

Organization of Knowledge I : LIS655
Fall 2015 Hickner

Paula Hickner
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8:30 am – 5:00 pm M-F
Online office hours : 10:00 am – 12:00 pm, Monday-Friday

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.

Chan, Lois Mai. *Cataloging and Classification: An Introduction*. 3rd ed. (Lanham, Md.: Scarecrow Press, 2007)

ISBN 13 : 978-0-8108-6000-1

ISBN 10 : 0-8108-6000-7

Oliver, Chris. *Introducing RDA: A Guide to the Basics*. (Chicago: American Library Association, 2010)

ISBN 13 : 978-0-8389-3594-1

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 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>

- **Distance Learning Library Services**

<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/>

- **Blackboard Student Guide**

<http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Student%20Menu.aspx>

SLIS 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 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 expect 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.

| | | |
|-----------|---|------------|
| Test I | ISBD, FRBR, & FRAD | 100 points |
| Test II | RDA | 150 points |
| Test III | Subject Analysis & Classification: LCSH, LCC, DDC | 150 points |
| Test IV | MARC | 100 points |
| Exercises | (total of 10 best grades, to include Exercise 1) | 100 points |

Total *600 points*


| | | | |
|---------------------------------|--------------------------------|--------------------------------|---|
| 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 are in RED****

UNITS I, II, III: Introduction; ISBD; FRBR & FRAD

UNIT I : Introduction

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|----------------------------|--|
| Topics | Introduction Cataloging codes |
| Required Reading | Chan, ch. 1 to p. 28  at “MARC Tagging” section Chan, ch. 2 |
| Recommended Reading | Clarke, Rachael Ivy. “Breaking Records: The History of Bibliographic Records and Their Influence in Conceptualizing Bibliographic Data,” <i>Cataloging & Classification Quarterly</i> 53 (2014): 286-302. [UK e-journal] |
| Ex 1 “All about Me” | DUE by August 30, 2015, 11:59 PM |

UNIT II : ISBD

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|----------------------------|---|
| Topics | ISBD |
| Required Reading | Chan, ch. 3, p. 65-67 |
| Recommended Reading | Milcetic, Marybeth. “The History and Impact of ISBD,” <i>Library Resources and Technical Services</i> 26,2 (1982): 177-82. [Young Z671.L7154] |
| Ex 2 & 3 “ISBD” | DUE by Friday, September 4, 2015, 11:59 PM |

UNIT III : FRBR and FRAD

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|----------------------------|--|
| Topics | Functional Requirements for Bibliographic Records : FRBR Functional Requirements for Authority Date : FRAD |
| Required Reading | Oliver, ch. 1-3, p. 1-36 |
| Recommended Reading | Tillett, Barbara. “What Is FRBR?” Washington, D.C.: Library of Congress, Cataloging Distribution Service, 2003; rev. 2004. www.loc.gov/cds/downloads/FRBR.PDF |
| 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

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|----------------------------|--|
| Topics | Creating bibliographic descriptions using RDA |
| Required Reading | Oliver, ch. 4 & 5, p. 37-72 |
| Recommended Reading | Bianchini, Carlo & Mauro Guerrini. "RDA : Resource Description and Access: The New Standard for Metadata," <i>Journal of Library & Information Science</i> 6,1 (2015): 21-31. [UK e-journal] |
| Ex 6 "RDA" | DUE by Friday, September 18, 2015, 11:59 PM |
| Ex 7 & 8 "RDA" | DUE by Friday, September 25, 2015, 11:59 PM |

UNIT V : RDA, Authority Control

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|-------------------------|---|
| Topics | Creating authority records using RDA |
| Required Reading | <i>See above</i> |
| Ex 9 "RDA Names" | DUE by Friday, October 2, 2015, 11:59 PM |

Test II: UNITS IV & V
DUE by Monday, October 5, 2015, 11:59 PM

UNITS VI, VII, VIII : LCSH, LCC, DDC

UNIT VI : Library of Congress Subject Headings

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|----------------------------|---|
| Topics | Getting to know the Big Red Books Assigning subject headings Assigning subdivisions Using Pattern Headings |
| Required Reading | Chan, ch. 7, 8 Library of Congress Subject Headings, "Introduction" http://www.loc.gov/aba/publications/FreeLCSH/lcshintro.pdf |
| Recommended Reading | McCutcheon, Sevim. "Keyword vs Controlled Vocabulary Searching: The One with the Most Tools wins," <i>Indexer</i> 27, 2 (2009): 62-65. [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

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|-------------------------|---|
| Topics | Reading classification schedules (H, L, PS, PR) Assigning LCC classification numbers Local additions to LC classification numbers |
| 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

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|----------------------------|---|
| Topics | Reading DDC Abridged Assigning DDC classification numbers Local additions to DDC classification numbers |
| Required Reading | Chan, ch. 13 Dewey abridged, 14 th ed., "Introduction," p. xxiii-xlvi |
| Recommended Reading | Comaromi, J.P. "Conception and Development of the Dewey Decimal Classification," <i>international Classification 3</i> (1976): 11-15. [Young Z696.I553] |
| 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*

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|------------------------------|---|
| Topics | MARC tagging |
| Required Reading | Chan, ch. 16, ch. 1, p. 28-end of ch. Bibliographic Formats & Standards : “About This Guide,” ch. 1, 2, 4, & 5 |
| Recommended Reading | Adamich, Tom. “BIBFRAME: The New MARC,” <i>Technicalities</i> 33, 2 (2013): 7-10. [UK e-journal] |
| Ex 19 & 20 “MARC” | DUE by Friday, December 11, 2015, 11:59 PM |

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

Cutter, C.A. *C.A. Cutter's Three-Figure Author Table*. Swanson-Swift revision. (Chicopee, Mass.: Hr.R. Hunting Co., 1969)

Dewey, Melvil. *Dewey Decimal Classification and Relative Index*, edited by Joan S. Mitchell, et al. 22nd ed. (Dublin, Ohio: OCLC Online Computer Center, 2003) 4 vols.
Online: *WebDewey* [\$260+]
Update info: www.oclc.org/dewey/updates

_____. *Dewey Decimal Classification and Relative Index*, edited by Joan S. Mitchell, et al. 23rd ed. (Dublin, Ohio: OCLC Online Computer Center, 2011)

_____. *Abridged Dewey Decimal Classification and Relative Index*, edited by Joan S. Mitchell, et. al. 15th ed. (Dublin, Ohio: OCLC Online Computer Center, 2012)

_____. *WebDewey* (Dublin, Ohio: OCLC Online Computer Center)

Dewey Cutter Software. (Dublin, Ohio : OCLC Online Computer Center, Inc., 2002)
<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/cds/PDFdownloads/csb/index.html

Classification and Shelving Manual
<http://www.loc.gov/aba/publications/FreeCSM/preface.pdf>

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/freelcsh.html#Subdivisions>

Library of Congress Classification Schedules
Online: *Classification Web* \$\$\$
<http://www.loc.gov/aba/publications/FreeLCC/freelcc.html#About>

Library of Congress Period Subdivisions under Names of Places (5th ed., 1994)
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>

Branton, Ann and Aiping Chen-Gaffey. "MARC 21 Tutorial." (2004)

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,
International Federation of Library Associations and Institutions (rev. Dec. 04, 2002)

www.ifla.org/en/publications/functional-requirements-for-bibliographic-records

Furrie, Betty. *Understanding MARC*. 8th ed. (Washington, D.C. : Library of Congress; Follett Software Co., 2009)

lweb.loc.gov/marc/umb

Hillman, Diane. "Using Dublin Core." 2005

dublincore.org/documents/2005/11/07/usageguide

revised: wiki.dublincore.org/index.php/User_Guide

International Federation of Library Associations and Institutions (IFLA)

www.ifla.org

_____. Links to standards. (Scroll down to "Standards Miscellany")

archive.ifla.org/II/standard.htm

_____. ISBD : International Standard Bibliographic Description

www.ifla.org/files/cataloguing/isbd/isbd-cons_2007-en.pdf

Library of Congress Website

www.loc.gov

_____. MARC Homepage
www.loc.gov/marc

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

“The MARC 21 Formats: Background and Principles,” MARBI, et al. (Rev. 1996)
www.loc.gov/marc/96principl.html

OCLC Website (United States—English)
www.oclc.org/us/en/default.htm

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>

Statement of International Cataloguing Principles, 2009.
www.ifla.org/files/cataloguing/icp/icp_2009-en.pdf

Statement of Principles Adopted by the International Conference on Cataloguing Principles, Paris, October 1961 [Paris Principles]
<http://www.nl.go.kr/icc/paper/20.pdf>

Wells, Kathleen and Nashaat Sayed. “MARC 21 Authority Tutorial.” (2004)
www.lib.usm.edu/legacy/techserv/auth_tutorial/auth01.htm

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

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Blake, Virgil L.P. “Forging the Anglo-American Cataloging Alliance: Descriptive Cataloging, 1830-1908,” *Cataloging & Classification Quarterly* 35, no.1/2 (2002): 3-22.
UK e-journal and Young Z693.A15 C35

Buizza, Pino. “Bibliographic Control and Authority Control from Paris Principles to the Present,” *Cataloging & Classification Quarterly* 38, no.3/4 (2004): 117-33.
UK e-journal and Young Z693.A15 C35

Carpenter, Michael. “The Original 73 Rules of the British Museum: A Preliminary Analysis,” *Cataloging & Classification Quarterly* 35, no.1/2 (2002): 23-36.
UK e-journal and Young Z693.A15 C35

Clarke, Rachael Ivy. “Breaking Records: The History of Bibliographic Records and Their Influence in Conceptualizing Bibliographic Data,” *Cataloging & Classification Quarterly* 53 (2014): 286-302.
UK e-journal

Creider, Laurence S. "A Comparison of the Paris Principles and the International Cataloguing Principles," *Cataloging & Classification Quarterly* 47, no.6 (2009): 583-99.

UK e-journal and Young Z693.A15 C35

Future of Cataloging: Insights from the Lubetzky Symposium, ed. Tschera Harkness Connell and Robert L. Maxwell (Chicago: American Library Association, 2000)

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.

Gorman, Michael. "Descriptive Cataloguing: Its Past, Present, and Future." In *Technical Services Today and Tomorrow*, Michael Gorman and Associates. 2nd ed.(Englewood, CO: Libraries Unlimited, 1998), pp. 79-94.

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

Guerrini, Mauro. "GMD: Its Function and Its History," *Cataloging & Classification Quarterly* 38, no.2 (2004): 51-74. **Young Z693.A15 C35**

Yee, Martha M. "'Wholly Visionary': The American Library Association, the Library of Congress, and the Card Distribution Program," *Library Resources & Technical Services* 53, no.2 (2009): 68-78.

UK e-journal and Young Z671.L7154

ISBD

Bertolini, Maria Violeta. "The new ISBD Area 0 and the Teaching of Cataloging of Non-book Materials," *Italian Journal of Library, Archives and Information Science* 4, no.1 (2012): 4794-2 – 4794-49.

Open access journal

Milcetic, M. "The History and Impact of ISBD," *Library Resources & Technical Services* 26 (April/June 1982): 177-82.

Young Z671.L7154

RDA, FRBR, and FRAD

Anhalt, Joy and Richard A. Stewart. "RDA Simplified," *Cataloging & Classification Quarterly* 50 (2012): 35-42.

UK e-journal and Young Z693.A15 C35

Bianchini, Carlo and Mauro Guerrini. "From Bibliographic Models to Cataloging Rules: Remarks on FRBR, ICP, ISBD, and RDA and the Relationships between Them," *Cataloging & Classification Quarterly* 47, no.2 (2009): 105-24.

UK e-journal and Young Z693.A15 C35

_____. "RDA: Resource Description and Access," *Italian Journal of Library, Archives & Information Science* 6, no.1 (2015) 21-31.

Open access journal

Danskin, Alan. "Linked and Open Data: RDA and Bibliographic control," *Italian Journal of Library, Archives & Information Science* 4, no. 1 (2013): 147-59.

Open access journal

Cronin, Christopher. "From Texting to Implementation: Managing Full-Scale RDA Adoption at the University of Chicago," *Cataloging & Classification Quarterly* 49, no.7/8 (2011): 626-46.

UK e-journal and Young Z693.A15 C35

Gorman, Michael. "RDA: Imminent Debacle," *American Libraries* 38, no.11 (Dec. 2007):64-65.

Hitchens, Alison and Ellen Symons. "Preparing Catalogers for RDA Training," *Cataloging & Classification Quarterly* 47, no.8 (2009): 691-707.

UK e-journal and Young Z693.A15 C35

Maxwell, Robert. *FRBR: A Guide for the Perplexed* (Chicago: American Library Association, 2008)

Young Z666.6.M39 2008

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Not available at UK ☹ It has been requested ☺

Tillett, Barbara. "The Development of a New International Cataloging Code." Presented at Modena, Italy, 13 December 2007.

www.rda-jsc.org/docs/btmodena-20071213.pdf

_____. "What Is FRBR?: A Conceptual Model for the Bibliographic Universe." (Washington, D.C.: Library of Congress, Cataloging Distribution Services, 2003; rev. 2014)

www.loc.gov/cds/downloads/FRBR.PDF

Understanding FRBR: What It Is and How It Will Affect Our Retrieval Tools / ed. Arlene G. Taylor (Westport, Conn.: Libraries Unlimited, 2007)

Young Z666.6.U53 2007

_____. "What is FRBR: A Conceptual Model for the Bibliographic Universe." (2004)

www.loc.gov/catdir/cpsd/whatfrbr.html

Subject Analysis: LCSH, LCC, DDC

Chan, Lois M. "Chapter 7: Synthesis of Class Numbers or Practical Number Building." In *Dewey Decimal Classification: A Practical Guide*. 2nd ed. (Albany, N.Y.: Forest Press, 1996)

No longer available online-Will be posted in Blackboard

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Young Z696 .I553

Drabenstott, Karen M. "End-user Understanding of Subject Headings in Library Catalogs," *Library Resources & Technical Services* 43, no.3 (1999): 140-60.
UK e-journal and Young Z671.L7154

Ferguson, Anna. *Subject Analysis: Blitz Cataloging Workbook*. (Englewood, Colo. : Libraries Unlimited, 1998)
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UK e-journal

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UK e-journal and Young Z693.A15 C35

Caplan, Priscilla L. and Rebecca S. Guenther. "Metadata for Internet Resources: The Dublin Core Metadata Elements Set and Its Mapping to USMARC," *Cataloging & Classification Quarterly* 22, no.3/4 (1996): 43-58.
UK e-journal and Young Z693.A15 C35

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UK e-journal and Young Z693.A15 C35

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UK e-journal and Young Z693.A15 C35

Smiraglia, Richard P. "Introducing Metadata," *Cataloging & Classification Quarterly* 40, no.3/4 (2005): 1-15.
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Taylor, Arlene. *Wynar's Introduction to Cataloging and Classification*. 10th ed. (Englewood, CO: Libraries Unlimited, 2006)
Young Z693.W94 2006

LISTSERVS

In Library Land there is a ListServ for everything!

1. AUTOCAT-L : a general list for all cataloging questions

RECOMMENDED FOR CLASS

<https://listserv.syr.edu/scripts/wa.exe?A0=AUTOCAT>

2. FRBR : can't get enough info about entities and attributes?

<http://archive.ifla.org/VII/s13/wgfrbr/listserv.htm>

3. RDA-L : a rather busy list for all those questions about RDA

<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

<http://www.lsoft.com/scripts/wl.exe?SL1=MARC&H=LISTSERV.LOC.GOV>