



## Syllabus and Schedule

# INFO 5220 Resource Description and Access II (Advanced Cataloging and Classification)

(Last updated 08/24/2020)

Please see the *Schedule of Activities* (starts on p.12 of this document) for complete listing of course topics and activities, along with due dates

## Syllabus

### Contact Information

<b>Instructor &amp; Course Developer</b>	Oksana L. Zavalina, MLIS, Ph.D.
Pronouns	she/her
Email (preferred mode of communication)	<a href="mailto:Oksana.Zavalina@unt.edu">Oksana.Zavalina@unt.edu</a>
Office phone/Voicemail	(940) 565-3776
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<b>Teaching Assistant</b>	Priya Kizhakkethil, MLIS, Ph.D. candidate
Pronouns	she/her
Email	<a href="mailto:PriyaKizhakkethil@my.unt.edu">PriyaKizhakkethil@my.unt.edu</a>
<b>Office hours:</b>	By appointment – arrange via email (see above): face-to-face at UNT Discovery Park E298G or online in Dr. Zavalina's meeting room in UNT Zoom videoconferencing tool <a href="https://unt.zoom.us/j/8589281608?pwd=UUcrSnJLQnBRRzRvQ0VhMkM0W05VF11QT09">https://unt.zoom.us/j/8589281608?pwd=UUcrSnJLQnBRRzRvQ0VhMkM0W05VF11QT09</a>

### Course Meetings

<b>Meeting Regularity:</b>	Twice a week
<b>Meeting Location:</b>	online through Zoom video conferencing tool <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a> (password 5220Fall)
<b>Meeting Duration:</b>	1 hour 30 minutes
<b>Meeting Time:</b>	Mondays and Thursdays, 6:00 pm – 7:30 pm Central

### 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.

## Student Learning Outcomes

Upon the completion of ***INFO 5220 Resource Description and Access II*** course, each student should be able to:

1. Evaluate the factors affecting decisions about descriptive and subject cataloging (including classification) and authority work.
2. Develop strong understanding of and analyze strength and weaknesses of the – 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 and apply the critical thinking skills in subject cataloging, including:
  - 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. Develop mastery in application of the major tools used by professional catalogers: OCLC Connexion (both Browser and Client versions), Classification Web, MarcEdit etc.
6. Develop understanding of relations between major library metadata schemes and practical skills in creating non-MARC library metadata.
7. Develop and apply the knowledge and 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*, 11<sup>th</sup> 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 Client; 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.pdf> will need to be installed on your machine; **for Mac users, Windows emulation software will be needed as there are no Mac versions of OCLC Connexion Client available: OCLC provides recommendations at** [https://help.oclc.org/Metadata\\_Services/Connexion/Troubleshooting/How\\_to\\_run\\_Connexion\\_cli](https://help.oclc.org/Metadata_Services/Connexion/Troubleshooting/How_to_run_Connexion_cli)



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[ent on a Mac](#); alternatively you might want to borrow a PC computer<sup>1</sup>; 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 because Mac version has very limited functionality and would not adequately support INFO 5220 student learning outcome; as **Mac version of MarcEdit currently has very limited functionality compared to PC version**, Mac users will need to use a **Windows emulation software of your choice**; alternatively you might want to borrow a PC computer<sup>2</sup>; 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)

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<sup>1</sup> Starting week 8 and through the end of semester, we will work regularly in OCLC Connexion Client

<sup>2</sup> We will actively use MarcEdit in this course in the last 3 weeks of the semester





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**MARC Authority Standard** (accessible via LC Network Development and [MARC Standards Office website https://www.loc.gov/marc/](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/](https://www.loc.gov/marc/) or via [The Cataloging Calculator http://calculate.alptown.com/](http://calculate.alptown.com/) or via [LC Linked Data Service http://id.loc.gov/authorities/](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/>

## **Course Meetings, Attendance, Communication, Effort Expected etc.**

Attendance is NOT required. However, students are required to promptly (i.e., within 24 hours after the meeting) review posted meeting materials for each of the missed class meetings. Students are strongly encouraged to attend and actively participate in as many class meetings held in Zoom videoconferencing tool as possible. Participation in INFO 5220 class meetings has been found to greatly help students develop full comprehension of the course subject matter. Students can also get extra credit for attendance.

**NOTE 1:** All INFO 5220 class meeting attendees are required to identify themselves with first and last name - please name/rename yourself in Zoom when you enter the meeting.

**NOTE 2:** Synchronous (live) sessions in this course will be recorded for students enrolled in INFO 5223 to refer to throughout the semester. Class recordings are the intellectual property of instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Between the class meetings, students are expected to work on course assignments, readings, etc. For a 3-credit-hour course offered in a long semester (Fall or Spring), students should plan to spend approximately 9-10 hours a week 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.

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.



In your communications with the teaching team and fellow students, please make sure to follow the netiquette guidelines: <http://www.albion.com/netiquette/corerules.html> (Links to an external site.)

## 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 grade components	Required / Optional	Points
• Major Exercises, including:		
• Models Exercise	R	12
• Subject Analysis and Representation Exercise	R	12
• Name and Title Authority Control Exercise	R	12
• Non-MARC Metadata, Record Transformation, and Batch-Processing Exercise	R	12
• Record Creation Portfolio	R	30
• Readings Discussions	R	22
<b>TOTAL</b>		<b>100</b>
• Attendance and active participation in class meetings	O	6
• Participation in the SPOT survey	O	2

Semester grades represents a sum of grades earned by student in each of the assignments. A student who completes all the required components of the course can get up to 100 points. A student who also completes the optional components (shown in the table above) can get up to 8 extra-credit points, for a total semester grade of up to 108.

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 = <b>A</b>	80-89 points = <b>B</b>
70-79 points = <b>C</b>	60-69 points = <b>D</b>



0-59 points = <b>F</b>
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The grade of A signifies superior work beyond basic requirements, B signifies adequate work in response to the requirements, and grades F to C signify that students' work does not meet the basic requirements to greater or smaller degree.

Substantive content of each assignment will be considered, including completeness, accuracy, 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.

The teaching team will thoroughly review your submissions and return the detailed feedback:

- For discussions posts: within 5 days after the deadline
- For major written assignments: within 10 days after the deadline.

Please make sure to promptly review our detailed feedback on the major written assignments. This will help you develop the course learning outcomes and will allow you to avoid repeating the mistakes in subsequent assignments,

## Style Manuals

In Readings Discussions assignments, students are **required to cite sources according to the format rules in the APA style manual: American Psychological Association. (2019). *Publication Manual of the American Psychological Association (7th edition)*. Washington, DC: American Psychological Association.** Style manuals are available in the reference sections of university bookstores, many mainstream bookstores, and university libraries. Summaries and examples from APA Publication Manual are also available online at: **Purdue Online Writing Lab**, [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## 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> in the last third of the semester. The direct link to the INFO 5223 UNT Course Evaluations (SPOT) survey will be sent to each student's UNT email address in email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) and will also be posted by the teaching team in the course website. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu). **Participation in the SPOT survey is highly**



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encouraged and an extra credit (2% of semester grade) is given by the teaching team to everyone in the class if at least 80% of students complete the survey.

## 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*

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).

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).**







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 Prevention

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



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Dean of Students' website offers a range of resources to help support survivors, depending on their unique needs: [http://deanofstudents.unt.edu/resources\\_0](http://deanofstudents.unt.edu/resources_0). UNT's Student Advocate can be reached through e-mail at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

## COVID-19 Related Policies

It is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact instructor if you are unable to meet the class deadline because you are ill, or due to a related issue regarding COVID-19. If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or <mailto:askSHWC@unt.edu>) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or <mailto:COVID@unt.edu> for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

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

### Federal Regulation

The Electronic Code of Federal Regulations website (<http://www.ecfr.gov>) includes the complete Immigration and Customs Enforcement regulations for F-1 students including the most up-to-date requirements regarding online courses: [https://www.ecfr.gov/cgi-bin/text-idx?&tpl=/ecfrbrowse/Title08/8tab\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?&tpl=/ecfrbrowse/Title08/8tab_02.tpl)

### 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. [On-campus Component Reporting Form for Online Courses](#) <https://international.unt.edu/sites/default/files/files/Online%20Course%20Form.pdf>

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,



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s/he should contact the UNT International Advising Office (telephone (940) 565-2195 or email [international@unt.edu](mailto: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).

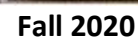
## SCHEDULE OF ACTIVITIES

(Last updated 08/14/2020)

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
<b>Week 1</b> <b>08/24-08/30</b>  <b>Week 1</b> <b>08/24-08/30</b> <b>(CONTINUED)</b>	<ul style="list-style-type: none"> <li>Review information in <b>Module 0. Getting Started</b></li> <li>Participate in the <b>class meeting in Zoom</b> (<b>Monday, 08/24, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a></b>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Participate in the <b>class meeting in Zoom</b> (<b>Thursday, 08/27, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a></b>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Review information in <b>Module 1. Functional Requirements and Models</b></li> <li>Select and read the works listed in course Discussion forums under the <b>Reading Discussion Forum 1: Functional Requirements and Models</b> discussion.</li> <li>Work on the <b>Assignment 1: Models Exercise</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Post a message about yourself in the <b>Greetings Room</b> discussion forum. <b>Due: Monday, 08/24, 11:59 pm (Central Time)</b>.</li> <li>Sign up for the <b>AutoCat</b> listserv <b>Due: Tuesday, 08/25, 11:59 pm (Central Time)</b>.</li> </ul>
<b>Week 2</b> <b>08/31-09/06</b>	<ul style="list-style-type: none"> <li>Participate in the <b>class meeting in Zoom</b> (<b>Monday, 08/31, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a></b>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Participate in the <b>class meeting in Zoom</b> (<b>Thursday, 09/03, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a></b>) or</li> </ul>	<ul style="list-style-type: none"> <li>Post in the <b>Reading Discussion Forum 1: Functional Requirements and Models</b> discussion forum. <b>Due: Monday, 08/31, 12:00 pm noon (Central Time)</b>.</li> <li>Submit <b>Assignment 1: Models Exercise</b> to the assignment</li> </ul>



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Week Dates	Activities	Assignments due
	<ul style="list-style-type: none"> <li>discussion.</li> <li>Work on the <b>Assignment 2: Subject Analysis &amp; Representation Exercise</b>.</li> </ul>	
<b>Week 5</b> <b>09/21-09/27</b> <i>(End of Program Exam – EOP – week for graduating UNT MLIS students)</i>	<ul style="list-style-type: none"> <li>Participate in the <b>class meeting in Zoom (Monday, 09/21, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>)</b> or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Participate in the <b>class meeting in Zoom (Thursday, 09/24, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>)</b> or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Complete the work on the <b>Assignment 2: Subject Analysis &amp; Representation Exercise</b>.</li> <li>Review information in <b>Module 3. Authority Control</b></li> <li>Select and read the works listed in course Discussion forums under the <b>Reading Discussion Forum 4: Bibliographic Data; Library Catalog</b> discussion.</li> <li>Work on the <b>Assignment 3: Name and Title Authority Control Exercise</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Submit <b>Assignment 2: Subject Analysis &amp; Representation Exercise</b> to the assignment drop-box. <b>Due: Wednesday, 09/23, 11:59 pm (Central Time).</b> <b>For Fall 2020 EOP takers only, due date extended to Monday, September 28th, 11:59 pm</b></li> </ul>
<b>Week 6</b> <b>09/28-10/04</b>	<ul style="list-style-type: none"> <li>Participate in the <b>class meeting in Zoom (Monday, 09/28, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>)</b> or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Participate in the <b>class meeting in Zoom (Thursday, 10/01, 6:00-7:30 pm, in <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>)</b> or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Work on the <b>Assignment 3: Name and Title Authority Control Exercise</b></li> <li>Select and read the works listed in course Discussion forums under the <b>Reading Discussion Forum 5: Cataloging Quality</b> discussion.</li> </ul>	<ul style="list-style-type: none"> <li>Post in the <b>Reading Discussion Forum 4: Bibliographic Data; Library Catalog</b> discussion forum. <b>Due: Monday, 09/28, 11:59 pm (Central Time).</b></li> <li><b>EOP takers only:</b> Submit <b>Assignment 2: Subject Analysis &amp; Representation Exercise</b> to the assignment drop-box. <b>Due: Monday, 09/28, 11:59 pm (Central Time).</b></li> </ul>



Week Dates	Activities	Assignments due
Week 7 10/05-10/11	<ul style="list-style-type: none"> <li>Participate in the <b>class meeting in Zoom</b> (<b>Monday, 10/05, 6:00-7:30 pm, in</b> <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Participate in the <b>class meeting in Zoom</b> (<b>Thursday, 10/08, 6:00-7:30 pm, in</b> <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Work on the <b>Assignment 3: Name and Title Authority Control Exercise</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Post in the <b>Reading Discussion Forum 5: Cataloging Quality</b> discussion forum. <b>Due: Monday, 10/05, 11:59 pm (Central Time)</b>.</li> </ul>
Week 8 10/12-10/18	<ul style="list-style-type: none"> <li>Participate in the <b>class meeting in Zoom</b> (<b>Monday, 10/12, 6:00-7:30 pm, in</b> <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Participate in the <b>class meeting in Zoom</b> (<b>Thursday, 10/15, 6:00-7:30 pm, in</b> <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Complete the work on the <b>Assignment 3: Name and Title Authority Control Exercise</b></li> <li>Review information in <b>Module 4. Using professional Tools for High Quality Cataloging in MARC and BIBFRAME</b></li> <li>Work on the <b>Assignment 4: MARC Record Creation Portfolio (record Set 1)</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Submit <b>Assignment 3: Name &amp; Title Authority Control Exercise</b> to the assignment drop-box. <b>Due: Wednesday, 10/14, 11:59 pm (Central Time)</b>.</li> </ul>
Week 9 10/19-10/25	<ul style="list-style-type: none"> <li>Participate in the <b>class meeting in Zoom</b> (<b>Monday, 10/19, 6:00-7:30 pm, in</b> <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Participate in the <b>class meeting in Zoom</b> (<b>Thursday, 10/22, 6:00-7:30 pm, in</b> <a href="https://unt.zoom.us/j/96117585272">https://unt.zoom.us/j/96117585272</a>) or promptly (within 24 hours) review meeting materials posted by instructor.</li> <li>Work on the <b>Assignment 4: MARC Record Creation Portfolio (record Set 1)</b>.</li> </ul>	









Week Dates	Activities	Assignments due
	<b>Metadata, Record Transformation, &amp; Batch Processing.</b>	
<b>Week 16</b> <b>12/07-12/13</b>	<ul style="list-style-type: none"> <li>• <b>NO CLASS MEETING</b></li> <li>• Complete the work on the <b>Assignment 7: Non-MARC Metadata, Record Transformation, &amp; Batch Processing</b></li> </ul>	Submit <b>Assignment 7: Non-MARC Metadata, Record Transformation, &amp; Batch Processing</b> to the assignment drop-box. <b>Due: Wednesday, 12/09, 12:00 pm NOON (Central Time).</b>