

**VALDOSTA STATE UNIVERSITY**  
**MASTER OF LIBRARY & INFORMATION SCIENCE**  
**MLIS 7300 IB Cataloging and Classification**  
**Syllabus--Fall Semester 2009**  
Three Credit Hours

**Instructor:**

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Office hours by appointment, online or via phone.

**Course Description**

An introduction to the organization of recordable knowledge, with emphasis on library cataloging and classification. Students will examine current applications of Anglo-American Cataloging Rules, MARC formats, Library of Congress and Sears Subject Headings, Dewey Decimal Classification and Library of Congress Classification. Metadata initiatives and the interpretation of technical documentation will be considered.

**Learning Outcomes (LO)**

Students will:

1. Identify and discuss the functions of the library catalog.
2. Observe and describe a cataloging, technical services, or metadata workplace.
3. Interpret and create basic descriptive bibliographic records.
4. Explain the value of authority control and cross-referencing.
5. Identify current metadata initiatives.
6. Interpret Dewey and Library of Congress call numbers.
7. Recognize the impact of cataloging decisions on patron access to library materials.
8. Discuss considerations in catalog design for the provision of service to diverse and traditionally underserved patrons.
9. Locate, interpret, and apply standards documentation.
10. Discuss research findings and research literature related to cataloging, classification, and metadata.

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

**Words of Comfort:** If the material in this course seems confusing, please don't worry. Previous students have compared this to learning a new language. A feeling akin to "culture shock" is common at first. Keep going and do your best. You typically will have a "eureka" moment somewhere along the line, when you will say, "Oh! Now I get it!" Keep the faith until then ☺.

## Required Materials

- Chan, Lois Mai, and Theodora L. Hodges. *Cataloging and Classification: An Introduction*. 3rd ed. Lanham, MD: Scarecrow Press, 2007. ISBN: 0-8108-6000-7. 2007 edition required.



- A headset with attached microphone and noise-cancelling properties for use in Live Classroom (see Technical Requirements, below).
- Additional materials posted in BlazeVIEW or in Odum Library Electronic Reserve.

## Assignments

Library Thing	(LO 1)	10 points
Tour	(LO 2, 7)	15 points
Diverse Users	(LO 1, 8)	10 points
Midterm Quiz	(LO 1, 3-5, 9)	10 points
Cataloging Project	(LO 3, 9)	10 points
Research Presentation	(LO 10)	15 points
Culminating Quiz	(LO 1, 3-6, 9)	10 points

Each assignment will have a due date, followed by a one-day grace period.

If an assignment is submitted after the grace period has expired, the assignment will be accepted and graded if time permits, but the instructor reserves the right not to accept it.

To assure yourself a chance to get at least some points for the assignment, turn it in before the grace period ends.

## Grading

There are 80 points possible in the course.  
Course grades will be assigned as follows:

A = 73-80 points  
B = 65-72 points  
C = 57-64 points

### Grading Scale cont.

Course grades lower than C will *not* be credited toward a graduate degree (VSU 2009-2010 Graduate Catalog, page 29). Because MLIS 7300 is a required course, students who earn a course grade lower than C must repeat this course and get a better grade in order to complete the MLIS degree.

You may drop the course without academic penalty on or before Thursday, October 8, 2009.

As discussed on page 30 of the 2009/10 Graduate Catalog, "Students may appeal for an exception to the withdrawal deadline for cases of medical and hardship issues."

**Assignment Calendar--** Assignments are due on Wednesdays by 11:59 p.m.

	<b>Due Date</b>	<b>Grace Period</b>
<b>Library Thing</b>	Aug 26	Aug 27
<b>Diverse Users</b>	Sept 9	Sept 10
<b>Live Classroom Testing</b>	Week of Sept 14	
<b>Tour Presentations</b>	Week of Sept 21	
<b>Midterm Quiz</b>	Oct 7	Oct 8
<b>Cataloging Project</b>	Oct 28	Oct 29
<b>Research Presentations</b>	Week of Nov 16	
<b>Culminating Quiz</b>	Dec 9	Dec 10

### Assignment Synopses

See BlazeVIEW for submission instructions and further details.

**Library Thing** and **Diverse Users** details will be posted in BlazeVIEW.

**Tour:** you will interview a librarian who is working with cataloging, metadata, or technical services. Your product will be a PowerPoint presentation that you will present via Live Classroom.

**Cataloging Project** will include simulated "hands on" experience.

**Midterm Quiz** will be available on September 30 and due on October 7. The quiz will be multiple-choice, open book, and open note. Click on Midterm Study Guides on the BlazeVIEW homepage.

### Assignment Synopses cont.

**Culminating Quiz**, which is cumulative, will be available on December 2 and due on December 9. The quiz will be multiple-choice, open book, and open note. Click on Culminating Quiz Study Guides on the BlazeVIEW homepage.

**Research Presentation:** As part of an assigned small group, you will prepare and participate in a Live Classroom presentation based on assigned articles from the research or scholarly literature related to cataloging, classification, or metadata.

### Attendance

This is a Web-delivered course, with no required face-to-face meetings. The Tour and Research assignments include required presentations within Live Classroom; these will be scheduled in consultation with class members.

### Technical Requirements

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, MS Word is the preferred format. If you are using a lower version of WordPerfect or some other word processor, save your documents in Rich Text Format (rtf).

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.

A headset with attached microphone and noise-cancelling properties is **required**. Though other types of microphones and speakers can seem to work, and sometimes do, the headset with attached microphone and noise-cancelling properties is most likely to work well under all circumstances within Live Classroom.

### BlazeVIEW

Go to the BlazeVIEW help pages at <http://www.valdosta.edu/vista/>.

Click where it says “For Students” in the left column.

## **Library Support**

An online guide for distance education students is on the Odum Library Web site at <http://www.valdosta.edu/library/services/distancededucation.shtml>. Chat reference is available at <http://www.valdosta.edu/library/ask.shtml>.

## **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*.

## **Equal Opportunity Statement**

Valdosta State University is an equal opportunity educational institution. It is not the intent of the 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, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

## **Accommodations Statement**

Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). The Access Office for Students with Disabilities (Access Office) serves students who have documented disabilities, have met the Valdosta State University (VSU) admission criteria, and are otherwise qualified. Students requesting accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 229/245-2498 (V/VP) and 229/219-1348 (TTY). The website is <http://www.valdosta.edu/access/intro.shtml>.