LIS 602 Information Representation and Access
Spring 2013

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INSTRUCTOR:

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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.

STUDENT LEARNING OUTCOMES

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 MATERIALS

Required textbook:

Additional readings will be provided to supplement the textbook.

COMMUNICATION

Post your questions on the Blackboard Discussion board because other students may have the same confusions. Please use my gmail account zhanghong920@gmail.com to contact me and include “LIS602” in the subject line of every email. My goal is to respond to emails within 24 hours.

ASSESSMENT & ASSIGNMENTS
Assignments & Grading  
- Quiz 1  
- Quiz 2  
- Thesaurus Construction Project  
- Metadata Exercise  
- Participation  

Final grading scale:  
90% and above = A  
80% to 89% = B  
70% to 79% = C  
below 70% = E

I assign the grade of I (incomplete) only when I am convinced the student’s circumstances warrant it.

Quizzes:  
The two quizzes include multiple choice and short answer type questions. One quiz is at mid-term and the other at the end of semester.

Thesaurus Construction and the Metadata Exercise:  
I will grade the metadata and thesaurus construction assignments comparatively. The criteria are:  
  • Substantial content;  
  • Consistent syntax;  
  • Exhaustively;  
  • Insights into the subject/object; and  
  • Clarity/focus/organization of writing.

The due-dates of these assignments are listed in the course schedule. Detailed descriptions of the thesaurus construction and of the metadata assignments will be posted after the semester starts. Late submissions are subject to a penalty of 0.5% off per day.

Participation:  
You are expected to participate in the discussion board task every week with quality posts. The discussion questions are very much connected with the week’s topic. So please be sure to read the readings at first and then do the discussion board task during that week (before Monday). No credit will be given for posts that occur after the week. A quality post is both substantive (in most instances this means at least one hundred words) and thoughtful (“I agree with the author” is not a credit-worthy response). I encourage you to complete your discussion posts and other work in Word or other editors and then paste it to Blackboard. If you compose online and there is a technology-related failure, you will likely lose your work.

ETHICS & POLICIES

Academic Integrity:  
According to Senate Regulation 6.3.1: “All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they
are obliged to consult their instructors on the matter before submission.” For specific information regarding the University’s code and regulations on plagiarism and cheating, visit:

http://www.uky.edu/StudentAffairs/Code/
http://www.uky.edu/StudentAffairs/Code/part2.html

Papers or assignments prepared for other classes cannot be used to fulfill the requirements of this class.

**Excused Absences, Incompletes, & Academic Accommodations due to Disability:**
You can find policies on “excused absences”, “incompletes”, and “academic accommodations due to disability” at http://www.uky.edu/CIS/SLIS/academics/policies.pdf.

**Diversity Statement:**
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 will provide 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.

**LIBRARY SERVICES**
At UK, students in online courses have available Distance Learning Library Services. The link to DLLS is: (http://www.uky.edu/Libraries/DLLS) Here is some of the information at that site:
Phone: (859) 257-0500, ext. 2171; 2nd Phone: (800) 828-0439; Fax: (859) 257-0505
E-mail: dllservice@email.uky.edu; Location: 2-2, north wing, William T. Young Library 0456
Distance Learning Librarian: Carla Cantagallo
There is other information, including a link to the process to request document delivery and/or interlibrary loan.

**TOPICS**
- Introduction to the course
- Foundations of organization
- Describing information resources: subject analysis, vocabulary control, and authority control
- Describing information resources: Metadata and XML, FRBR, Dublin Core, AACR
- Categorization and classification
- RDA
- Information retrieval
- Systems and system design
- Semantic Web