"...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 Objectives and Goals
By the end of the semester, students will have gained a reasonably useful grasp of what is involved in providing access control for 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
   - 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.

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

- Miksa, S.D. (2013) 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:

**Resource Description and Access.** (2013). Joint Steering Committee for the Development of RDA. (Required; available through RDA Toolkit, instructor will provide log-in name and password)


**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)

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**Course Assignments**

There are four (4) assignments, a short research paper, and a final project, all to be completed individually:

- **Ex 1: FRBR and RDA structure and navigation**--understanding the main concepts outlined in FRBR, especially the Group I-3 entity groups (G1=work, expression, manifestation, item ; G2=person, corporate bodies ; G3=concept, object, event, place) and how to categorize information resources using Group 1; understanding the structure of RDA as it relates to FRBR entity groups and how to navigate the rules when cataloging.
• **Ex 2: Descriptive Cataloging using RDA and MARC21** -- recording descriptive attributes of and relationships between information resources in catalog records using RDA.

• **Ex 3: Access point control using RDA and MARC21** -- authority control of access points using RDA rules.

• **Ex 4: Subject Analysis and Representation using LCSH and LCC**: analyzing subject content, creating subject heading strings, building LC classification numbers

• **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 RDA, 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. **Files names should start with your last name, followed by an underscore and then short name of assignment** (e.g., Miksa_Ex 1, Miksa_Research paper, etc.)

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

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.

### Evaluation

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
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<tbody>
<tr>
<td>Exercises 1-4</td>
<td>50%</td>
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<tr>
<td>Research Paper</td>
<td>20%</td>
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<tr>
<td>Final Project</td>
<td>20%</td>
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<tr>
<td>Participation</td>
<td>10%</td>
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<tr>
<td>Discussion Postings</td>
<td>5%</td>
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<tr>
<td>2 Online Chats</td>
<td>5%</td>
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</table>
Participation grade is based on completion of the 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 due to another course or work, you must alert the course instructor at the beginning of the semester. As usual, medical or family emergencies should be supported by documentation.

Graded assignments will be returned approximately 1-2 weeks after the submission date.

**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.

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**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](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.

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**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—due to extraordinary circumstances—are made with the course instructor.