

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7300 Cataloging and Classification
Syllabus--Spring Semester 2003
Three Credit Hours

Instructor:

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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.

Course Objectives

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

1. Identify and discuss the functions of the library catalog.
2. Discuss the impact of cataloging decisions on patron access to library materials.
3. Discuss considerations in cataloging, classification, and catalog design for the provision of service to diverse and traditionally underserved patrons.
4. Create bibliographic descriptions of library materials using Concise AACR2 and USMARC standards.
5. Interpret Dewey and Library of Congress call numbers, using current schedules.
6. Define and explain the value of authority control and cross-referencing structure for names, uniform titles, and subject headings.
7. Define successive entry cataloging for serials and identify alternative searches for serials titles in library catalogs.
8. Identify and discuss current metadata initiatives.
9. Explain the importance of standards; locate, interpret and use standards documentation.
10. Locate, interpret and use technical documentation.

Course Prerequisite or Corequisite: MLIS 7000

Required Texts

Furrie, Betty. *Understanding MARC Bibliographic: Machine-Readable Cataloging*. 6th ed. Washington, DC: Cataloging Distribution Service, Library of Congress, 2000. Available online: <http://www.loc.gov/marc/umb/>

Chan, Lois Mai. *Cataloging and Classification: An Introduction*. 2nd ed. New York: McGraw-Hill, 1994.

Gorman, Michael. *The Concise AACR2, 1998 Revision*. Chicago: American Library Association, 1999.

Requirements

Weekly Assignments	30%
Interview/Tour	10%
Paper	30%
Midterm Exam	15%
Final Exam	15%

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

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 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 not registered with the Special Services Program should contact Special Services in Nevins Hall, Room 2164, 229-245-2498.

Attendance

This is a Web-delivered course, with no required face-to-face meetings and no required synchronous online times.