Summer 2013 Syllabus

SLIS 5210/4210
Organization and Control of Information Resources I
University of North Texas
College of Information
Department of Library & Information Sciences

Instructor:

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"...cataloging and classification are two of the fundamental branches of library science...the student learns...he [or she] is preparing for a professional, not a clerical position."

"The study of these branches involves problems requiring the performance of a definite duty as well as the creation of a definite thing."

Margaret Mann, *Introduction to Cataloging and Classification of Books*, 1943

Course Description

Descriptive cataloging and subject analysis of different kinds of information resources. Anglo-American Cataloging Rules; Dewey Decimal and Library of Congress classification systems; vocabulary control; subject headings; principles and techniques of catalog construction, maintenance and use; information indexing and retrieval; use of on-line databases; representative research, problems and practice.
Prerequisites): SLIS 5200 or consent of school.

Course Objectives

By the end of the semester, students will have gained a reasonably useful grasp of what is involved in providing access control for "Information Entities" or "Information Resources" in general and for library
cataloging and classification in particular, such that:

- if one pursues a career in an area other than library services, one can successfully compare information resources access control in such a chosen occupational area with and even borrow from this type of access control in libraries
- if one wants to pursue a career in library technical services this course will provide a solid basis for taking one or more advanced courses in library cataloging.
- if one wishes to specialize in some other aspect of librarianship, this course will have provided a reasonably sufficient basis for understanding and using library catalogs, library catalog metadata and metadata formats, library classification schemes, and library cataloging tools.

## Specific Objectives

Student will be able to:

1. express clearly several core but general theoretical concepts in providing access control over information resources;
2. express clearly several core but more specific theoretical concepts related to library cataloging and classification;
3. successfully negotiate the elementary use of several key tools in library cataloging and classification, including:
   - Library of Congress Subject Heading (LCSH) controlled vocabulary,
   - Library of Congress Classification (LCC) system
   - MARC 21 Bibliographic data format
   - Anglo-American Cataloging Rules, 2nd ed. (AACR2)
   - an introduction to Resource Description and Access (RDA), new cataloging rules
4. understand for himself or herself the "system of ideas and practices" that make up library cataloging and classification.

### Syllabus Revision

This syllabus may be revised during the semester at the instructor's discretion. The syllabus document does not represent a contract between the instructor and the student.

### Late Work

Late work is not permitted unless prior arrangements are made with the course instructor.

### Resources and Materials Needed

You may contact the UNT bookstore (940-565-2592) for the first titles (possibly in a used edition) or you
may purchase them from Amazon.com, textbooks.com or directly from the publisher.

- Miksa, S.D., Snow, K., & Dover, A. (2011). **SLIS 5210 Lessons.** (These are built into the course website and are linked from the course homepage) (**REQUIRED**)

The following titles will be available through several online resources:

- **Library of Congress Classification.** Washington DC, Library of Congress Cataloging Distribution Service. (**REQUIRED**; available through Classification Web), instructor will provide log-in name and password.
- **Library of Congress Subject Headings.** Latest version. Washington, DC, Library of Congress Cataloging Distribution Service. (**REQUIRED**; available through Classification Web, instructor will provide log-in name and password). Copies of the printed books should be available at local public libraries and we have copies available in the SLIS Graduate Access Lab here on campus--but these will most likely not be the latest editions. Alternatively, you may search subject headings using LC Authorities ([http://authorities.loc.gov/](http://authorities.loc.gov/)) but keep in mind this will not show the structure of the thesaurus, only the subject heading authority records.
- **OCLC Connexion Browser.** Accessible via website [http://connexion.oclc.org/](http://connexion.oclc.org/) - instructor will provide username and password (**REQUIRED**)

### Academic Misconduct

The UNT Graduate Catalog includes the following under Academic Misconduct:

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

- 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. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Penalties for academic misconduct range from reducing the grade for a test or assignment to revoking an academic degree already granted. Penalties and the appeals process are explained in the UNT Graduate Catalog and the UNT Code of Student Conduct and Discipline.

### Classroom Etiquette
Free of Disruptions – Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process.

Responsibility: Students may not disrupt class or any other University process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information)
--#8 from "The Ten Student Academic Rights and Responsibilities", UNT Code of Student Conduct

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 barred from the classroom/course website and the instructor may refer the student to the Center for Student Rights and Responsibilities 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.

Only topics related to the course content should be discussed during class time. Talking out-of-turn during a lecture/chat or engaging in inappropriate discussions in the Discussion boards is distracting to others in the class. Failure to follow these guidelines will result in your:

- being asked to leave the classroom and/or instructor barring you from the course website,
- receiving a “zero” on class activities (assessment, assignment, test, etc.), and
- possibly being referred to the Center for Student Rights and Responsibilities (see above information and web address)

Therefore, be respectful of the instructor and other students around you.

ADA Accommodation

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found here. Also, you may visit the Office of Disability Accommodation in the University Union (room 321) or call us at (940) 565-4323.

The Department of Library and Information Sciences is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the Department of Library and Information Sciences will 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.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me 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.

Grades assigned before an accommodation is provided will not be changed.

Important Notice for F-1 Students

To read INS regulations for F-1 students taking online courses, please go to this website http://www.ice.gov/sevis/regs/8cfr214_2f.htm and read "8 CFR 214.2(f)" for international students. Contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) if you are an F-1 student in need of further clarification.

Assignments

There are four (4) major assignments to be completed individually in addition to activities within course Lessons:

- **Midterm Exam**: Covers information learned in Lessons 1-7 (AACR2 Part 1 and MARC)
- **Subject Cataloging Exam**: Covers information learned in Lessons 11 & 12 (LCSH & LCC)
- **Research Paper**: Students will write a 5 page research paper on a cataloging-related topic. Before turning in their paper, students must first submit their paper's thesis, rough outline, and 2-3 consulted resources for their instructor's approval (send to instructor via course email)
- **Final Project**: Using OCLC Connexion Browser, students will create 3 complete records for items provided by the instructor using AACR2, MARC, LCSH, and LCC

Assignment submission: All assignments will be completed by individually and submitted to the course Assignment Dropbox.

Assignments should be submitted in Microsoft Word and be saved with the ".doc" or ".docx" extension.

All due date times that are listed are Central Standard Time (CST).

There are multiple self-tests throughout the course Lessons. The self-tests are for student practice only and will not be graded, recorded by Blackboard, or counted towards overall grade.

End of lesson assessments and discussion questions are required as part of the course participation grade. Discussion questions will not receive a number or letter grade. You are not required to respond to other students' postings, but you are welcome to do so if you want. End of lesson assessments will be assigned number grades; some will be graded automatically, but most will be hand-graded by the instructor or TA.
Evaluation

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>15%</td>
</tr>
<tr>
<td>Subject Cataloging Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Final Project</td>
<td>25%</td>
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<tr>
<td>Participation</td>
<td>20%</td>
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Participation includes:
- Lesson Assessments 10%
- Discussion Postings 5%
- Online Chat 5%

Participation grade is based on completion of the final assessment for each lesson, discussion postings, and participation in at least two (2) online chats during the semester. If you are unable to meet the minimum two (2) online chat requirement, you must alert the course instructor at the beginning of the semester.

Graded assignments will be returned approximately one week after the submission date.