VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS 7300 Cataloging and Classification
Syllabus--Spring Semester 2008
Three Credit Hours

Instructor:
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Office hours by appointment, in person or online.

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

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.*

Assignments

Discussion Board Posts	20%
Midterm Exam	20%
Final Exam	20%
Service Learning Assignment	20%
Mini-Paper	20%

Discussion Board Posts include Library Thing assignment, Meet the Class, Diverse Users assignment, and Exam Preparation exercises. Specific instructions for each assignment will be posted in WebCT Vista.

Midterm Exam will be available on February 14 and due on February 21.

Final Exam, which is cumulative, will be available on April 24 and due on May 1.

Service Learning Assignment is intended to expand your understanding of "real life" applications of this course work. This will be done after the Midterm. Your report on this assignment will be due on April 24. Assignment details will be posted in WebCT

Mini-Paper: You will read, synopsize, and respond to three peer-reviewed sources on a topic within the realm of information organization, broadly defined. The topic will be one of your choice, subject to instructor approval. Further details will be posted in WebCT. Topic due no later than March 6; mini-paper due on March 20.

Grading

General Grading Scale

A excellent work - among the best work seen at the graduate level
B satisfactory work - better than average work at the graduate level
C honest attempt - needs moderate to major revisions to be satisfactory
D perfunctory or missing work

Late work is dropped one letter grade, unless a mutually acceptable alternative deadline is negotiated with the instructor in advance.

Adherence to submission instructions is necessary before an assignment will be graded.

Final Grading Scale

       A - always satisfactory, often excellent
       B - mostly satisfactory, occasionally excellent
       C - sometimes satisfactory, often needs revisions
       D - rarely satisfactory, often perfunctory, late or missing
       F - lacking even an attempt to learn or do, dishonesty, plagiarism

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 Office 2007, use the Save As command and save for opening by Word 2003***. 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 you are to choose Reply or create a new message.

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

To view assigned online tutorials, you may need the Adobe Acrobat Reader, the Flash viewer, and the PowerPoint Viewer (if you have PowerPoint, you have the Viewer already). Free download URLs will be posted in the course site.

If you are new to WebCT Vista user, go to the WebCT Vista help pages at http://www.valdosta.edu/vista/. On the right margin are "Self Help" links. View the "Getting Started" tutorial first. Then return to the Vista page and login using your BlazeNet email ID and password.

The university's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk is at http://www.valdosta.edu/helpdesk/ and their phone hot line is 229-245-4357.

Distance Learning Support

A VSU reference librarian, Ms. Shiloh Smith, is responsible for coordinating library services for off-campus VSU students. She may be reached by email at shismith@valdosta.edu or by phone at 229-245-3717. An online guide for distance education students is on the Odum Library Web site at http://www.valdosta.edu/library/services/distanceeducation.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*.

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.

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 ☺.