (2)</td>
<td>20 (10 each)</td>
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<tr>
<td>• Participation/exercises</td>
<td>30</td>
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<tr>
<td><strong>Total: 100</strong></td>
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**Final Grading Scale:**

90% and above = A
80% to 89% = B
70% to 79% = C
Below 70% = E

**Assignment/coursework descriptions**

**Tests: (10 x 2)**

The two tests include multiple choice, short answer, and short essay type questions. These tests will be administered in Blackboard as indicated in the course schedule. Review materials will be distributed the week before each test.

**Thesaurus Construction (30)**

You will create a thesaurus (a type of controlled vocabulary) on a topic of your choosing. The purpose of the thesaurus is to provide a controlled vocabulary that could be used as an indexing and retrieval tool for professionals and users.
**Metadata Exercise (20)**

The metadata exercise will provide you with hands-on experience in preparing metadata records. Using the MARC record (the library catalog record) you will create records using Dublin Core and MODS for our textbook.

The tests, thesaurus construction, and metadata assignment due dates are in the course schedule below. I will make review sheets for each test available at least a week before the test. I will also make a description of thesaurus construction and metadata assignments available well before their due dates.

**Participation on Bb Discussion Boards (30)**

Your participation grade is quite significant in this course. My aim is for this class to be interactive, and everybody's contributions to the discussion and activities are essential for your and your classmates' learning. Each week I will post activities and/or targeted questions that you will be expected to discuss. Instructions will be provided each week. There will be two items for discussion each week, and you must complete both.

- The instructor will post the questions by Sunday night.
- You are expected to respond to each question by 9 am on Friday morning.
- You are expected to comment on at least two classmates' posts per question by 9 am on the following Monday morning.
- Your original posts should be at least 150 words, and your comments should be at least 100 words each.

**Submission of Course Assignments:** Assignments will be due in Blackboard as indicated on the syllabus. If a serious circumstance (illness, death of a loved one, etc.) impedes your ability to hand your work in on time, be sure to let me know as soon as possible to discuss whether an extension is possible. Unapproved late work will be marked down by up to 2 points per day.

**COURSE POLICIES**

**Excused Absences and Verification:** Please refer to Student Rights and Responsibilities, Part II, Section 5.2.4.2 ([http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html)) for UK's policy on excused absences. You can request verification for excused absences. Excused absences include (as defined at the web site above):
- Significant illness of student or serious illness of household member or immediate family
- Death of a household member or immediate family
- Trips for members of student organizations, class excursions or participation in intercollegiate athletic events
- Major religious holidays
- Any other circumstance that the instructor finds reasonable cause for nonattendance

**Academic Accommodations:** If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in
this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

**Academic Integrity, Cheating and Plagiarism:** You are expected to submit your own original work for all assignments in this course. See the home page for the Office of Academic Ombud Services ([http://www.uky.edu/Ombud](http://www.uky.edu/Ombud)) for a definition of plagiarism, how to avoid plagiarism and UK’s new academic offense policy. Please refer to Student Rights and Responsibilities, Part II, Section 6.3 ([http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html)) for UK’s policy on academic integrity.

**Classroom Behavior, Decorum and Civility:** Please be respectful to others in the class and engage in civil discourse when we discuss topics that have a diversity of perspectives. Please help me maintain the most courteous environment by using a little peer pressure if necessary.

**TECHNOLOGY INFORMATION & RESOURCES**
Students must have 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/](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/](http://www.uky.edu/TASC/); 859-257-8272

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

**Library Services**
**Distance Learning Services**
[http://www.uky.edu/Libraries/DLLS](http://www.uky.edu/Libraries/DLLS)

**DL Interlibrary Loan Service:**

**General Course Policies:** Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:
[http://cis.uky.edu/lis/sites/default/files/policies](http://cis.uky.edu/lis/sites/default/files/policies)
INTEGRATION OF THE SYLLABUS WITH THE THEMES OF DIVERSITY, ASSESSMENT, AND TECHNOLOGY

All UK professional education programs address and affirm the value of diversity in education, the use of technology to support all aspects of instructional programming, and the importance of attaining high levels of skill in assessing the outcomes of instruction. This course provides students an opportunity to demonstrate attention to these themes and reflect on the mechanisms that this course has provided to demonstrate improved skills in these areas.

COURSE SCHEDULE AND READINGS

Course weeks start on Monday and end on Sunday (except for Week One, which runs Wednesday through Sunday).

An asterisk (*) is placed by optional but (strongly) recommended readings.

Week 1, Aug. 27
Taylor & Joudrey, Chapter 1
Review syllabus and familiarize yourself with organization of the course in Bb
Introduce yourself in the discussion boards

Topic 1: Overview of the Key Concepts in Information Representation and Access

** September 1 - Monday - Labor Day - Academic Holiday **

Week 2, Sep. 2
Taylor & Joudrey, Chapter 2


*Taylor & Joudrey, Chapters 3

Topic 2: Subject Analysis, Indexing & Abstracting

Week 3, Sep. 8
Taylor & Joudrey, Chapter 9 & Appendix A


Topic 3: Vocabulary Control and Thesaurus Construction
**Week 4, Sep. 15**

Taylor & Joudrey, Chapter 10


**Week 5, Sep. 22**


The thesaurus construction assignment will be released

Submit your thesaurus construction topic for approval by 11:59 p.m., Sunday, Sep. 28

**Topic 4: Systems for Categorization and Classification**

Week 6, Sep. 30

Taylor & Joudrey, Chapter 11


**Test 1 review sheet will be provided**

**Week 7, Oct. 6**


**Test 1 must be taken between 9:00 a.m., Friday, Oct. 11 and 11:59 p.m., Sunday, Oct. 12.**

**Topic 5: Information Representation and Formatting: Metadata schemas, ISBD, AACR, Dublin Core, MODS, RDA**

**Week 8 Oct. 13**

Taylor & Joudrey, Chapter 4, p. 89-128

*Gilliland, Anne. Setting the Stage, in Introduction to Metadata, ed. Murtha Baca.*  


[http://www.slate.com/articles/health_and_science/science/2013/06/prism_metadata_analysis_paul_revere_identified_by_his_connections_to_other.html](http://www.slate.com/articles/health_and_science/science/2013/06/prism_metadata_analysis_paul_revere_identified_by_his_connections_to_other.html)

[http://www.loc.gov/cds/downloads/FRBR.PDF](http://www.loc.gov/cds/downloads/FRBR.PDF)
Submit your thesaurus hierarchical list for approval by 11:59 p.m., Sunday, Oct. 19.

Week 9, Oct. 20

Taylor & Joudrey, Chapter 7, p. 199-220

(skim) Dublin Core User Guide.  
http://dublincore.org/documents/usageguide/

(skim) Using Dublin Core: The Elements.  

Week 10, Oct. 27


Topic 6: Encoding Standards for Document Representation, MARC, RDF/XML

Week 11, Nov. 3

Taylor & Joudrey, Chapter 5

http://www.loc.gov/marc/umb/um01to06.html;  
http://www.loc.gov/marc/umb/um07to10.html;  


*W3C, “XML Tutorial.” Available at http://www.w3schools.com/xml/xml_whatis.asp  
(highly recommended if want a solid intro to XML)

The metadata assignment will be released
Thesaurus construction is due at 11:59 p.m., Sunday, Nov. 9.

Topic 7: Name Access Points & Name Authority Control: AACR & others

Week 12, Nov. 11

Taylor & Joudrey, Chapter 8

*Gorman, M. (2004). Authority Control in the Context of Bibliographic Control in the
Topic 8: Information Retrieval and Information Systems

Week 13, Nov. 18
Taylor & Joudrey, Chapter 6, p. 159-198

Week 14, Nov. 24
*OCLC, "Online Catalogs: What Users and Librarians Want"
http://www.oclc.org/content/dam/oclc/reports/onlinecatalogs/fullreport.pdf

Test 2 review sheet will be provided

**November 26-29 - Wednesday through Saturday - Thanksgiving - Academic Holiday**

Week 15, Dec. 5

http://www.ted.com/talks/tim_berners_lee_on_the_next_web.html

*Listen to the podcast: The Semantic Link (at least the first 25 minutes):
http://static59.mediabistro.com/content/2013.02.SemanticLink.mp3

*How to publish Linked Data on the Web.
http://www4.wiwiss.fu-berlin.de/bizer/pub/LinkedDataTutorial/20070727/

Test 2 must be taken between 9 a.m., Friday December 12 and 11:59, Sunday December 14.