COURSE INFORMATION

Course Description

LIS 655 ORGANIZATION OF KNOWLEDGE I. (3)
Theories and practice of bibliographic description and subject analysis. Covers the organization of both print and electronic information, including use of Anglo-American Cataloging Rules, Dewey Decimal Classification, Library of Congress Classification and Library of Congress Subject Headings. Prereq: LIS 602 or consent of instructor

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 AACR2, RDA, LCSH, LCC, DDC, and MARC formats to create original bibliographic records for a variety of materials.

Course Overview
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.* (AACR2R); *Resource Description and Access (RDA)*; *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 Outline**

I. Introduction  
   A. Cataloging codes  
   B. Bibliographic control  
II. ISBD and Introduction to AACR2  
   A. International Standard Bibliographic Description  
   B. 8 areas of bibliographic description; Chief source of information; Library of Congress Rule Interpretations  
III. AACR2, pt. 1  
   A. Chapters 1 & 2  
   B. Creating bibliographic descriptions  
IV. AACR2, pt. 2  
   A. Access points  
   B. Name headings  
   C. References  
V. FRBR & FRAD  
   A. Functional Requirements for Bibliographic Records  
   B. Functional Requirements for Authority Data  
VI. RDA  
   A. Creating bibliographic descriptions  
   B. Differences between AACR2 & RDA  
VII. Library of Congress Subject Headings  
   A. Basic LCSH  
   B. Applying subdivisions  
   C. Pattern headings  
VIII. Library of Congress Classification System  
   A. Basic LCC  
   B. Applying tables  
   C. P schedules  
IX. Dewey Decimal Classification System, 15th ed., Abridged  
   A. Basic DDC, Abr.  
   B. Applying tables  
   C. 400s & 800s  
X. MARC Coding

**Required Reading**
Required Textbooks:

   ISBN 10 : 0-8108-6000-7

   ISBN 10 : 0-8389-3594-X

STUDENT EVALUATION

Grading Parameters

• Your final grade will be based on five area test and ten exercises. Twenty graded exercises will be available during the course; your score for the exercises will be a total of the 9 best scores plus the first exercise.

| Test I     | ISBD & AACR2R | 150 points |
| Test II    | FRBR & RDA    | 100 points |
| Test III   | LCSH          | 100 points |
| Test IV    | LCC & DDC     | 150 points |
| Test V     | MARC          | 100 points |
| Exercises  |              | 100 points |

• A = 630-700 (90%-100%)
  B = 560-629 (80%-89%)
  C = 490-559 (70%-79)
  E = 489 and below (69% and below

Grading Rubric (See Submission of Course Assignments for details.)

• Exercises and tests submitted after the due date and time are subject to a 5% penalty per day.

Grading Scale

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

Participation

When 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.

Submission of Course Assignments

Assignments are due by the date and time given in the course syllabus. They are to be submitted electronically to my email at paula.hickner@uky.edu. Files may be submitted in the following formats: .doc, .docx, .xls, .xlsx, .txt, .pdf

• Exercises and tests submitted after the due date and time are subject to a 5% penalty per day.

Group Work and Collaboration

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.

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access to a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC.
Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: https://iweb.uky.edu/MSDownload/.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UKIT.

Information Technology Customer Service Center (UKIT)
http://www.uky.edu/UKIT/; 859-218-4357

Library Services
Distance Learning Services
http://www.uky.edu/Libraries/DLLS
  • Carla Cantagallo, DL Librarian
  • Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  • Email: dllservice@email.uky.edu
  • DL Interlibrary Loan Service:

Course Reserves

GENERAL COURSE POLICIES

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:
http://ci.uky.edu/lis/sites/default/files/policies.pdf

COURSE CALENDAR & ASSIGNMENTS

SYLLABUS

**Please note all DUE DATES and TIMES in RED**

UNITS I, II, III, IV : Introduction; ISBD; AACR2
UNIT I : August 28-September 1: Introduction

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th>Chan, ch. 1 to p. 28 at “MARC Tagging” section Chan, ch. 2</th>
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<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Introduction Cataloging codes</td>
</tr>
<tr>
<td><strong>Exercise</strong></td>
<td>DUE Sunday, September 1, 11:59 PM</td>
</tr>
<tr>
<td>1. “All about Me”</td>
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UNIT II : August 30-September 6 : ISBD & Introduction to AACR2

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th>Chan, ch. 3, p.65-67</th>
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<tr>
<td><strong>Topics</strong></td>
<td>ISBD 8 areas of bibliographic description Chief source of information LCRI</td>
</tr>
<tr>
<td><strong>Exercise</strong></td>
<td>DUE Friday, September 6, 11:59 PM</td>
</tr>
<tr>
<td>2. ISBD</td>
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UNIT III : September 6-September 20 : AACR2, pt. 1 : Bibliographic Description

<table>
<thead>
<tr>
<th><strong>Required Reading</strong></th>
<th>Chan, ch.3 AACR2R, part 1 : ch. 1-2, appendixes, glossary</th>
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</thead>
<tbody>
<tr>
<td><strong>Topics</strong></td>
<td>Creating full bibliographic descriptions</td>
</tr>
<tr>
<td><strong>Exercises</strong></td>
<td>DUE Friday, September 20, 11:59 PM</td>
</tr>
<tr>
<td>3, 4, 5 : AACR2 Bibliographic Description</td>
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UNIT IV : September 20-October 4 : AACR2, part 2 : Access Points, Authority Control, and References

<table>
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<tr>
<th><strong>Required Reading</strong></th>
<th>Access Points Chan, ch. 5 AACR2, part 2, ch. 21</th>
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<tr>
<td><strong>Authority Control : Personal Names</strong></td>
<td>Chan, ch. 6, p. 164-174 AACR2R, part 2, ch. 22</td>
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References
| Topics | Determining main entry and access points  
|        | Creating name authority records  
|        | Determining references for name authority records |
| Exercises 6. Access Points | DUE Friday, September 27, 11:59 PM |
| Exercises 7. Name Authority Record 8. References | DUE Friday, October 4, 11:59 PM |

**TEST I: Units I, II, III, IV**  
DUE Sunday, October 6, 11:59 PM

**UNITS V & VI: FRBR, FRAD, & RDA**

**UNIT V: October 4-October 11, 2013: FRBR & FRAD**

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Oliver, ch. 1-3, p. 1-36</th>
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</table>
| Topics | Functional Requirements for Bibliographic Records  
|        | Functional Requirements for Authority Data |
| Exercises 9 & 10: FRBR | DUE Friday, October 11, 11:59 PM |

**UNIT VI: October 11-October 25, 2013: RDA**

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Oliver, ch. 4 &amp; 5, p. 37-72</th>
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</table>
| Topics | Creating Bibliographic Descriptions Using RDA  
|        | Differences between AACR2 and RDA |
| Exercises 11 & 12: RDA Descriptions | DUE Friday, October 25, 11:59 PM |

**TEST II: Units V & VI**  
DUE Sunday, October 27, 11:59 PM
UNIT VII : LCSH

UNIT VII : October 25-November 8 : Library of Congress Subject Headings

| Required Reading | Chan, ch. 7, 8  
Library of Congress Subject Headings, “Introduction,” beginning of vol. 1 |
<table>
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<tr>
<td>Topics</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>
<tr>
<td>Exercises</td>
<td>DUE Friday, November 1, 11:59 PM</td>
</tr>
<tr>
<td>14 : LCSH</td>
<td>DUE Friday, November 1, 11:59 PM</td>
</tr>
<tr>
<td>Exercises</td>
<td>DUE Friday, November 8, 11:59 PM</td>
</tr>
<tr>
<td>15 : LCSH</td>
<td>DUE Friday, November 8, 11:59 PM</td>
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TEST III : Unit VII  
DUE November 10, 11:59 PM

UNITS VIII & IX : LCC & DDC, Abridged

UNIT VII : Library of Congress Classification

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<th>Required Reading</th>
<th>Chan, ch. 12, 14</th>
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<td>Topics</td>
<td>Reading the schedules : H (Social Sciences), L (Education), PS and PR schedules (English and American Literature) ; Local additions to LC call numbers</td>
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<tr>
<td>Exercises</td>
<td>DUE by Thursday, July 25, 2012, 5:00 PM</td>
</tr>
<tr>
<td>16 &amp; 17 : LCC</td>
<td>DUE by Thursday, July 25, 2012, 5:00 PM</td>
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UNIT X : Dewey Decimal System, Abridged

| Required Reading | Chan, ch. 13  
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<tr>
<td>Topics</td>
<td>Reading DDC Abridged ; Assigning class number ; Local additions to class numbers ; Cutter numbers</td>
</tr>
<tr>
<td>Exercises</td>
<td>DUE by Thursday, July 25, 2012, 5:00 PM</td>
</tr>
<tr>
<td>18 &amp; 19 : DCC</td>
<td>DUE by Thursday, July 25, 2012, 5:00 PM</td>
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TEST IV : Units VIII & IX  
DUE Sunday, December 8, 11:59 PM
UNIT X : MARC

Unit XI: 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 |
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<tr>
<td><strong>Topics</strong></td>
<td>MARC tagging</td>
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<tr>
<td><strong>Exercises</strong></td>
<td><strong>DUE Friday, December 13, 11:59 PM</strong></td>
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<tr>
<td>20 : MARC</td>
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**TEST V : Unit X**  
DUE Friday, December 20, 5:00 PM