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 : 0-8108-6000-7

ISBN 10 : 0-8389-3594-X

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); Resource Description and Access (RDA); 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 AACR2, RDA, LCSH, LCC, DDC, and MARC formats to create original bibliographic records for a variety of materials.

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.

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 UKIT.

Information Technology Customer Service Center (UKIT)

http://www.uky.edu/UKIT/: 859-218-4357

Technical Information and Help

Instructions for accessing Blackboard:

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

Distance Learning Library 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:
Distance Learning Office (contact for *all* technical problems):

SLIS Course Policies

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:

http://ci.uky.edu/lis/sites/default/files/policies.pdf

Course Conduct and Participation

Before this class was offered online, 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—but not required—to participate. Participation is not graded, but asking questions and reading others’ questions and comments can certainly help your understanding.

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 daily. If you have any technical problems, contact the Distance Learning Office immediately.

**Incompletes**

Student requests for an Incomplete (an I grade) will be considered within University guidelines and only in extreme circumstances. See section 5.1.3.2

[http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html)

**Late Submissions**

Exercises and tests submitted after the due date and time are subject to a 5% penalty per day.

**Grading**

Your final grade will be based on **five area tests** and **ten exercises**. Twenty graded exercises will be available during the course; your score for graded exercises will be a total of the 9 best scores plus the first exercise (“All about Me”). Only the first exercise (“All about Me”) is required; you may do all the remaining exercises or pick and choose from the exercises to meet the requirement for a total of ten graded exercises.

<table>
<thead>
<tr>
<th>Test I</th>
<th>ISBD &amp; AACR2R</th>
<th>100 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test II</td>
<td>FRBR &amp; RDA</td>
<td>150 points</td>
</tr>
<tr>
<td>Test III</td>
<td>LCSH</td>
<td>100 points</td>
</tr>
<tr>
<td>Test IV</td>
<td>LCC &amp; DDC</td>
<td>150 points</td>
</tr>
<tr>
<td>Test V</td>
<td>MARC</td>
<td>100 points</td>
</tr>
<tr>
<td>Exercises</td>
<td></td>
<td>100 points</td>
</tr>
</tbody>
</table>

**Total** 700 points

<table>
<thead>
<tr>
<th>A = 630-700</th>
<th>B = 560-629</th>
<th>C = 490-559</th>
<th>E = 489 and below</th>
</tr>
</thead>
<tbody>
<tr>
<td>(90-100%)</td>
<td>(80-89%)</td>
<td>(70-79%)</td>
<td>(69% and below)</td>
</tr>
</tbody>
</table>
UNIT I : August 27-August 31: Introduction

| **Required Reading** | Chan, ch. 1 to p. 28 at “MARC Tagging” section  
Chan, ch. 2 |
|----------------------|--------------------------------------------------|
| **Topics**           | Introduction  
Cataloging codes |
| **Exercise**         | 1. “All about Me”  
DUE Sunday, August 31, 11:59 PM |

UNIT II : August 29-September 5 : ISBD

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th>Chan, ch. 3, p.65-67</th>
</tr>
</thead>
</table>
| **Topics**           | ISBD  
8 areas of bibliographic description |
| **Exercise**         | 2. ISBD : Wales  
3. ISBD : Coins  
DUE Friday, September 5, 11:59 PM |

UNIT III : September 6-September 19 : AACR2

| **Required Reading** | Chan, ch. 3  
AACR2R, ch. 1-2, 26, appendixes, glossary |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Overview of AACR2 bibliographic records</td>
</tr>
</tbody>
</table>
| **Exercise**         | 4. AACR2 : Bibliographic Description (#1)  
DUE Friday, September 12, 11:59 PM  
5. AACR2 : Bibliographic Description (#2)  
DUE Friday, September 19, 11:59 PM |

TEST I : Units I, II, & III  
DUE Sunday, September 21, 11:59 PM
## UNITS IV & V: FRBR, FRAD, & RDA

### UNIT IV: September 19-September 26: FRBR & FRAD

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Oliver, ch. 1-3, p. 1-36</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Functional Requirements for Bibliographic Records</td>
</tr>
<tr>
<td></td>
<td>Functional Requirements for Authority Data</td>
</tr>
<tr>
<td><strong>Exercises</strong></td>
<td>DUE Friday, September 26, 11:59 PM</td>
</tr>
<tr>
<td>6 : FRBR</td>
<td></td>
</tr>
<tr>
<td>7 : FRAD</td>
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</table>

### UNIT V: September 26-October 17: RDA

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Oliver, ch. 4 &amp; 5, p. 37-72</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Creating Bibliographic Descriptions Using RDA</td>
</tr>
<tr>
<td></td>
<td>Authorized Access Points</td>
</tr>
<tr>
<td></td>
<td>Differences between AACR2 and RDA</td>
</tr>
<tr>
<td><strong>Exercise</strong></td>
<td>DUE Friday, October 17, 11:59 PM</td>
</tr>
<tr>
<td>8. RDA (#1)</td>
<td>DUE Friday, October 13, 11:59 PM</td>
</tr>
<tr>
<td><strong>Exercise</strong></td>
<td>DUE Friday, October 10, 11:59 PM</td>
</tr>
<tr>
<td>8. RDA (#2)</td>
<td></td>
</tr>
<tr>
<td><strong>Exercise</strong></td>
<td>DUE Friday, October 17, 11:59 PM</td>
</tr>
<tr>
<td>10. RDA : AAP</td>
<td></td>
</tr>
</tbody>
</table>

## TEST II: Units IV & V

DUE Sunday, October 19, 11:59 PM
UNIT VI : LCSH

UNIT VI : October 17-October 31 : Library of Congress Subject Headings

| Required Reading | Chan, ch. 7, 8  
Library of Congress Subject Headings, “Introduction,” beginning of vol. 1 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>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</td>
</tr>
<tr>
<td>Exercise</td>
<td>DUE Friday, October 24, 11:59 PM</td>
</tr>
<tr>
<td>11. LCSH Basic</td>
<td>DUE Friday, October 31, 11:59 PM</td>
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</tbody>
</table>

TEST III : Unit VI  
DUE November 2, 11:59 PM
UNIT VII & VIII : LCC & DDC

UNIT VII : October 31--November 14 : Library of Congress Classification System

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 12, 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Reading the schedules: H (Social Sciences), L (Education), PS and PR schedules (English and American Literature); Local additions to LC call numbers</td>
</tr>
<tr>
<td>Exercise 13. LCC Basic</td>
<td>DUE Friday, November 7, 11:59 PM</td>
</tr>
<tr>
<td>Exercise 14. LCC Tables, P schedule</td>
<td>DUE Friday, November 14, 11:59 PM</td>
</tr>
</tbody>
</table>

UNIT VIII : November 14-November 28 : Dewey Decimal Classification System, Abridged

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Reading DDC Abridged; Assigning class number; Local additions to class numbers; Cutter numbers</td>
</tr>
<tr>
<td>Exercise 15. DDC Basic</td>
<td>DUE Friday, November 21, 11:59 PM</td>
</tr>
<tr>
<td>Exercise 16. DDC Lan/Lit</td>
<td>DUE Sunday, November 30, 11:59 PM</td>
</tr>
</tbody>
</table>

TEST IV : Units VII & VIII
DUE Sunday, November 30, 11:59 PM
UNIT IX : MARC

Unit IX: MARC : November 28-December 5 : Machine Readable Cataloging

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 16, ch. 1, p. 28-end of ch. Bibliographic Formats &amp; Standards : “About This Guide,” ch. 1, 2, 4, &amp; 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>MARC tagging</td>
</tr>
<tr>
<td>Exercise 17. MARC (#1)</td>
<td>DUE Friday, December 5, 11:59 PM</td>
</tr>
<tr>
<td>Exercise 18. MARC (#2)</td>
<td>DUE Friday, December 12, 11:59 PM</td>
</tr>
</tbody>
</table>

TEST V : Unit IX
DUE Friday, December 19, 5:00 PM

BIBLIOGRAPHY
Tools (We’ll Be Using Many of These in Class)

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

[$22.50/year, paper subscription] Can subscribe to regular updates by RSS or email. Free PDF files at: [www.loc.gov/eds/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]

Update info: [www.oclc.org/dewey/supportprogram/default.htm]


[www.oclc.org/dewey/supportprogram/default.htm]


[www.loc.gov/catdir/cpsol/index.html] [see Classification Web for online version]


Web Resources (Tutorials, Training Materials, Webinars, Documents, etc.)

ALCTS (Association for Library Collections and Technical Services) Webinars
www.ala.org/alcts/confevents/upcoming/webinar

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

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

lcweb.loc.gov/marc/umb

Hillman, Diane. “Using Dublin Core.” 2005
dublincore.org/documents/2005/11/07/usageguide

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 resources
http://archive.ifla.org/II/metadata.htm
ISBD : International Standard Bibliographic Description

Library of Congress Website
   www.loc.gov

   ______. MARC Homepage
   www.loc.gov/marc

   ______. RDA Training Materials
   www.loc.gov/aba/rda

   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

RDA LibGuide from the Music Library Association (Very good information, even if you aren’t a music cataloger)
   Libguides.lib.umt.edu/RDA


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

Supplementary Articles and Texts for You to Enjoy (Really!)
History


E-text and Young Z693.A15 C35


E-text and Young Z693.A15 C35


E-text and Young Z693.A15 C35


E-text and Young Z693.A15 C35


E-text and Young Z694.A15 F86 2000

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.


E-text and Young Z688.5 .T43 1990


Young Z671.L7154


E-text and Young Z671.L7154

AACR2, Access Points, Authority Control


E-text and Young Z693.A15 C35


E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

E-text and Young Z688.5 .T43 1990

E-text and Young Z693.A15 C35

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**RDA, FRBR, and FRAD**

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35


E-text and Young Z693.A15 C35

Young Z666.6.M39 2008

Not available at UK ☹️ It has been requested 😊

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

Young Z666.6.U53 2007

Subject Analysis: LCSH, LCC, DDC


No longer available online—Will be posted in Blackboard

Young Z696.D7 C48 1996


Young Z696.U4 C47 1999

. Library of Congress Classification in a New Setting: Beyond Shelfmarks


Young Z695.Z8 L5226 2005


Young Gov. Docs. LC 30.2:Su 1/3


Young Z696.I553


E-text and Young Z671.L7154


E-book (access through INFOKAT)


E-text and Young Z696.D7 S36 1998

MARC, DUBLIN CORE, and OTHER METADATA


**GENERAL and STUFF THAT DIDN'T FIT ANYWHERE ELSE**


LISTSERVS

In “Library World” there is a ListServ for everything!

1. AUTOCAT-L: a general list for all cataloging questions
   **RECOMMENDED FOR CLASS**
   
   https://listserv.syr.edu/scripts/wa.exe?A0=AUTOCAT

2. FRBR: can’t get enough info about entities and attributes?
   

3. RDA-L: a rather busy list for all those questions about RDA
   

4. MARC-L: hosted by LC so you just know it’s good
   