

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7350 Advanced Cataloging and Classification
Syllabus - Fall Semester 2003
Three Credit Hours

Instructor:

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Course Description

Prerequisite: MLIS 7300 or consent of instructor. Advanced study of the organization of recordable knowledge, with emphasis on library cataloging and classification. Cataloging of Internet resources, cataloging of continuing resources, and advanced application of Dewey Decimal and Library of Congress classification schemes will be examined.

Course Objectives

At the conclusion of the course, the student will be able to:

1. Catalog Internet resources using MARC21 and AACR2 standards.
2. Apply AACR2 standards to the cataloging of continuing resources.
3. Classify library materials using Library of Congress or Dewey Decimal classification schemes.
4. Identify and use relevant documentation and tools.

Required Tools

Reliable access to the World Wide Web via Internet Explorer 5.x. (Macintosh users, contact the instructor for system requirements.)

Your choice of one of the following:

Chan, Lois Mai. *A Guide to the Library of Congress Classification*. 5th ed.
Libraries Unlimited, 1999. ISBN: 1563084996 (cloth) 1563085003 (paper).

or

Chan, Lois Mai, and others. *Dewey Decimal Classification: A Practical Guide*. 2nd ed.
Forest Press, 1996. ISBN: 0910608555.

Access to the full schedules of the classification system you choose to study. Online access to the Dewey Decimal Schedules will be available. Online access to Library of Congress schedules is being explored but has not been confirmed as of July 22, 2002. You may be able to arrange to use these schedules through the libraries and cataloging departments near you.

Optional Tools

Anglo-American Cataloging Rules. A new edition with substantial changes is expected to be published by ALA in September 2002.

Though the following tool is available online, you may also want to acquire a print copy: Olson, Nancy B. *Cataloging Internet Resources: A Manual and Practical Guide*. 2nd ed. OCLC, 1998.

Attendance

This is a Web-delivered course, with no required face-to-face meetings and no required synchronous online times. There will be an *optional* face-to-face meeting on Saturday, October 5, 2002 with time and place to be arranged.

Requirements

Weekly Activities	50%
Midterm Exam	25%
Final Exam	25%

Grading

Exceptionally exceeds minimum standards	A
Exceeds minimum standards	B
Meets minimum standards	C
Barely meets minimum standards	D
Fails to meet minimum standards	F

Academic Dishonesty

“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. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*.

Special Needs Statement

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