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, Kennedy’s, and many used copies on Amazon.com.

- ISBN 10 : 0-8108-6000-7


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 International Standard Bibliographic Description (ISBD); Functional Requirements for Bibliographic Records (FRBR); 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, theories, and history of bibliographic control; to include: bibliographic description, access points, authority control, subject analysis, and classification.
2. Practical application of standards and tools for bibliographic description, subject analysis, classification, and encoding using ISBD, RDA, LCSH, LCC, DDC, and MARC formats to create original bibliographic records for a variety of materials.

Technology Information & Resources

- **Distance Learning Programs**

  Basic technology requirements:
  [http://www.uky.edu/DistanceLearning/current/technology/techReqs.html](http://www.uky.edu/DistanceLearning/current/technology/techReqs.html)

- **Distance Learning Library Services**

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

  Carla Cantagallo, Head, Distance Learning Library Service
  Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  Email: dllservice@lsv.uky.edu

- **Information Technology Customer Service Center (UKIT)**

  859.218.4357
  [http://www.uky.edu/UKIT/](http://www.uky.edu/UKIT/)

- **Blackboard Student Guide**


SLIS Course Policies

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:


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. 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.

**Incompletes**

Student requests for an Incomplete (an I grade) will be considered within University guidelines and only in extreme circumstances. See section 5.1.3.2

http://www.uky.edu/StudentAffairs/Code/part2.html

**Late Submissions**

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

**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 your **9 best scores** plus Exercise 1: All about Me. Only the first exercise (“All about Me”) is required; **you may do all nineteen of 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>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>ISBD, FRBR, &amp; FRAD</td>
<td>100</td>
</tr>
<tr>
<td>II</td>
<td>RDA</td>
<td>150</td>
</tr>
<tr>
<td>III</td>
<td>Subject Analysis &amp; Classification: LCSH, LCC, DDC</td>
<td>150</td>
</tr>
<tr>
<td>IV</td>
<td>MARC</td>
<td>100</td>
</tr>
<tr>
<td>Exercises</td>
<td>(total of 10 best grades, to include Exercise 1)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>600 points</td>
</tr>
</tbody>
</table>

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

Topics
Introduction
Cataloging codes

Required Reading
Chan, ch. 1 to p. 28 at “MARC Tagging” section
Chan, ch. 2

Recommended Reading

Ex 1 “All about Me” DUE by August 30, 2015, 11:59 PM

UNIT II: ISBD

Topics
ISBD

Required Reading
Chan, ch. 3, p. 65-67

Recommended Reading

Ex 2 & 3 “ISBD” DUE by Friday, September 4, 2015, 11:59 PM

UNIT III: FRBR and FRAD

Topics
Functional Requirements for Bibliographic Records : FRBR
Functional Requirements for Authority Date : FRAD

Required Reading
Oliver, ch. 1-3, p. 1-36

Recommended Reading

Ex 4 & 5 “FRBR” DUE by Friday, September 11, 2015, 11:59 PM

Test I: UNITS I, II, III DUE by Monday, September 14, 2015, 11:59 PM
## UNITS IV & V : RDA

### UNIT IV : RDA : Bibliographic Description

<table>
<thead>
<tr>
<th>Topics</th>
<th>Creating bibliographic descriptions using RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Reading</strong></td>
<td>Oliver, ch. 4 &amp; 5, p. 37-72</td>
</tr>
<tr>
<td>Ex 6 “RDA”</td>
<td>DUE by Friday, September 18, 2015, 11:59 PM</td>
</tr>
<tr>
<td>Ex 7 &amp; 8 “RDA”</td>
<td>DUE by Friday, September 25, 2015, 11:59 PM</td>
</tr>
</tbody>
</table>

### UNIT V : RDA, Authority Control

<table>
<thead>
<tr>
<th>Topics</th>
<th>Creating authority records using RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Reading</strong></td>
<td>See above</td>
</tr>
<tr>
<td>Ex 9 “RDA Names”</td>
<td>DUE by Friday, October 2, 2015, 11:59 PM</td>
</tr>
</tbody>
</table>

### Test II: UNITS IV & V
DUE by Monday, October 5, 2015, 11:59 PM
UNIT VI : Library of Congress Subject Headings

<table>
<thead>
<tr>
<th>Topics</th>
<th>Getting to know the Big Red Books</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assigning subject headings</td>
</tr>
<tr>
<td></td>
<td>Assigning subdivisions</td>
</tr>
<tr>
<td></td>
<td>Using Pattern Headings</td>
</tr>
</tbody>
</table>

| Required Reading               | Chan, ch. 7, 8                    |
|                                | Library of Congress Subject Headings, “Introduction” |
|                                | [UK e-journal]                    |

| Ex 10 "LCSH"                   | DUE by Friday October 9, 2015, 11:59 PM |
| Ex 11 "LCSH"                   | DUE by Friday, October 16, 2015, 11:59 PM |
| Ex 12 "LCSH"                   | DUE by Friday, October 23, 2015, 11:59 PM |

UNIT VII : Library of Congress Classification

<table>
<thead>
<tr>
<th>Topics</th>
<th>Reading classification schedules (H, L, PS, PR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assigning LCC classification numbers</td>
</tr>
<tr>
<td></td>
<td>Local additions to LC classification numbers</td>
</tr>
</tbody>
</table>

| Required Reading               | Chan, ch. 12, 14                               |
| Ex 13 "LCC"                    | DUE by Friday, October 30, 2015, 11:59 PM       |
| Ex 14 "LCC"                    | DUE by Friday, November 6, 2015, 11:59 PM       |
| Ex 15 "LCC"                    | DUE by Friday, November 13, 2015, 11:59 PM      |
UNIT VIII : Dewey Decimal System, Abridged

<table>
<thead>
<tr>
<th>Topics</th>
<th>Reading DDC Abridged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assigning DDC classification numbers</td>
</tr>
<tr>
<td></td>
<td>Local additions to DDC classification numbers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Reading</th>
<th>Chan, ch. 13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dewey abridged, 14\textsuperscript{th} ed., “Introduction,” p. xxiii-xlvi</td>
</tr>
</tbody>
</table>

| Recommended Reading            | Comaromi, J.P. “Conception and Development of the Dewey  |
|                                | Decimal Classification,” \textit{international Classification} 3 (1976):  |
|                                | 11-15. [Young Z696.1553] |

| Ex 16 “DDC”                    | DUE by Friday, November 20, 2015, 11:59 PM |
| Ex 17 “DDC”                    | DUE by Sunday, November 29, 2015, 11:59 PM |
| Ex 18 “DDC”                    | DUE by Friday, December 4, 2015, 11:59 PM |

TEST III: Units VI, VII, VIII
DUE by Monday, December 7, 2015, 5:00 PM
UNIT IX : MARC

Unit IX : MARC : Machine Readable Cataloging

<table>
<thead>
<tr>
<th>Topics</th>
<th>MARC tagging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Reading</td>
<td>Chan, ch. 16, ch. 1, p. 28-end of ch. Bibliographic Formats &amp; Standards : “About This Guide,” ch. 1, 2, 4, &amp; 5</td>
</tr>
<tr>
<td>Ex 19 &amp; 20 “MARC”</td>
<td>DUE by Friday, December 11, 2015, 11:59 PM</td>
</tr>
</tbody>
</table>

TEST IV : Unit IX
DUE by Friday, December 18, 2015, 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)

Cutter, C.A. _C.A. Cutter's Three-Figure Author Table_. Swanson-Swift revision. (Chicopee, Mass.: Hr.R. Huntting Co., 1969)


Online: _WebDewey_ [$260+]

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


______. _WebDewey_ (Dublin, Ohio: OCLC Online Computer Center)


[http://www.oclc.org/support/services/dewey/program.en.html](http://www.oclc.org/support/services/dewey/program.en.html)

_RDA Toolkit_. (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals, 2010)

By subscription

From the Library of Congress (links are to free PDF files)

_Cataloger’s Desktop_

By subscription; single user $525

_Cataloging Service Bulletin_, 1978-2010

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

_Classification and Shelflisting Manual_


_Classification Web_

By subscription; single user $325

_Free-Floating Subdivisions: An Alphabetical Index_ (22nd ed., 2010)

Online: _ClassificationWeb_ $$$

[http://www.loc.gov/aba/publications/FreeLCSH/freelesch.html#Subdivisions](http://www.loc.gov/aba/publications/FreeLCSH/freelesch.html#Subdivisions)

_Library of Congress Classification Schedules_

Online: _Classification Web_ $$$

[http://www.loc.gov/aba/publications/FreeLCC/freelcc.html#About](http://www.loc.gov/aba/publications/FreeLCC/freelcc.html#About)


Out-of-Print
Library of Congress Subject Headings
Online: ClassificationWeb $$$
http://www.loc.gov/aba/publications/FreeLCSH/freeLCSH.html#Subdivisions

Subject Headings Manual
http://www.loc.gov/aba/publications/FreeSHM/freeSHM.html

MARC21 Format for Authority Data Including Guidelines for Content Designation
http://www.loc.gov/marc/authority/ecadhome.html

MARC21 Format for Bibliographic Data Including Guidelines for Content Designation.
http://www.loc.gov/marc/bibliographic/

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

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

www.lib.usm.edu/legacy/techserv/marc21_tutorial_ie/marcintroIE.htm

Classify Service (formerly DeweyBrowser). (Dublin, Ohio: OCLC Online Computer Center)
http://classify.oclc.org/classify2

The Dublin Core Metadata Initiative
dublincore.org

"Functional Requirements for Bibliographic Records: FRBR Homepage," IFLANET,
www.ifla.org/en/publications/functional-requirements-for-bibliographic-records

lcweb.loc.gov/marc/umb

Hillman, Diane. “Using Dublin Core.” 2005
dublincore.org/documents/2005/11/07/usageguide

International Federation of Library Associations and Institutions (IFLA)
www.ifla.org

______. Links to standards. (Scroll down to “Standards Miscellany”)
archive.ifla.org/IIF/standard.htm

______. ISBD : International Standard Bibliographic Description

Library of Congress Website
www.loc.gov
www.loc.gov/marc/96principl.html

OCLC Website (United States—English)

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)
http://guides.library.cornell.edu/MLARDA2013


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

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

History

UK e-journal and Young Z693.A15 C35

UK e-journal and Young Z693.A15 C35

UK e-journal and Young Z693.A15 C35

UK e-journal
   **UK e-journal and Young Z693.A15 C35**

   **UK e-journal 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.

   **UK e-journal and Young Z688.5 .T43 1990**


   **UK e-journal and Young Z671.L7154**

**ISBD**

   **Open access journal**

   **Young Z671.L7154**

**RDA, FRBR, and FRAD**

   **UK e-journal and Young Z693.A15 C35**

   **UK e-journal and Young Z693.A15 C35**

   **Open access journal**

Open access journal


UK e-journal and Young Z693.A15 C35


UK e-journal and Young Z693.A15 C35


Young Z666.6.M39 2008


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)


[www.loc.gov/cds/downloads/FRBR.PDF](http://www.loc.gov/cds/downloads/FRBR.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


**MARC, BIBFRAME, DUBLIN CORE, and OTHER METADATA**


**UK e-journal and Young Z693.A15 C35**

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

**UK e-journal and Young Z693.A15 C35**

**UK e-journal and Young Z693.A15 C35**

**UK e-journal and Young Z693.A15 C35**

**Young Z693.F68 1985**

**UK e-journal and Young Z693.A15 C35**

**E-text and Young Z693.A15 C35**

**Young Z693.W94 2006**
LISTSERVS

In Library Land there is a ListServ for everything!

1. AUTOCAT-L : a general list for all cataloging questions
   \textit{RECOMMENDED FOR CLASS}
   
   \url{https://listserv.syr.edu/scripts/wa.exe?A0=AUTOCAT}

2. FRBR : can’t get enough info about entities and attributes?
   
   \url{http://archive.ifla.org/VII/s13/wgfrbr/listserv.htm}

3. RDA-L : a rather busy list for all those questions about RDA
   
   \url{http://www.lsoft.com/scripts/wl.exe?SL1=RDA-L&H=LISTSERV.LAC-BAC.GC.CA}

4. MARC-L : hosted by LC so you just know it’s good
   
   \url{http://www.lsoft.com/scripts/wl.exe?SL1=MARC&H=LISTSERV.LOC.GOV}