Organization of Knowledge I : LIS655
Summer II 2012 Hickner

Paula Hickner
Lucille C. Little Fine Arts Library
859-257-4104 ; 859-257-4662 (fax)
paula.hickner@uky.edu
8:30 am – 5:00 pm M-F
Online office hours: 10:00 am – 12:00 pm, Monday-Friday

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: 0-8389-3555-9

ISBN 10: 0-8108-6000-7

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. (AARC2R); 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 LCSH, LCC, DDC, and MARC formats to create original bibliographic records for a variety of materials.

SLIS Course Policies

This document covers Academic integrity, Absences, and Incompletes. Please familiarize yourself with the document at:

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

Technical Information and Help

Instructions for accessing Blackboard:

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

Distance Learning Library Services:

http://libraries.uky.edu/DLLS

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

http://www.uky.edu/DistanceLearning/

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.
**Grading**

Your final grade will be based on four area tests and ten exercises. At least 18 graded exercises will be available during the course; your score will be a total of the 9 best scores plus the first exercise (“All about Me”). Only the first exercise is required, you may do all the remaining exercises or pick and choose from the exercises to meet the requirement.

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>Bibliographic Description, AACR2R, pt. 1</td>
<td>100</td>
</tr>
<tr>
<td>Test II</td>
<td>Access Points and Authority Records, AACR2R, pt. 2</td>
<td>100</td>
</tr>
<tr>
<td>Test III</td>
<td>Subject Analysis &amp; Classification: LCSH, LCC, DCC</td>
<td>100</td>
</tr>
<tr>
<td>Test IV</td>
<td>MARC</td>
<td>100</td>
</tr>
<tr>
<td>Exercises</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

*Total 500 points*

A = 450-500  B = 400-449  C = 350-399  E = 349 and below
SYLLABUS

UNITS I, II, III : AACR2R, pt. 1

All work DUE by THURSDAY, JUNE 21, 2012, 5:00 PM

UNIT I : Introduction

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 1 to p. 28 at “MARC Tagging” section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Introduction, Early cataloging codes</td>
</tr>
<tr>
<td>Exercise</td>
<td>DUE by Monday, June 11, 2012, 5:00 PM</td>
</tr>
</tbody>
</table>

UNIT II : AACR2, part 1 : ISBD and the 8 Areas

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch.3, AACR2R, part 1 : ch. 1-2, appendixes, glossary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>ISBD, 8 areas of bibliographic description, Chief source of information, LCRI</td>
</tr>
<tr>
<td>Exercises</td>
<td>DUE by Thursday, June 21, 2012, 5:00 PM</td>
</tr>
</tbody>
</table>

UNIT III : AACR2, part 1 : Bibliographic Description

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See Units I &amp; II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Creating full bibliographic descriptions</td>
</tr>
<tr>
<td>Exercises</td>
<td>DUE by Thursday, June 21, 2012, 5:00 PM</td>
</tr>
</tbody>
</table>

TEST I : Units I, II, III DUE by Thursday, June 21, 2012, 5:00 PM
UNIT IV, V, VI : AACR2R, pt. 2

All work DUE by THURSDAY, JULY 5, 2012, 5:00 PM

UNIT IV : AACR2, part 2 : Access Points

| **Required Reading** | Chan, ch. 5  
| AACR2R, part 2, ch. 21 |
| **Topics** | Determining main entry and access points |
| **Exercises** | DUE by Thursday, July 5, 2012, 5:00 PM |

UNIT V : AACR2, part 2 : Authority Control : Personal Names

| **Required Reading** | Chan, ch. 6, p. 164-174, 184-187  
| AACR2R, part 2, ch. 22, 26 |
| **Topics** | Determining correct form of personal name headings ; Creating appropriate references |
| **Exercises** | DUE by Thursday, July 5, 2012, 5:00 PM |

UNIT VI : AACR2, part 2 : References

| **Required Reading** | Chan, ch. 6, p. 174-180, 187-188  
| AACR2R, part 2, ch. 23, 24, 26 |
| **Topics** | Determining references for established personal names |
| **Exercises** | DUE by Thursday, July 5, 2012, 5:00 PM |

TEST II : Units IV, V, VI  DUE by Thursday, July 5, 2012, 5:00 PM
UNITS VII, VIII, IX : LCSH, LCC, DCC

All work DUE by THURSDAY, JULY 26, 2012, 5:00 PM

UNIT VII : Library of Congress Subject Headings

| Required Reading | Chan, ch. 7, 8  
Library of Congress Subject Headings, “Introduction,” beginning of vol. 1 |
| Topics | 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 |
| Exercises | DUE by Thursday, July 26, 2012, 5:00 PM |

UNIT VIII : Library of Congress Classification

| Required Reading | Chan, ch. 12, 14 |
| Topics | Reading the schedules : H (Social Sciences), L (Education), PS and PR schedules (English and American Literature) ; Local additions to LC call numbers |
| Exercises | DUE by Thursday, July 26, 2012, 5:00 PM |

UNIT IX : Dewey Decimal System, Abridged

| Required Reading | Chan, ch. 13  
| Topics | Reading DDC Abridged ; Assigning class number ; Local additions to class numbers ; Cutter numbers |
| Exercises | DUE by Thursday, July 26, 2012, 5:00 PM |

TEST III : Units VII, VIII, IX DUE by Thursday, July 26, 2012, 5:00 PM
UNIT X : MARC

All work DUE by THURSDAY, AUGUST 2, 2012, 5:00 PM

Unit X : MARC : Machine Readable Cataloging

| Required Reading                  | Chan, ch. 16, ch. 1, p. 28-end of ch.  
|                                  | Bibliographic Formats & Standards : “About This Guide,” ch. 1, 2, 4, & 5 |
| Topics                           | MARC tagging                                     |
| Exercises                        | DUE by Thursday, August 2, 2012                   |

TEST IV : Unit X  DUE by Thursday, August 2, 2012, 5:00 PM
BIBLIOGRAPHY

Tools

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/cds/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 and Shelflisting Manual (Washington, D.C.: Cataloging distribution Service, Library of
  Congress, 2008) [$50] [Combines two older publications: Subject Cataloging Manual:
  Classification and Subject Cataloging Manual: Shelflisting]

  through subscription; single user $325] [see Library of Congress Classification Schedules for
  print version]

Dewey, Melvil. Dewey Decimal Classification and Relative Index, edited by Joan S. Mitchell, et al. 22nd
  Update info: www.oclc.org/dewey/updates

  ______. Dewey Decimal Classification and Relative Index, edited by Joan S. Mitchell, et al. 23nd ed.
  (Dublin, Ohio: OCLC Online Computer Center, 2003) DUE JULY 2011

  ______. Abridged Dewey Decimal Classification and Relative Index, edited by Joan S. Mitchell, et al.
  [$75+]

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

Free-Floating Subdivisions: An Alphabetical Index. 22nd ed. (Washington, D.C.: Cataloging Distribution

  Service, Library of Congress)
  www.loc.gov/catdir/cpso/lcco [see Classification Web for online version]


  Congress) (2005 cumulation w/2006-2010 updates) [$110; updates $36+/yr] Free PDF files of
  Updates at: www.loc.gov/cds/PDFdownloads/lcri/index.html

Library of Congress Subject Headings. 32nd ed. (Washington, D.C.: Cataloging Distribution Service,


Cataloger’s Desktop. (Washington, D.C.: Cataloging Distribution Service, Library of Congress) [web version available through subscription; single user $525]

Web Resources


DeweyBrowser. (Dublin, Ohio: OCLC Online Computer Center) http://deweybrowser.oclc.org/ddcbrowser2/

The Dublin Core Metadata Initiative dublincore.org


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

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


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

Readings : Cataloging and Access

E-journal and Young Z693.A15 C35

Baker, N. "Discards," The New Yorker 64-86 (April 4, 1994)
Young AP2.N6763

ALSO: In The Size of Thought: Essays and Other Lumber (New York: Random House, 1996)
Young PS3552.A4325 S5 1996

Young Z688.5.L5 1991


L. Maxwell (Chicago: American Library Association, 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 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


Hagler, Ronald. The Bibliographic Record and Information Technology. 2d ed. (Chicago: ALA, 1997)
E-text and Young Z699.35.M28 H34 1997

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 Z693.A15 C35

Kiczek, Steven A. “Thomas Mann’s Contributions to Current Library Debates on Cataloging and


E-text and Young Z688.5.T43 1990


**E-text and Young Z693.A15 C35**


**Young Z693.W94 2006**


**E-text and Young Z693.A15 C35**


**E-text and Young Z693.A15 C35**


[www.rda-jsc.org/docs/btmodena-20071213.pdf](http://www.rda-jsc.org/docs/btmodena-20071213.pdf)


[www.loc.gov/catdir/cpso/whatfrbr.html](http://www.loc.gov/catdir/cpso/whatfrbr.html)


**E-text and Young Z671.L7154**

**Readings: Subject Analysis & Classification**


**E-text and Young Z693.A15 C35**


**No longer available online-Print copy on reserve in Little Fine Arts Library**


**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 Z696.I553

E-text and Young Z671.L7154

E-text

E-text and Young Z673.A5 B82

E-text and Young Z696.D7 S36 1998

E-text and Young Z671.L7154

E-text and Young Z693.A15 C35

Readings: MARC and the Internet

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

E-text

E-text and Young Z693.A15 C35
E-text and Young Z671.L6173

E-text and Young Z699.A1 A624a

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

**AUTOCAT: LISTSERV@LISTSERV.SYR.EDU**

**In body of email type:** subscribe autocat [your name]

**RECOMMENDED FOR CLASS**