Organization of Knowledge 1 : LIS655-201
Syllabus
Fall 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, Tuesdays and Thursdays

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

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, Dewey Decimal Classification, Library of Congress Classification, and Library of Congress Subject Headings

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.

Technical Information and Help

UK Information Technology
http://www.uky.edu/ukit/atg/blackboard

Blackboard Student Menu
http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Student%20Menu.aspx

Distance Learning Library Services
http://www.uky.edu/Libraries/DLLS
Carla Cantagallo, Distance Learning Librarian
Ph. 859.257.0500, ext. 2171 ; 800.828.0439, option #6
dllservice@email.uky.edu

Distance Learning Office
http://www.uky.edu/DistanceLearning/

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

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 will contribute to your understanding. You will be expected to check the class site on Blackboard daily.

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.

Incompletes

An incomplete grade due to illness or emergency may be arranged; please contact me.

Grading

Your final grade will be based on five area tests and ten weekly exercise scores. One to two graded exercises will be posted each week (each worth ten points); your score will be a total of the 9 best scores plus the first exercise (personal info post to discussion board). Only the first exercise is required, you may do all the remaining exercises or pick and choose 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>Library of Congress Subject Headings</td>
<td>100</td>
</tr>
<tr>
<td>Test IV</td>
<td>Library of Congress Classification &amp; Dewey Decimal Classification</td>
<td>100</td>
</tr>
<tr>
<td>Test V</td>
<td>MARC</td>
<td>100</td>
</tr>
<tr>
<td>Ten Exercises</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>600</td>
</tr>
</tbody>
</table>

A = 540-600 (90%-100%)
B = 480-539 (80%-89%)
C = 420-479 (70%-79%)
E = 419 points and below (69% and below)
**SYLLABUS**

*Weekly course materials will post every Friday by 5:00 PM
All work due by 11:59 pm of the due date, unless noted.*

**WEEK 1 : August 22 – August 26, 2012 : Introduction**

| **Required Reading** | Chan, ch. 1 to p. 28 at “MARC Tagging” section
Chan, ch. 2 |
|----------------------|---------------------------------------------------|
| **Topics**           | Introduction
Early cataloging codes |
| **Exercise**         | Personal information discussion board post
DUE Sunday, August 26, 2012 |

**WEEK 2 : August 24 – August 31, 2012 : AACR2, part 1 : Bibliographic Description**

| **Required Reading** | Chan, ch.3
AACR2R, part 1 : ch. 1-2, appendixes, glossary |
|----------------------|---------------------------------------------------|
| **Topics**           | ISBD
8 areas of bibliographic description
Chief source of information
LCRI |
| **Exercise**         | ISBD
DUE Friday, August 31, 2012 |

**WEEK 3 : August 31 – September 7, 2012 : AACR2, part 1 : Bibliographic Description**

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th>See Weeks 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Creating full bibliographic descriptions</td>
</tr>
</tbody>
</table>
| **Exercise**         | Bibliographic record
DUE Friday, September 7, 2012 |

**WEEK 4 : September 7 – September 14, 2012 : AACR2, part 1 : Bibliographic Description**
<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See Weeks 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Creating full bibliographic descriptions</td>
</tr>
<tr>
<td>Exercise</td>
<td>Bibliographic record</td>
</tr>
<tr>
<td></td>
<td>DUE Friday, September 14, 2012</td>
</tr>
</tbody>
</table>

WEEK 5: September 14 – September 21, 2012: AACR2, part 1: Bibliographic Description; FRBR and RDA

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See Weeks 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Creating full bibliographic descriptions; Future of Cataloging</td>
</tr>
<tr>
<td>TEST I</td>
<td>AACR2R, part 1</td>
</tr>
<tr>
<td></td>
<td>DUE Sunday, September 23, 2012</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AACR2R, part 2, ch. 21</td>
</tr>
<tr>
<td>Topics</td>
<td>Determining main entry and access points</td>
</tr>
<tr>
<td>Exercise</td>
<td>Main entry and access points</td>
</tr>
<tr>
<td></td>
<td>DUE Friday, September 28, 2012</td>
</tr>
</tbody>
</table>

WEEK 7: September 28 – October 5, 2012: AACR2, part 2: Authority Records: 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 |
| Exercise       | Authority records for personal names |
|                 | DUE Friday, October 5, 2012 |

WEEK 8: October 5 – October 12, 2012: AACR2, part 2: Authority Records: Personal Names: References
**WEEK 9 : October 12 – October 19, 2012 : 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><strong>Topics</strong></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>
</tbody>
</table>
| **Exercise**         | Assigning subject headings  
DUE Friday, October 19, 2012 |

**WEEK 10 : October 19 – October 26, 2012 : Library of Congress Subject Headings**

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th>See Week 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Continuation of Week 9</td>
</tr>
</tbody>
</table>
| **Exercise**         | Assigning subject headings  
DUE Friday, October 26, 2012 |

**WEEK 11 : October 26 – November 2, 2012 : Library of Congress Subject Headings**

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th>See Week 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Continuation of Weeks 9 &amp; 10</td>
</tr>
</tbody>
</table>
| **TEST III**         | LCSH  
DUE Sunday, November 4, 2012 |

**WEEK 12 : November 2 – November 9, 2012 : Library of Congress Classification**
### WEEK 13 : November 9 – November 16, 2012 : Library of Congress Classification

<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) and L (Education) ; Local additions to LC call numbers</td>
</tr>
<tr>
<td>Exercise</td>
<td>Assigning full call numbers in the H and L schedules</td>
</tr>
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</table>

**DUE Friday, November 9, 2012**

### WEEK 14 : November 16 – November 23, 2012 : Library of Congress Classification ; Dewey Decimal System, Abridged

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See Week 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>H and L schedules continued ; PS and PR schedules (English and American Literature)</td>
</tr>
<tr>
<td>Exercise</td>
<td>Assigning full call numbers in the PS and PR schedules</td>
</tr>
</tbody>
</table>

**DUE Friday, November 16, 2012**

### WEEK 15 : November 23 – November 30, 2012 : Dewey Decimal System, Abridged

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Topics</td>
<td>Review LCC Reading DDC Abridged ; Assigning class number ; Local additions to class numbers ; Cutter numbers</td>
</tr>
<tr>
<td>Exercise</td>
<td>Assigning class numbers in DDC</td>
</tr>
</tbody>
</table>

**DUE Sunday, November 25, 2012**

### TEST IV LCC, DCC **DUE Sunday, December 2, 2012**

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></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><strong>Topics</strong></td>
<td>MARC tagging</td>
</tr>
<tr>
<td><strong>Exercise</strong></td>
<td>MARC tagging</td>
</tr>
<tr>
<td></td>
<td>DUE Friday, December 7, 2012</td>
</tr>
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</table>

FINALS WEEK : December 10 – December 14, 2012

<table>
<thead>
<tr>
<th><strong>TEST V</strong></th>
<th>MARC tagging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DUE 5:00 pm, Friday, December 14, 2012</td>
</tr>
</tbody>
</table>

BIBLIOGRAPHY

**Tools**

*Bibliographic Formats and Standards*, 4th ed. (Dublin, Ohio: OCLC Online Computer Center, Inc.)

[www.oclc.org/bibformats](http://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](http://www.loc.gov/eds/PDFdownloads/csb/index.html)

Cutter, 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]

Dewey, Melvil. *Dewey Decimal Classification and Relative Index*, edited by Joan S. Mitchell, et al. 22\textsuperscript{nd}
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


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


Library of Congress Website www.loc.gov

______. MARC Homepage www.loc.gov/marc


OCLC Website (United States—English) www.oclc.org/us/en/default.htm
________. "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

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35


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.


Lubetzky, Seymour. "Principles of Descriptive Cataloging." In Foundations of Cataloging: A
E-text and Young Z671.L7154

E-text and Young Z694.15.A56 M393 2004

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

Young Z671.L7154

Young Z694.15.47 O45 2010

E-text and Young Z693.A15 C35

E-text and Young Z671.L6173

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

E-text and Young Z688.5 .T43 1990

Readings: Subject Analysis & Classification

E-text and Young Z693.A15 C35

_______. "Chapter 7: Synthesis of Class Numbers or Practical Number Building." In Dewey Decimal Classification: A Practical Guide. 2nd ed. (Albany, N.Y.: Forest Press, 1996) 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


**Readings : MARC and the Internet**


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

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

**RECOMMENDED FOR CLASS**