Syllabus and Schedule

INFO 5220 Resource Description and Access II

(Advanced Cataloging and Classification)

(Last updated 08/23/2019)

Please see the *Schedule of Activities (starts on p.10 of this document)* for complete listing of course topics and activities, along with due dates

Syllabus

Contact Information

Instructor	Oksana L. Zavalina, Ph.D.
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Course Meetings

Meeting Regularity:	Weekly
Meeting Location:	online through Zoom video conferencing tool **https://unt.zoom.us/j/610548890**
Meeting Duration:	2 hours 30 minutes
Meeting Time:	Wednesdays, 2:00 pm – 4:30 pm

Course Goals and Objectives

- To build on the instruction and experiences gained in the *INFO 5210 Resource Description and Access I* or an equivalent beginning cataloging course or other comparable experience to develop student skills in creating, editing and processing bibliographic and authority records;

- To familiarize students with the latest requirements of descriptive and subject cataloging (including classification) using a bibliographic utility;

- To help students develop expertise in the organization, control, and access of various kinds of information resources.

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[1] Email is a preferred mode of communication.

Student Learning Outcomes

Upon the completion of *INFO 5220 Resource Description and Access II* course, each student should be able to:
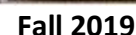
1. Understand the factors affecting decisions about descriptive and subject cataloging (including classification) and authority work.

2. Familiarize with major models of information organization – Functional Requirements for Bibliographic Records (FRBR), Functional Requirements for Authority Data (FRAD), Functional Requirements for Subject Authority Data (FRSAD), integrated Library Reference Model (LRM), and BIBFRAME – and the nature of their influence on cataloging norms.

3. Master the understanding and application of Resource Description and Access (RDA) rules for bibliographic and authority data:
    *   Learn to evaluate, use, edit, and create high-quality MARC bibliographic records for a variety of information objects using RDA rules.
    *   Learn to evaluate, use, edit, and create high-quality MARC name authority data using RDA rules.

4. Further develop the skills in subject cataloging:
    *   subject analysis;
    *   assigning Library of Congress Subject Headings (LCSH), Library of Congress Genre Headings, and Faceted Application of Subject Terminology (FAST) headings using the latest sources of information on the application of these headings;
    *   assigning classification numbers and constructing call number using the latest schedules of the Library of Congress Classification System (LCC).

5. Familiarize with major tools used by professional catalogers: OCLC Connexion (both Browser and Client versions), Classification Web, MarcEdit etc.

6. Develop basic understanding of and basic practical skills in non-MARC library metadata and relations between major library metadata schemes.

7. Develop basic understanding of and basic practical skills in batch processing and transformation of MARC library metadata.

Course Organization

This course is organized into the following five (**5**) learning modules:

1. Functional Requirements Models of Information Representation

2. Subject Analysis and Representation
3. Authority Control
4. Using Professional Tools for High-Quality Cataloging in MARC [and BIBFRAME]
5. Beyond MARC and BIBFRAME: Digital Library Metadata and Record Transformation.

Each module contains instructor's presentation and other required readings. Each of the Modules 1,2,3, and 5 have one practical exercise that assesses the module learning outcomes obtained by students. Learning outcomes developed in Module 4 are assessed through a portfolio consisting of three practical exercises.

Course Format

This is a fully online course with synchronous course meetings. Students must be able to work independently. Most course interaction will occur via UNT Zoom video conferencing application (where the course meetings will be held) and Canvas course site, which provides a central focus for online course materials and class communications. For registered students, the Canvas course site is accessible starting on the morning of the first day of the semester.

Required Readings

Required readings to be completed in this course are listed in the *Readings Discussion Forums*. Access to these materials will be provided by instructor on the first day of the semester.

Recommended Textbooks (as reference materials only)

Joudrey, D.N., Taylor, A. G., & Miller, D. P. (2015). Introduction to cataloging and classification, 11ᵗʰ ed. (Library and Information Science Text series). Santa Barbara: Libraries Unlimited. ISBN 9781598848571 (hardback) or ISBN 9781598848564 (paperback) or ASIN B015YFOWPE (Kindle edition)

Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC 21 for Everyone: A Practical Guide.* **Chicago: American Library Association. ISBN 083890842X.** If you took INFO 5210 at UNT, where this was one of the required textbooks, you might still have this book.

Required Tools/Resources

OCLC Connexion Browser (an installation-free online version of OCLC Connexion, with substantially limited functionality compared to OCLC Connexion Cient; will be used for some tasks in the course but cannot be a substitute for installing and using the OCLC Connexion Client; accessible at http://connexion.oclc.org/, instructor will provide username and password)

OCLC Connexion Client (this Windows-based software described in http://www.oclc.org/content/dam/support/connexion/documentation/client/gettingstarted/gettingstarted/gettingstarted.pdf will need to be installed on your machine; for Mac users, Windows emulation software such as proprietary Parallels http://www.parallels.com/products/desktop/ or open-source Wine Bottler http://winebottler.kronenberg.org/ will be needed; instructor will provide access credentials – username and password – and instructions on installing and using the OCLC Connexion Client tool)

MarcEdit (the Windows-based version of this software will need to be installed on your machine; for Mac users, Windows emulation software such as proprietary Parallels http://www.parallels.com/products/desktop/ or open-source Wine Bottler http://winebottler.kronenberg.org/ will be needed; an open-source tool MarcEdit does not require username and password; instructor will provide instructions on installing and using this tool)

RDA cataloging rules (accessible via *RDA Toolkit*, http://*www.rdatoolkit.org/*, instructor will provide username and password)

Library of Congress Classification, Washington, DC, Library of Congress Cataloging Distribution Service (accessible via *Classification Web* http://www.classificationweb.net/,

instructor will provide username and password, or via *LC Linked Data Service* http://id.loc.gov/authorities/classification.html, no password required).

Library of Congress Subject Headings, latest version. Washington, DC, Library of Congress Cataloging Distribution Service (accessible via *OCLC Connexion* (Browser and Client) and *Classification Web*, instructor will provide username and password). Also available via *LC Authorities* http://authorities.loc.gov/ or via *LC Linked Data Service* http://id.loc.gov/authorities/, no password needed.

Library of Congress Genre Headings (accessible via *OCLC Connexion* (Browser and Client) and *Classification Web*, instructor will provide username and password; also accessible via *LC Authorities* http://authorities.loc.gov/ or via *LC Linked Data Service* http://id.loc.gov/authorities/, no password needed).

Library of Congress Name Authority File (accessible via *OCLC Connexion* (Browser and Client); also accessible via *LC Authorities* http://authorities.loc.gov/ or via *LC Linked Data Service* http://id.loc.gov/authorities/, no password needed).

Library of Congress Title Authority File (accessible via *OCLC Connexion* (Browser and Client); also accessible via *LC Authorities* http://authorities.loc.gov/ or via *LC Linked Data Service* http://id.loc.gov/authorities/, no password needed).

Library of Congress Subject Cataloging Manual (accessible via *Cataloger's Desktop* http://desktop.loc.gov, instructor will provide online access)

MARC Bibliographic Standard (accessible via LC Network Development and *MARC Standards Office* website https://www.loc.gov/marc/ or via *OCLC Bibliographic Formats and Standards* https://www.oclc.org/bibformats/en.html, no password needed)

MARC Authority Standard (accessible via LC Network Development and *MARC Standards Office* website https://www.loc.gov/marc/, no password needed)

MARC Controlled Vocabularies: MARC Relators, MARC Countries, MARC Geographic Areas, and MARC Languages – (accessible via LC Network Development and *MARC Standards Office* website https://www.loc.gov/marc/ or via *The Cataloging Calculator* http://calculate.alptown.com/ or via *LC Linked Data Service* http://id.loc.gov/authorities/, no password needed)

Faceted Application of Subject Terminology (FAST) tools https://fast.oclc.org/searchfast/

BIBFRAME Tools https://www.loc.gov/bibframe/tools/

Effort Expected

For a 3-credit-hour course offered in a long semester (Fall or Spring), students should plan to spend approximately 9 hours a week (or over 3 hours per week for each credit hour) for 14-15 weeks per long semester (Fall or Spring) on readings, assignments, online activities, learning software, etc. Because Summer 10 Week semester is significantly shorter than normal long semester, students taking a 3-credit-hour course in Summer 10 Week semester should plan to spend approximately 14-15 hours a week on readings, assignments, online activities, learning software, etc. By maintaining this level of effort throughout the semester, students are likely to be successful in the course. In addition, this effort will help students develop full comprehension

of the course subject matter.

Students should check the course site regularly – at least several times a week, if not daily, for announcements, discussions, posted course materials etc. Announcements will also be sent to students' email addresses. Students are responsible for reading all posted materials.

Course Assignments

There will be multiple assignments to complete throughout the semester. Students will be expected to keep up with regular discussion readings and postings. Please see the table below for basic information on course requirements and associated semester grade points. Please see *Schedule of Activities* document in the course website in Canvas https://unt.instructure.com/ readings, topics, and due dates. Please see *Assignments* section in the course Canvas website for detailed assignment instructions. The table below lists these assignments and shows the semester grade distribution.

Course Requirements	Percentage of the course grade
Major Exercises, including:	
• FRBR Family and LRM Exercise	10%
• Subject Analysis and Representation Exercise	12%
• Name and Title Authority Control Exercise	12%
• Non-MARC Metadata, Record Transformation, and Batch-Processing Exercise	12%
• Record Creation Portfolio	30%
Readings Discussion and Participation	**24%**

Grades indicate the degree to which a student completes assignments according to stated requirements. Grades for assignments, as well as semester grade are determined on a 100-point scale, where:

90-100 points = **A**	80-89 points = **B**	70-79 points = **C**
60-69 points = **D**	59 points and below = **F**	

The grade of A signifies superior work beyond basic requirements, B signifies adequate work in response to the requirements, and C signifies that work does not meet the basic requirements. Substantive content of each assignment will be considered, including completeness and adherence to the assignment guidelines, knowledge of appropriate concepts, strong supporting material, and reasonable conclusions or solutions. A student who is having trouble with assignments is strongly encouraged to contact the instructor as early as possible for personal advising.

UNT Course Evaluations

Your feedback on the course is very important and highly appreciated. Please make sure to complete the UNT Course Evaluations survey for INFO 5220 at the end of semester. The survey for the course will be available at this website https://unt.iasystem.org/survey; the direct link to the INFO 5220 UNT Course Evaluations survey will be sent to each student's UNT email address in email from organization that administers survey. The purpose of the UNT Course Evaluations is to produce valid scores for measuring teaching effectiveness and quality of the course with the intent of applying the scores to a continuous improvement of the courses. Participation in this survey is highly encouraged and an extra credit (2% of semester grade) is given to everyone in the class if the overall response rate reaches at least 80% of students.

IMPORTANT UNT POLICIES

Attendance

Students are expected to attend and to be fully prepared for all class meetings in Zoom Web Conferencing tool https://unt.zoom.us. If you are unable to participate in the class meeting, you are expected to read/listen to the archived chat log as soon as possible after the missed class meeting but no later than Monday of the following week.

Late Work

Late work is not permitted unless permission is given by instructor before assignment due date.

Grading

Grade of Incomplete (I)

The UNT Registrar office website (http://essc.unt.edu/registrar/academic-record-incomplete.html) explains UNT policy regarding a grade of Incomplete (I). In addition, the UNT Registration Guide on UNT Registrar Office's website, (http://registrar.unt.edu/registration/fall-registration-guide for Fall, http://registrar.unt.edu/registration/spring-registration-guide for Spring, and http://registrar.unt.edu/registration/summer-5w1-10w-and-8w2-sessions for 10W Summer semesters) lists specific deadlines regarding the grade of Incomplete, including the earliest possible date to request a grade of Incomplete (usually the last 4 weeks of the semester). A grade of Incomplete will be given only for a justifiable reason and only if the student is passing the course as of the date when a grade of Incomplete is requested. The student is responsible for contacting the instructor to request a grade of Incomplete and discuss requirements for completing the course. If a grade of Incomplete (I) is not removed within the time frame agreed to by instructor and student, the student may be assigned a grade of Fail (F). Please note that a student who simply stops attending class may receive a final course grade of F (Fail).

Withdrawal (W or WF)

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registration Guide (http://registrar.unt.edu/registration/fall-registration-guide for Fall semesters, and http://registrar.unt.edu/registration/spring-registration-guide for Spring semesters) lists specific deadlines regarding withdrawal (http://registrar.unt.edu/registration/withdrawing-semester), in particular:

- the last day to withdraw from a course with an automatic grade of Withdraw (W);
- the last day to drop a course with a grade of Withdraw (W) or Withdraw-Failing (WF) when a grade of W or WF must be decided by instructor depending on a student's attendance record and grade earned.

Please note that a student who simply stops attending class and does not file a withdrawal form may receive a final course grade of F (Fail).

Acceptable Student Behavior

Students are expected to be engaged with the course throughout the semester. Instructor will be available via email, in person by appointment, and online via the GoToTraining.

If students are assigned to work in groups for an assignment, they are to rely on each other to meet deadlines and do their fair share of the work. A student who is falling behind or intends to withdraw from the course is expected to inform his/her teammates as soon as possible so they can work out alternatives.

In class discussions and group assignments students are expected to demonstrate professional behavior. This means interacting in a supportive and tactful manner based on mutual respect for each other's ideas and approaches.

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct.

Academic Misconduct

Academic misconduct includes cheating, plagiarism and other unethical and illegal activities. Specific policies, penalties, and the appeals process are explained in UNT's Code of Student Conduct and Discipline, Graduate Catalog, and the Policy Manual. The instructor of this course abides by and enforces the UNT policies on academic misconduct. The instructor assumes you have read and understood the UNT's Student Standards of Academic Integrity Policy (http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf). Penalties for academic misconduct range from reducing the grade for a test or assignment to revoking an academic degree already granted. Specific policies, penalties, and the appeals process are explained in UNT's Code of Student Conduct and Discipline, Graduate Catalog, and the Policy Manual.

The term "**cheating**" includes, but is not limited to

- the use of any unauthorized assistance in taking quizzes, tests or examinations;
- dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university.

The term "**plagiarism**" includes, but is not limited to:

- the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;
- the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

UNT instructors have a zero tolerance policy for plagiarism. Plagiarism is a serious violation of the UNT policies. Any instances of plagiarism in student work will result in the following **penalties**:

- First offense: Final course grade reduced by one complete grade (e.g., if a student otherwise earns a B in the course, the grade is reduced to a C).
- Second offense: Final course grade reduced to an F (Fail).

Any instance of plagiarism is also reported to the Center for Student Rights and Responsibilities, which can impose additional penalties including suspension from UNT.

Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation to faculty. Faculty members have the authority to ask students to discuss such letters during their designated office hours or by appointment to protect the privacy of the student. For additional information, see the ODA website (http://disability.unt.edu) or contact ODA by phone at (940) 565-4323.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform instructor of your need for an accommodation. Requests for accommodation must be given to instructor no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

In keeping with commitment to full academic access for all students and in order to facilitate equality of educational access, faculty make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the

teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

F-1-Visa-Related Policy (For International Students)

Federal Regulation

The complete Immigration and Customs Enforcement regulations for F-1 students are available at the Electronic Code of Federal Regulations website (http://www.ecfr.gov). The specific section concerning online courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)" (http://www.uscis.gov/ilink/docView/SLB/HTML/SLB/0-0-0-1/0-0-0-11261/0-0-0-17197/0-0-0-17636.html) and reads:

(f)(6)(i)(G) For F1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone (940) 565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

SYLLABUS REVISION

This syllabus may be revised during the semester. Students will be promptly notified of syllabus revisions (if any).

INFO 5220 RESOURCE DESCRIPTION AND ACCESS II SCHEDULE OF ACTIVITIES: Fall 2019

(Last updated 08/23/2019)

Dates for weeks below are from Monday through Sunday. Note that the *Week* number does not always correspond with the *Topic* number.

Week Dates	Activities	Assignments due
Week 1 08/26-09/01	• Review information in **Module 0. Getting Started** • **Participate in the weekly class meeting in Zoom (Wednesday, 08/26, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.** • Review information in **Module 1. Functional Requirements Models** • Select and read the works listed in course Discussion forums under the **Reading Discussion Forum 1: Functional Requirements Models** discussion. • Work on the **Assignment 1: FRBR Family & LRM Exercise**.	• Post a message about yourself in the *Greetings Room* discussion forum. Due: Monday, 08/26, 11:55 pm (Central Time). • Sign up for the **AutoCat** listserv Due: Tuesday, 08/27, 11:55 pm (Central Time). • Sign up for the **Cataloger's Desktop** tool. Log in to **Cataloger's Desktop** with generic user name and password (see **Login Information** document) and setup your own individual user name and password. Due: Friday, 08/30, 11:55 pm (Central Time).

Week		
Week 2 **09/02-09/08**	• Complete the work on the **Assignment 1: FRBR Family & LRM Exercise**. • Review information in **Module 2. Subject Analysis and Representation** • Select and read the works listed in course Discussion forums under the **Reading Discussion Forum 2: History and Principles Readings** discussion. • Work on the **Assignment 2: Subject Analysis & Representation Exercise** • **Participate in the weekly class meeting in Zoom (Wednesday, 09/04, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Post in the ***Reading Discussion Forum 1: Functional Requirements Models*** discussion forum. Due: Tuesday, 09/03, 12:00 pm noon (Central Time). • Submit **Assignment 1: FRBR Family & LRM Exercise** to the assignment drop-box. Due: Thursday, 09/05, 11:55 pm (Central Time).
Week 3 **09/09-09/15**	• Select and read the works listed in course Discussion forums under the **Reading Discussion Forum 3: *RDA Implementation*** discussion. • Work on the **Assignment 2: Subject Analysis & Representation Exercise**. • **Participate in the weekly class meeting in Zoom (Wednesday, 09/11, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Post in the ***Reading Discussion Forum 2: History and Principles Readings*** discussion forum. Due: Tuesday, 09/10, 11:55 pm (Central Time).
Week 4 **09/16-09/22**	• Select and read the works listed in course Discussion forums under the **Reading Discussion Forum 3: *RDA Implementation*** discussion. • Work on the **Assignment 2: Subject Analysis & Representation Exercise**. • **Participate in the weekly class meeting in Zoom (Wednesday, 09/18, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Post in the ***Reading Discussion Forum 3: RDA Implementation*** discussion forum. Due: Tuesday, 09/17, 11:55 pm (Central Time).

Week 5 09/23-09/29	• Complete the work on the **Assignment 2: Subject Analysis & Representation Exercise**. • Review information in **Module 3. Authority Control** • Select and read the works listed in course Discussion forums under the **Reading Discussion Forum 4:** *MARC History & Future* discussion. • Work on the **Assignment 3: Name and Title Authority Control Exercise** • **Participate in the weekly class meeting in Zoom (Wednesday, 09/25, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Submit **Assignment 2: Subject Analysis & Representation Exercise** to the assignment drop-box. Due: Wednesday, 09/25, 11:55 pm (Central Time).
Week 6 09/30-10/06	• Work on the **Assignment 3: Name and Title Authority Control Exercise** • Select and read the works listed in course Discussion forums under the **Reading Discussion Forum 5:** *Library Catalog* discussion. • **Participate in the weekly class meeting in Zoom (Wednesday, 10/02, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Post in the *Reading Discussion Forum 4: MARC History & Future* discussion forum. Due: Monday, 09/30, 11:55 pm (Central Time).
Week 7 10/07-10/13	• Work on the **Assignment 3: Name and Title Authority Control Exercise** • Select and read the works listed in course Discussion forums under the **Reading Discussion Forum 6: Quality Cataloging** discussion. • **Participate in the weekly class meeting in Zoom (Wednesday, 10/09, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Post in the *Reading Discussion Forum 5: Library Catalog* discussion forum. Due: Monday, 10/07, 11:55 pm (Central Time).

Week 8 10/14-10/20	• Complete the work on the **Assignment 3: Name and Title Authority Control Exercise** • Review information in **Module 4. Using professional Tools for High Quality Cataloging in MARC and BIBFRAME** • Work on the **Assignment 4: MARC Record Creation Portfolio (record Set 1)** • **Participate in the weekly class meeting in Zoom (Wednesday, 10/16, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Post in the ***Reading Discussion Forum 6: Quality Cataloging*** discussion forum. Due: Monday, 10/14, 11:55 pm (Central Time). • Submit **Assignment 3: Name & Title Authority Control Exercise** to the assignment drop-box. Due: Wednesday, 10/16, 11:55 pm (Central Time).
Week 9 10/21-10/27	• Work on the **Assignment 4: MARC Record Creation Portfolio (record Set 1)** • **Participate in the weekly class meeting in Zoom (Wednesday, 10/23, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	
Week 10 10/28-11/03	• Complete the work on the **Assignment 4: MARC Record Creation Portfolio (record Set 1)** • Work on the **Assignment 4: MARC Record Creation Portfolio (record Set 2)** • **Participate in the weekly class meeting in Zoom (Wednesday, 10/30, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	• Submit **MARC Record Creation Portfolio: Set 1** to the assignment drop-box. Due: Monday, 10/28, 11:55 pm (Central Time).
Week 11 11/04-11/10	• Work on the **Assignment 4: MARC Record Creation Portfolio (record Set 2)** • **Participate in the weekly class meeting in Zoom (Wednesday, 11/06, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.**	

Week 12 11/11-11/17	• Complete the work on the **Assignment 4: MARC Record Creation Portfolio (record Set 2)** • **Participate in the weekly class meeting in Zoom (Wednesday, 11/13, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or** promptly (within 24 hours) review meeting materials posted after the meeting by instructor. • Work on the **Assignment 4: MARC Record Creation Portfolio (record Set 3)** • Work on the summary of your observation of a thread for **Professional Development Via Observing Cataloging Community Online Discussions** discussion forum.	• Submit **MARC Record Creation Portfolio: Set 2** to the assignment drop-box. Due: Monday, 11/11, 11:55 pm (Central Time).
Week 13 11/18-11/24	• Work on the **Assignment 4: MARC Record Creation Portfolio (record Set 3)** • **Participate in the weekly class meeting in Zoom (Wednesday, 11/20, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or** promptly (within 24 hours) review meeting materials posted after the meeting by instructor.	• Post in the **Professional Development Via Observing Cataloging Community Online Discussions** discussion forum. Due: Monday, 11/18, 11:55 pm (Central Time).
Week 14 11/25-12/01	• Complete the work on the **Assignment 4: MARC Record Creation Portfolio (record Set 3)** • Review information in **Module 5. Beyond MARC and BIBFRAME: Digital Library Metadata and Record Transformation** • **Participate in the weekly class meeting in Zoom (Wednesday, 11/27, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or** promptly (within 24 hours) review meeting materials posted after the meeting by instructor. • Work on the **Assignment 5: Non-MARC Metadata, Record Transformation, & Batch Processing**	• Submit **MARC Record Creation Portfolio: Set 3** to the assignment drop-box. Due: Monday, 11/25, 11:55 pm (Central Time).

Week 15 12/02-12/08	• **Participate in the weekly class meeting in Zoom (Wednesday, 12/04, 2:00-4:30 pm, in Zoom https://unt.zoom.us/j/610548890) or promptly (within 24 hours) review meeting materials posted after the meeting by instructor.** • Work on the **Assignment 5: Non-MARC Metadata, Record Transformation, & Batch Processing**	
Week 16 12/09-12/15	• **NO CLASS MEETING** • Complete the work on the **Assignment 5: Non-MARC Metadata, Record Transformation, & Batch Processing**	• Submit **Assignment 5: Non-MARC Metadata, Record Transformation, & Batch Processing** to the assignment drop-box. Due: Wednesday, 12/11, 12:00 pm NOON (Central Time). • Submit **SPOT course evaluation survey**. Due: Thursday, 12/12, 11:59 pm (Central Time).