

**Valdosta State University**  
**Department of Library and Information Studies**  
**MLIS-7300-Organization of Information Syllabus**  
**Three Credit Hours**

**Instructor:**

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Office hours by appointment, online or via telephone. As a general rule I will be in my office from 8:00 am to 10:00 am, Monday through Friday.

**Course Description:**

An introduction to the conceptual and theoretical frameworks for organizing and retrieving information, including organizational systems objectives, structures, formats, standards, and vocabularies; choice and form of access points, authority control, subject access, the impact of new technologies, and the information life cycle.

Course Prerequisite or Corequisite: MLIS 7000 or consent of instructor.

**Grade Requirements:**

All students admitted fall 2011 and thereafter must earn a grade of "B" or better in these core courses: MLIS 7000, 7100, 7200, 7300, 7700, and 7800.

**MLIS Program Objectives (PO)**

Graduates of the MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information.
- PO 2. Use existing and emerging technologies to meet needs in libraries and information centers.
- PO 3. Integrate relevant research to enhance their work in libraries and information centers.
- PO 4. Demonstrate professionalism as librarians or information specialists.

**Organization of Information Student Learning Outcomes (SLO):**

Upon completion of this course, the student will be able to:

- SLO 1. Describe the nature, attributes, and varieties of information objects and the various methods used to represent them; (PO 1, PO 3)
- SLO 2. Illustrate how organizational concepts affect the manner in which information is retrieved; (PO 1, PO 3)
- SLO 3. Apply vocabulary associated with information organization, metadata, and cataloging; (PO 1, PO 4)
- SLO 4. Apply methods, techniques, tools, and standards for organizing information. (PO 1, PO 2)
- SLO 5. Interpret metadata records; (PO 1, PO 4)

**Required Textbooks:**

- Taylor, Arlene G., and Daniel N Joudrey, *The organization of information*, 3<sup>rd</sup> ed., Westport, Conn.: Libraries Unlimited, 2008. ISBN-10: 159158700X (paperback); ISBN-13: 978-1591587002 (paperback); ISBN-10: 1591585864 (hardcover); ISBN- 13: 978-1591585862 (hardcover).
- Furrie, B. (2009). *Understanding MARC bibliographic machine-readable cataloging*. 8<sup>th</sup> ed. Cataloging Distribution Service, Library of Congress, in collaboration with Follett Software. ISBN-13: 9780844495064. FREE online at: <http://www.loc.gov/marc/umb>.
- Furrie, B. (2004). *Understanding MARC authority records: machine-readable cataloging*. 2<sup>nd</sup> ed. Cataloging Distribution Service, Library of Congress, in collaboration with Follett Software. FREE online at: <http://www.loc.gov/marc/uma>.

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>

### Required Materials:



A headset with attached microphone or other microphone and speakers that work with WIMBA software. Noise-canceling properties are recommended.

Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

### Online Resource Materials:

American Library Association. (2005). Anglo-American cataloging rules, 2<sup>nd</sup> edition, 2002 revision, 2005 update. (**AACR2R**). Available through the RDA Toolkit (access instructions in course overview).

American Library Association. (2014). Resource description and access (**RDA**). Available through the RDA Toolkit (access instructions in course overview).

Library of Congress (2014). MARC 21 format for bibliographic data. Retrieved from <http://www.loc.gov/marc/bibliographic/ecbdhome.html>.

OCLC (2014). Bibliographic formats and standards. Retrieved from <http://www.oclc.org/bibformats/>.

Other online resource materials will be assigned as need.

### LiveText Assessment Tool

All students are **REQUIRED to purchase** a license to access LiveText. You are required to upload specified assignments into the LiveText system for program assessment. The LiveText system will be used throughout your professional program. You will only need to purchase a license once.

### General Course Outline:

- Unit 1 Organization of Recorded Information
- Unit 2 Retrieval Tools
- Unit 3 Development of the Organization of Recorded Information
- Unit 4 Metadata
- Unit 5 Encoding Standards
- Unit 6 Systems and System Design
- Unit 7 Metadata: Description
- Unit 8 Metadata: Access and Authority Control
- Unit 9 Subject Analysis
- Unit 10 Systems for Vocabulary Control
- Unit 11 Systems for Categorization

### ShareStream Video Pick and Play

These are short PowerPoint videos that parallel the subject matter in the modules or provide background and instruction for the assignments. PDFs of the PowerPoints are available.

### Assignments: (60 points)

The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. As a general rule, assignments are due before midnight (11:59 p.m.) on Saturday.

NOTE: The server that supports BlazeVIEW D2L does its maintenance on Friday nights beginning at 10pm Eastern Time. Maintenance will begin at 10:00 PM Eastern Time on Friday and will end at 7:00 AM Eastern Time on Saturday unless otherwise noted. The BlazeVIEW D2L site will not be available during this time.

The professor reserves the right to modify, add, or remove assignments as conditions warrant.

- **Assignment 01: LibraryThing – a required SLO. LIVETEXT UPLOAD REQUIRED**  
Introduces the Functional Requirements for Bibliographic Records (FRBR) approach to cataloging and compares it to the older International Standard Bibliographic Description (ISBD) model for bibliographic records. It also introduces various social networking tools and display options. This assignment requires you to enter 5 books into a catalog, fill out a series of evaluation forms, and write a brief essay on the experience.  
Value 20 points. Due date Saturday, September 13, 2014

Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. A copy of your finished assignment must be uploaded to your LiveText account to get credit for this assignment.

- **Assignment 02: Diverse Users Paper**  
Evaluate online public access catalogs (OPACs) that focus on special populations. You will (1) develop evaluation forms and evaluate multiple OPACs, and (2) write an essay using the results of your evaluation that answers several questions about special populations and OPACs.  
Value 15 points. Due date Saturday, October 11, 2014.

- **Assignment 03: Cataloging Project – a required SLO. LIVETEXT UPLOAD REQUIRED**  
Three parts (1) Create an original RDA MARC record; (2) Copy catalog and correct an AACR2 MARC record by updating it to a RDA MARC record; and (3) Match OPAC displays to their corresponding AACR2 MARC, RDA MARC, and/or Dublin Core records. You will be expected to (A) create correctly constructed APA citations, original and copy-catalog OCLC participant Full-level RDA MARC records with the corresponding Dublin Core records, and accurately transcribed an OPAC cataloging record; and (B) correctly interpret MARC and Dublin Core records.  
Value 25 points. Due date, Saturday, November 21, 2014.

Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. A copy of your finished assignment must be uploaded to your LiveText account to get credit for this assignment.

### **Graded Discussions: (20 points)**

There will be four graded discussions, each worth 5 points. You will be required to post an initial substantive commentary to the discussion topic (worth 3 points), and then post focused and amplifying responses to two of your classmates' substantive commentaries to the discussion topic (each worth 1 point).

- **Graded Discussion 01 Libraries And Metadata**  
Value 5 points  
Initial posting due Wednesday, September 3, 2014, Value 3 points  
Commentary response due Friday, September 5, 2014, Value 2 points
- **Graded Discussion 02 Libraries and Discovery**  
Value 5 points  
Initial posting due Monday, September 22, 2014, Value 3 points  
Commentary response due Wednesday, September 24, 2014, Value 2 points
- **Graded Discussion 03 Main Entry**  
Value 5 points  
Initial posting due October 20, 2014, Value 3 points  
Commentary response due October 22, 2014, Value 2 points
- **Graded Discussion 04 Vocabulary Control**  
Value 5 points  
Initial posting due November 10, 2014, Value 3 points  
Commentary response due November 12, Value 2 points

## Examinations: (20 points)

There will be a Midterm and a Final Examination.

- Midterm Exam  
Value 10 points. Due date, Thursday, October 7, 2014.
- Final Exam  
Value 10 points. Due date. Monday, December 8, 2014.

## Grading Scale

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

- A = 90-100 % = exceptional work, exceeds expected graduate level work
- B = 80-89 % = consistently good work, meets expected graduate level work
- C = 70-79 % = consistently poor work, fails to meet expected graduate level work
- D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work
- F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

## Standards for core courses:

**No grade below a C will be credited toward a VSU graduate degree.** To be **eligible** to receive an A in this course a student must complete every assignment.

Reminder: This is a core course, and those of you admitted fall 2012 or thereafter must earn a grade of "B" or better in this course in order to receive credit for it. Those same students must successfully complete each assignment marked as "necessary to fulfill requirements for this course," indicated by "**- a required SLOA.**"

## Withdrawal:

You may drop the course without academic penalty on or before the official withdrawal date (October 9<sup>th</sup>). As discussed on pages 19-21 of the VSU graduate catalog, "Students may petition for an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

## Attendance:

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. They may be regularly scheduled WIMBA sessions with optional attendance.

## Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor, you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). **Work submitted in non-compatible formats will not be accepted and will not be graded.** You can obtain a copy of Microsoft Office 2010 at a reduced student price through the IT Home Use Software program (<http://www.valdosta.edu/helpdesk/index.shtml>). Both Windows and Mac versions are available.

You are to use the underscore " \_ " instead of a space " " in your file names. Spaces in a file name translate as %20 code and a penalty will be applied.

When reading instructions for your assignments, notice whether the instructions say to paste your response into a message box or to use a file attachment. Also notice whether the instructions say to choose Reply or to create a new message.

When the directions say to paste into a BlazeView message box, compose your response in your word processor first. This will help avoid the agony of being "timed out" and losing your work.

Grammar, punctuation, and spelling count. Use spell check. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style

manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

### **Communication:**

For questions regarding the course, please communicate with me through the BlazeView D2L site for this course. If your question is personal, please use the BlazeView D2L course mail feature. If you have a general question whose answer may be of interest to your classmates, please post it to the "Questions" topic on the discussion boards.

### **Academic Honesty:**

**An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected.** If you are unsure about the parameters of an assignment, ask for clarification.

Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification.

Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources.

The **Guide to Ethical Conduct** is a booklet created for VSU MLIS students (<http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf> ). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

### **Turnitin**

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW. For more information on the use of Turnitin at VSU see Turnitin for Students\_ (<http://www.valdosta.edu/academics/academic-affairs/vp-office/turnitin-for-students.php>).

### **Distance Learning Support:**

An online guide for distance education students is on the Odum Library Web site at [http://www.valdosta.edu/library/services/revised\\_students.pdf](http://www.valdosta.edu/library/services/revised_students.pdf) .

### **Accommodations Statement:**

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973.

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room

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1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY), their website is at <http://www.valdosta.edu/access/>.

**Compliance Statement:**

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. **It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.**