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 : 0-8108-6000-7


ISBN 10 : 0-8389-3594-X

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. (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 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.

**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](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](http://wiki.uky.edu/blackboard/Wiki%20Pages/Home.aspx)

Distance Learning Library Services:

[http://libraries.uky.edu/DLLS](http://libraries.uky.edu/DLLS)

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

[http://www.uky.edu/DistanceLearning/](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**. Twenty graded exercises will be available during the course; your score for graded exercises will be a total of the **9 best scores plus the first exercise ("All about Me")**. Only the first exercise ("All about Me") is required; you may do all the remaining exercises or pick and choose from the exercises to meet the requirement for a total of ten graded exercises.

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Test I</td>
<td>ISBD &amp; AACR2R</td>
<td>150</td>
</tr>
<tr>
<td>Test II</td>
<td>FRBR &amp; RDA</td>
<td>100</td>
</tr>
<tr>
<td>Test III</td>
<td>Subject Analysis &amp; Classification: LCSH, LCC, DCC</td>
<td>150</td>
</tr>
<tr>
<td>Test IV</td>
<td>MARC</td>
<td>100</td>
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<tr>
<td>Exercises</td>
<td></td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>560 points</strong></td>
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A = 540-600  
(90-100%)  

B = 480-539  
(80-89%)  

C = 420-479  
(70-79%)  

E = 419 and below  
(69% and below)
SYLLABUS

**Please note all DUE DATES in RED**

UNIT I, II, III, IV : Introduction; ISBD; AACR2

UNIT I : Introduction

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 1 to p. 28 at “MARC Tagging” section Chan, ch. 2</th>
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<tbody>
<tr>
<td>Topics</td>
<td>Introduction</td>
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<td></td>
<td>Cataloging codes</td>
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<tr>
<td>Exercise</td>
<td>DUE by Sunday, June 9, 2013, 5:00 PM</td>
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<tr>
<td>1. “All about Me”</td>
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UNIT II : ISBD

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 3, p.65-67</th>
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<tbody>
<tr>
<td>Topics</td>
<td>ISBD</td>
</tr>
<tr>
<td>Exercise</td>
<td>DUE by Sunday, June 23, 2013, 5:00 PM</td>
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<td>2. ISBD</td>
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UNIT III : AACR2, pt. 1 : Bibliographic Description

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch.3 AACR2R, part 1 : ch. 1-2, appendixes, glossary</th>
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<tbody>
<tr>
<td>Topics</td>
<td>8 areas of bibliographic description</td>
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<tr>
<td></td>
<td>Chief source of information</td>
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<tr>
<td></td>
<td>LCRI</td>
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<td></td>
<td>Creating full bibliographic descriptions</td>
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<tr>
<td>Exercises</td>
<td></td>
</tr>
<tr>
<td>3, 4, 5 : AACR2</td>
<td>DUE by Sunday, June 23, 2013, 5:00 PM</td>
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<tr>
<td>Bibliographic</td>
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<td>Description</td>
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UNIT IV : AACR2, part 2 : Access Points, Authority Control, and References
<table>
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<tr>
<th>Required Reading</th>
<th>Access Points</th>
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<tbody>
<tr>
<td>Chan, ch. 5</td>
<td></td>
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<tr>
<td>AACR2, part 2, ch. 21</td>
<td></td>
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<tr>
<td>Authority Control : Personal Names</td>
<td></td>
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<tr>
<td>Chan, ch. 6, p. 164-174</td>
<td></td>
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<tr>
<td>AACR2R, part 2, ch. 22</td>
<td></td>
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<tr>
<td>References</td>
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<tr>
<td>Chan, ch. 6, p. 184-187</td>
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<tr>
<td>AACR2, part 2, ch. 26</td>
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<table>
<thead>
<tr>
<th>Topics</th>
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<tbody>
<tr>
<td>Determining main entry and access points</td>
</tr>
<tr>
<td>Creating name authority records</td>
</tr>
<tr>
<td>Determining references for name authority records</td>
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<table>
<thead>
<tr>
<th>Exercises</th>
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</thead>
<tbody>
<tr>
<td>6. Access Points</td>
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<tr>
<td>7. Name Authority Record</td>
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<td>8. References</td>
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| DUE by Sunday, June 23, 2013, 5:00 PM |

**TEST I : Units I, II, III, IV** DUE by Sunday, June 23, 5:00 PM
## UNITS V, VI, VII : FRBR, FRAD, RDA

### UNIT V : FRBR and 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 by Sunday, July 7, 2013, 5:00 PM |

### UNIT VI : RDA : Bibliographic Description

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Oliver, ch. 4 &amp; 5, p. 37-72</th>
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</thead>
</table>
| Topics           | Creating Bibliographic Descriptions Using RDA  
                  Differences between AACR2 and RDA |
| Exercises        | 11 & 12 : RDA Descriptions  
                  DUE by Sunday, July 7, 2013, 5:00 PM |

### UNIT VII : RDA, Authority Control

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>See above</th>
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<tbody>
<tr>
<td>Topics</td>
<td>Creating Authority Records Using RDA</td>
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</tbody>
</table>
| Exercises        | 13: RDA Authorities  
                  DUE by Sunday, July 7, 2013, 5:00 PM |

## Test II : UNITS V, VI, VII  DUE by Sunday, July 7, 2013, 5:00 PM
UNIT VII: Library of Congress Subject Headings

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 7, 8 Library of Congress Subject Headings, “Introduction,” beginning of vol. 1</th>
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</thead>
<tbody>
<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>
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<tr>
<td>Exercises</td>
<td>DUE by Thursday, July 26, 2012, 5:00 PM</td>
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</table>

UNIT VIII: Library of Congress Classification

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<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 12, 14</th>
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<tbody>
<tr>
<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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<td>Exercises</td>
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UNIT IX: Dewey Decimal System, Abridged

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<tr>
<td>Topics</td>
<td>Reading DDC Abridged; Assigning class number; Local additions to class numbers; Cutter numbers</td>
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<td>Exercises</td>
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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

<table>
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<tr>
<th>Required Reading</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>
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</thead>
<tbody>
<tr>
<td>Topics</td>
<td>MARC tagging</td>
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<tr>
<td>Exercises</td>
<td>DUE by Thursday, August 2, 2012</td>
</tr>
</tbody>
</table>

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

Tools (We’ll Be Using Many of These in Class)

*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/esb/index.html](http://www.loc.gov/eds/PDFdownloads/esb/index.html)

Cutter, C.A. *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]

Update info: [www.oclc.org/dewey/updates](http://www.oclc.org/dewey/updates)


[www.oclc.org/dewey/supportprogram/default.htm](http://www.oclc.org/dewey/supportprogram/default.htm)


[www.loc.gov/catdir/cpso/lcco](http://www.loc.gov/catdir/cpso/lcco) [see Classification Web for online version]


**Web Resources (Tutorials, Training Materials, Webinars, Documents, etc.)**

ALCTS (Association for Library Collections and Technical Services) Webinars
[www.ala.org/alcts/confevents/upcoming/webinar](http://www.ala.org/alcts/confevents/upcoming/webinar)

[www.lib.usm.edu/legacy/techserv/marc21_tutorial_ie/marcintroIE.htm](http://www.lib.usm.edu/legacy/techserv/marc21_tutorial_ie/marcintroIE.htm)

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

The Dublin Core Metadata Initiative
[dublincore.org](http://dublincore.org)


[lcweb.loc.gov/marc/umb](http://lcweb.loc.gov/marc/umb)

Hillman, Diane. “Using Dublin Core.” 2005

International Federation of Library Associations and Institutions (IFLA)
[www.ifla.org](http://www.ifla.org)

______. Links to standards. (Scroll down to “Standards Miscellany”)
[archive.ifla.org/II/standard.htm](http://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

RDA Training Materials
www.loc.gov/aba/rda

www.loc.gov/marc/96princip.html

OCLC Website (United States—English)
www.oclc.org/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

RDA LibGuide from the Music Library Association (Very good information, even if you aren’t a music cataloger)
Libguides.lib.umt.edu/RDA

RDA LibGuide from the University of Montana
Libguides.lib.umt.edu/RDA


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

Supplementary Articles and Texts for You to Enjoy (Really!)

History

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 Z694.A15 F86 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 Z688.5 .T43 1990


Young Z671.L7154


E-text and Young Z671.L7154

**AACR2, Access Points, Authority Control**


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 Z688.5 .T43 1990

E-text and Young Z693.A15 C35

**RDA, FRBR, and FRAD**

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


Not available at UK 😐 It has been requested 😞

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

Young Z666.6.U53 2007

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

**Subject Analysis: LCSH, LCC, DDC**

No longer available online-Will be posted in Blackboard
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 Gov. Docs. LC 30.2:Su 1/3

Young Z696 .I553

E-text and Young Z671.L7154

E-book (access through INFOKAT)

E-text and Young Z696.D7 S36 1998

MARC, DUBLIN CORE, and OTHER METADATA

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

E-text and Young Z693.A15 C35

**GENERAL and STUFF THAT DIDN'T FIT ANYWHERE ELSE**

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

Young Z693.F68 1985

E-text and Young Z693.A15 C35

E-text and Young Z693.A15 C35

Young Z693.W94 2006

AUTOCAT: LISTSERV@LISTSERV.SYR.EDU

In body of email type: subscribe autocat [your name] RECOMMENDED FOR CLASS