LIS 655-201 Spring 2004
Organization of Knowledge I
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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 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:

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

Class attendance and participation is required for this class. Five points will be taken off for each week an assignment is late unless there is an excused absence. Assignments may be e-mailed or faxed. Assignments will be graded on applicant principles and appearance. Exams will be base on lectures and assigned readings. Makeup exams may be different.
LIS 655-201 Spring 2004
Lois Schultz
Organization of Knowledge I
Numm 400
Monday 6:00-8:30 p.m.

January 26
Introduction, organization of information, history of organizing information, terminology, metadata, and ISBD

February 2
ISBD, descriptive cataloging
Read: AACR2: p. 1-4, 1-1 to I-3, 1-1 to 1-48, and 2-1 to 2-24
Text: chp. 1-4

February 9
Descriptive cataloging and MARC
Read: a second time : AACR2: p. 1-4, 1-1 to I-3, 1-1 to 1-48, and 2-1 to 2-24
Assignment I due (15 points)

February 16
MARC and access points
Read: AACR2: p.21-5 to 21-50
Text: chp. 6

February 23
Access points
Read: AACR2: p. 22-3 to 22-38, 23-1 to 23-6, and 24-3 to 24-32
Text: p. 201-238
Assignment II due (30 points)

March 1
Access points

March 8
Midterm Exam

March 15
Spring break

March 22
Authorities, uniform titles and subject headings
Read: AACR2: p. 26-2 to 26-14
Text: p. 239-260 & chp. 18
Reserve: Chan, Lois M. “The Principle of Uniform Heading in Descriptive Cataloging: Ideal and Reality”

March 29
Subject headings
Read: Library of Congress Subject Headings 26th ed. Introduction (Copies on third floor and in documents and a photocopy on reserve)
Text: chp. 8, 14, & 15
April 5
Classification
Read: Abridged Dewey Decimal Classification and Relative Index p. 1-24 and browse rest of book
Text: chp. 9 & 10

Assignment III due (35 points)

April 12
Classification
Read: Test: chp. 11 & 12

Readings due (25 points)

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

Assignment IV due (35 points)
Projects due (50 points)

April 26
Reports on projects and wrap up

May 3
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 from the list presented to you. You will turn in a summary/critiques of each reading. This summary will contain a citation with complete bibliographic detail (entry in a bibliography), a short summary, and a critique. Each summary/critique needs to be typed and at least a half page in length. Points will be taken off for an untyped or late work. Write in third person. In addition to the factors mentioned above your paper will be graded on appearance, cohesiveness, and grammar.

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.