

LIS 65-201 Spring 2006  
Organization of Knowledge I  
Founders Hall 315  
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Texts: *Anglo-American Cataloguing Rules* Prepared under the direction of The Joint Steering Committee for Revision of AACR, 2<sup>nd</sup> ed. 2002 revision with 2005 update. Chicago, American Library Association, 2005.

Taylor, Arlene G. *Wynar's Introduction Cataloging and Classification*, rev. 9<sup>th</sup> ed., Englewood, Colorado, Libraries Unlimited, 2004.

Course Orientation:

This course is designed as the beginning course for students who are interested in cataloging and/or online catalog maintenance and quality control. It is also for other library and information science students who wish to become familiar with the construction of bibliographic records.

Objective of Course: At the completion of this course, students are expected to have a basic understanding of the principles and theories of the methods used in the organization of materials and information in libraries and information centers. This includes metadata, resource description and encoding, classification systems and subject access. The students should be familiar with the basic tools and practical applications used in the organization of materials and information.

Grading:

Midterm Exam	100
Final Exam	100
Assignments	115
Class Project	50
Readings	25
Class Participation	10

90-100%	= A
80-89%	= B
70-79%	= C

Class attendance and participation is required for this class. If absent, students are responsible for securing missed class materials from fellow students. Five points will be taken off for each week an assignment is late unless there is an excused absence. An assignment is late if it is not turned in on the day specified. Assignments may be e-mailed or faxed. Assignments will be graded on applicant principles and appearance. Exams will be based on lectures and assigned readings. Makeup exams may be different from regular exams. No makeup exams will be given for unexcused absences. A student who has unexcused absences in excess of one-fifth of the class contact hours will receive a failing grade. No assignments for extra credit will be made. A student who is having trouble with regular assignments is strongly encouraged to contact the instructor as early as possible for personal advising.

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Thursday 6:00-8:30 p.m.

January 12  
Introduction, organization of information, history of organizing information, terminology, metadata, and ISBD

January 19  
ISBD, descriptive cataloging  
**Read: AACR2: p. 1-4, I-1 to I-3, 1-1 to 1-49, and 2-1 to 2-24**  
**Text: chp. 1-4**

January 26  
Descriptive cataloging and MARC  
**Read a second time: AACR2: p. 1-4, I-1 to I-3, 1-1 to 1-49, and 2-1 to 2-24**  
**Assignment I due (15 points)**

February 2  
MARC and access points  
**Read: AACR2: p.21-5 to 21-50**  
**Text: chp. 6**

February 9  
Access points  
**Read: AACR2: p. 22-3 to 22-38, 23-1 to 23-6, and 24-3 to 24-32**  
**Text: chp. 7**

**Assignment II due (30 points)**

February 16  
Access points

February 23  
Midterm Exam

March 2 (Class time will be different for this class.)  
Hands on OCLC

March 9  
Authorities, uniform titles and subject headings  
**Read: AACR2: p. 25-5 to 25-9, 25-22 to 25-29, 26-2 to 26-14**  
**Text: chp. 18, 8, 14 & 15**  
**Library of Congress Subject Headings 28<sup>th</sup> ed. Introduction, Introduction to Free-Floating Subdivisions, Annotated Card Program** (Library of Congress. *Library of Congress Subject Headings* 28th ed. Washington, DC: library of Congress, 2005.) (Ask about location)

March 16  
Spring break

March 23  
Subject headings & Classification  
**Read: Abridged Dewey Decimal Classification and Relative Index p. 1-24 and browse rest of book**  
**Text: chp. 9 & 10**

March 30  
Classification  
**Read: Test: chp. 11, 12 & 13**

**Assignment III due (35 points)**

April 6 (Class time will be different for this class.)  
Metadata

April 13  
Metadata, catalog management, and reports on projects  
**Read: Text: chp. 19 & 20**

**Assignment IV due (35 points)**

April 20  
Reports on projects

**Projects due (50 points)**

April 27  
Discussion of readings. Wrap up  
**Readings due (25 points)**

May 4  
Final Exam

Minor changes may be made in this syllabus by the instructor.

Readings: (25 points) It is important for a professional to know the history, philosophy, theory, and literature of his/her field. One step in reaching this goal is reading. You are to read at least five pieces of literature. Four must be from the list of readings presented to you; one is your choice as long as it is related to organizing information. You will turn in a summary/critique/reaction of each reading. Your paper will contain a citation with complete bibliographic detail (entry in a bibliography), a short summary, and a critique/reaction. Each summary/critique needs to be typed and at least three-fourths of a page in length. Write in third person. In addition to the factors mentioned above your paper will be graded on appearance, cohesiveness, and grammar. Points will be taken off for an untyped or late work. You will be asked to discuss your readings in class.

Catalog examples project: (50 points) Chapters 3-13 of AACR2 contain rules for cataloging materials other than books. Chapters 21-26 contain rules for headings, uniform titles, and references. In AACR2 select a chapter between 3 and 26 to find examples illustrating the rules. Find examples illustrating at least 10 of the rules. List the rule, give the complete bibliographic record, and highlight the part that illustrates the rule. In addition to the factors mentioned above your project will be graded on appearance. Points will be taken off for projects turned in late.