Instructor
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COURSE INFORMATION

Official 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.
Each week there will be a brief lecture (15-20 minutes). It is highly recommended that you view this before doing anything else for the week, as the lecture will alert you to the key topics you should pay attention to in the readings.

**Contact Information**: I am most accessible through email: melissa.adler@uky.edu. As a general rule, I will respond to course-related email correspondence within 24 hours. Please include the course number in brackets [602] in the subject line for all messages. I am happy to meet face to face or via technology with students, but you should set up the appointment in advance via email.

Please note that class communication is done via your official UK email address. You must check this frequently.

**Office hours**: I will hold a weekly office hour using Adobe Connect in Blackboard every Wednesday 11 am-12 pm. (If I have to reschedule due to other obligations, I’ll try to notify you as soon as possible.)

**Required Textbook:**


Other required readings are listed below in the schedule and will be available via Blackboard or are freely available on the internet.

**STUDENT EVALUATION**

**Grading Parameters**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Thesaurus construction</td>
<td>30</td>
</tr>
<tr>
<td>Metadata assignment</td>
<td>20</td>
</tr>
<tr>
<td>Tests (2)</td>
<td>20 (10 each)</td>
</tr>
<tr>
<td>Participation/exercises</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total: 100</strong></td>
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**Tests**: The two tests include multiple choice, short answer, and short essay type questions. These tests will be administered in Blackboard 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.

**Participation:** Your participation grade is quite significant in this course. My aim is for this class to be interactive, and everybody’s contributions to the discussion and activities are essential for your and your classmates’ learning. Each week I will post activities and/or targeted questions that you will be expected to discuss. Instructions will be provided each week.

**Grading Scale**

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

**Submission of Course Assignments:** Assignments will be due in Blackboard 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.

**COURSE POLICIES**

**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.

**Technological requirements:** To test your browser’s compatibility with Blackboard, please visit [http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Eye%20Chart.aspx](http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Eye%20Chart.aspx)

All students should have access to a computer with a secure Internet connection, Adobe Acrobat Reader, and word processing software that allows them to save files as .DOCX, preferably, but also .doc, .odt, or .rtf files. I cannot view .pages files, so Mac users will need to save their assignments in a different format. Microsoft Office and other software is available from [https://download.uky.edu/](https://download.uky.edu/). For more on technical requirements, visit the Distance Learning website’s Technical Requirements and Recommendations. Please let me know when you are having technical issues first. For more assistance, contact the following:

Information Technology Customer Service Center (UKIT): 859-257-1300
Help Desk: 218-HELP (4357)
Distance Learning Programs Office: 257-3377
Center for the Enhancement of Teaching and Learning: 257-8272

**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**

**Course weeks start on Monday and end on Sunday** (except for Week One, which runs Wednesday through Sunday).

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

**Week 1, 1/15-1/19**

Introductions—Introduce yourself in the discussion board—view the introductory lecture—get acquainted with the syllabus.

**Week 2, 1/20-1/26 (What is information organization?)**

Taylor & Joudrey, Chapters 1-2, (Chapter 3 recommended)


Topic 2: Subject Analysis, Indexing & Abstracting

Week 3, 1/27-2/2

Taylor & Joudrey, Chapter 9 & Appendix A


Topic 3: Vocabulary Control and Thesaurus Construction

Week 4, 2/3-2/9

Thesaurus assignment released this week.

Taylor & Joudrey, Chapter 10

Fast, K., Leise, F & Steckel, M. (2002). What is a Controlled Vocabulary?
http://boxesandarrows.com/what-is-a-controlled-vocabulary/

Fast, K., Leise, F & Steckel, M. (2003). Creating a Controlled Vocabulary,
http://boxesandarrows.com/creating-a-controlled-vocabulary/

http://boxesandarrows.com/controlled-vocabularies-a-glosso-thesaurus/

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

Topic 4: Systems for Categorization and Classification

Week 5, 2/10-2/16 (LCSH, folksonomies)


**Week 6, 2/17-2/23 (Classification)**

Submit your thesaurus construction topic for approval by 11:59 pm on 2/23.

Test 1 review sheet will be provided.

Taylor & Joudrey, Chapter 11


**Week 7, 2/24-3/2**

Submit your thesaurus hierarchical list by 11:59 pm on 3/2.

Take Test 1 by 11:59 pm on 3/2.

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

**Week 8, 3/3-3/9 (What is Metadata?)**

Taylor & Joudrey, Chapter 4


**Week 9, 3/10-3/16 (Dublin Core)**

**Thesaurus construction is due in Blackboard by 11:59 pm on 3/16.**

Taylor & Joudrey, Chapter 7


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**SPRING BREAK, 3/17-3/22**

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

**Week 10, 3/23-3/29**

Metadata assignment released this week.

Taylor & Joudrey, Chapter 5


w3schools, XML Tutorial, http://www.w3schools.com/xml/


http://www.loc.gov/marc/umb/um01to06.html; http://www.loc.gov/marc/umb/um07to10.html


Topic 7: Name authority control, AACR, & RDA

Week 11, 3/30-4/6

Taylor & Joudrey, Chapter 8


Topic 8: Information Retrieval and Information Systems

Week 12, 4/7-4/13

Taylor & Joudrey, Chapter 6


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

Week 13, 4/14-4/20

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


Database Basics (Tutorial), http://dotatmac.mcmaster.ca/db_basics/db_01_home.htm


Week 14, 4/21-4/27

Metadata assignment is due in Blackboard by 11:59 pm on 4/27.

Test 2 review sheet will be released.


View: Sporny, Manu. What is linked data? http://www.youtube.com/watch?v=4x_xzT5eF5Q

Week 15, 4/28-5/4

Final test, Wrap-up