Instructor
Melissa Adler, PhD
Assistant Professor
350 Little Library Building
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Office Hours
• W: 12-1, F: 10-11
• Email to arrange appointment if these times aren’t convenient
• Expect responses to emails within 24 hours

Class Information
• Room 312
• W: 5:30-8:30

COURSE INFORMATION

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
The organization and retrieval of information are fundamental to library and information work, and with the rapidly expansion of technologies and conceptual models for information organization, it is quite a challenge to choose the principles and tools on which to focus in an introductory course. I’ve tried to incorporate foundational concepts with the most significant developments that you will be likely to encounter in your career. The key to making a course like this a success for you in the long term is to be sure to understand and synthesize the foundational principles because it’s likely that many of the present-day tools will be replaced relatively quickly. I intend to take advantage of the face-to-face format of the class, utilizing tools and

technologies available to us in Room 303. Weekly meetings will include lecture, discussion, and interactive hands-on time.

**Required Textbook:**


Other required readings listed below in the schedule and will be available via Blackboard.

**STUDENT EVALUATION**

**Grading Parameters**

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

\[90\% \text{ – } 100\%\] = A (Exceptional Achievement)  
\[80\% \text{ – } 89\%\] = B (High Achievement)  
\[70\% \text{ – } 79\%\] = C (Average Achievement)  
\[0\% \text{ – } 69\%\] = E (Failing)

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

**Thesaurus Construction and the Metadata Exercise:** I will grade the thesaurus construction and metadata creation assignments comparatively. The criteria are:

- Substantial content;
- Consistent syntax;
- Exhaustively;
- Insights into the subject/object; and
- Clarity/focus/organization of writing.

The tests, thesaurus construction, and metadata assignment due-dates are in the course schedule below. I will distribute a description of thesaurus construction and metadata assignments well before their due dates. Late submissions are subject to a penalty of 2 points off per day.
Discussion leader: You will each sign up to lead the class discussion of assigned readings for one week during the semester. The discussion leader will synthesize all of the readings for that week in a 2-3 page double-spaced document. This will serve as a “thinkpiece” providing a brief summary of key points in the readings, observations relevant to the course, and at least three questions for discussion. You could also point out confusing items or things worthy of critical review. The leader will post their thinkpiece to Blackboard by 9 pm the Tuesday before class meets so that everyone has an opportunity to review it and come prepared to discuss the questions posed by the leader. The leader will then carry the discussion for that day.

Participation: Your participation grade is quite significant in this course. The class will be interactive, and everybody’s contributions to the discussion and in-class activities are essential for your and your classmates’ learning.

Attendance: Refer to Student Rights and Responsibilities, Part II, Section 5.2.4.2 (http://www.uky.edu/StudentAffairs/Code/part2.html) for UK’s policy on excused absences. Please let me know as soon as possible if you know you will be absent.

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

Submission of Course Assignments: Assignments will be due in class 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.

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) 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) 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.
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.pdf

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 CALENDAR

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

Week 1 Aug. 28
Introductions

Week 2, Sept. 4
Taylor & Joudrey, Chapters 1-2, (Chapter 3 recommended)

Topic 2: Subject Analysis, Indexing & Abstracting

Week 3, Sept. 11
Taylor & Joudrey, Chapter 9 & Appendix A


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**Topic 3: Vocabulary Control and Thesaurus Construction**

**Week 4, Sept. 18**

Taylor & Joudrey, Chapter 10

http://publish.uwo.ca/~craven/677/thesaur/main00.htm


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

**Week 5, Sept. 25**


**Week 6, Oct. 2**

Submit your thesaurus construction topic for approval in class.

Taylor & Joudrey, Chapter 11
http://www.ontopia.net/topicmaps/materials/tm-vs-thesauri.html

http://books.infotoday.com/books/The-Accidental-Taxonomist/At-SampleChapter.pdf

http://www.jfsowa.com/ontology/ontoshar.htm#s1

Week 7, Oct. 9

Thesaurus construction is due today.

Test 1 review sheet will be provided.


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

Week 8, Oct. 16 (What is Metadata? FRBR)

Test 1 in class

Taylor & Joudrey, Chapter 4

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

**Week 9, Oct 30**

Submit your thesaurus hierarchical list in class.

Taylor & Joudrey, Chapter 7


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

**Week 10, Oct. 23**

Taylor & Joudrey, Chapter 5


[http://www.loc.gov/marc/umb/um01to06.html](http://www.loc.gov/marc/umb/um01to06.html); [http://www.loc.gov/marc/umb/um07to10.html](http://www.loc.gov/marc/umb/um07to10.html)

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**Topic 7: Name Access Points & Name Authority Control, AACR, RDA & MODS**

**Week 11, Nov. 6**

Taylor & Joudrey, Chapter 8


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**Topic 8: Information Retrieval and Information Systems**

**Week 12, November 13**

Taylor & Joudrey, Chapter 6

Morville, Peter. *Ambient Findability*, O’Reilly Media, 2005. Chapters 1, 6


**Week 13, Nov. 20**

OCLC, "Online Catalogs: What Users and Librarians Want"
   [http://www.oclc.org/content/dam/oclc/reports/onlinecatalogs/fullreport.pdf](http://www.oclc.org/content/dam/oclc/reports/onlinecatalogs/fullreport.pdf)


Database Basics. Available: [http://dotatmac.mcmaster.ca/db_basics/db_01_home.htm](http://dotatmac.mcmaster.ca/db_basics/db_01_home.htm)


**November 27—No class, Happy Thanksgiving!**
Week 14, December 4

Metadata assignment is due today.

Test 2 review sheet will be provided.


What is Web 2.0, O’Reilly  http://oreilly.com/web2/archive/what-is-web-20.html

(Optional, but highly recommended) Borges, Jorge Luis. The Library of Babel.

Week 15, December 11

Final exam, Wrap-up