

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7350 Advanced Cataloging
Syllabus--Spring Semester 2009
Three Credit Hours

Instructor:

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Course Description

Prerequisite or corequisite: MLIS 7300 or consent of the instructor. Advanced study of the theory and practice of providing description and access to library materials. Cataloging of non-print materials, serials and integrating resources will be included.

Course Objectives

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

- Catalog non-print resources using MARC21 and AACR2 standards.
- Apply MARC21 and AACR2 standards to the cataloging of serials and integrating resources.
- Discuss current developments and possible future directions in cataloging.
- Identify and interpret relevant documentation and tools.

Required Materials

- Hsieh-Yee, Ingrid. *Organizing Audiovisual and Electronic Resources for Access: A Cataloging Guide*. 2nd ed. Westport, Conn: Libraries Unlimited, 2006. ISBN: 0810828391. *The specified edition is required.*



- A headset with attached microphone for use with Live Classroom software. Noise-cancelling properties are recommended.
- Additional readings posted in WebCT Vista or in Odum Library Electronic Reserve.

Assignments

Discussions	70 points
Record Creation	10 points
Self-development Project	20 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, I will grade it if I have time, but I reserve 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 Scale

There are 100 points possible in the course.
Course grades will be assigned as follows:

- A = 91-100 points
- B = 81-90 points
- C = 71-80 points
- D = 61-70 points
- F = below 61 points

Course grades of I (Incomplete) will **not** be available.

You may drop the course without academic penalty on or before Thursday, March 5, 2009.

As discussed on page 17 of the 2008/09 Graduate Catalog, "Students may petition for an exception to the withdrawal deadline for cases of hardship."

Assignment Synopses

See WebCT Vista for submission instructions and further details.

Discussions: Because this is an advanced class, we will emphasize discussion and interaction. You will have assigned readings and study materials on the topics in the course objectives, followed by discussion questions. You will post your responses on the WebCT Vista Discussion Board and will interact with your classmates' responses. Further details will be posted in WebCT Vista.

Record creation will give you some "hands-on" practice.

Self-Development Project: an in-depth study of a topic of particular relevance to you. The product might be a paper, a group of cataloged records, a training tool, a

Assignment Synopses: Self-Development Project cont.

procedure manual, or another product that you suggest. Think broadly. You will discuss and negotiate the terms of the project with the instructor. You will have an assigned “buddy” to give you peer feedback as you pursue your project, and you will serve as “buddy” to one of your classmates. You will share and discuss the results of your project with your classmates and me in a Live Classroom presentation. These presentations will take place between April 27 and May 8; the schedule will be set in consultation with the class members.

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

This looks like a lot, but it’s not so bad. Not to worry 😊.

	Due Date	Grace Period
Discussion I initial post	Jan 22	Jan 23
Discussion I response	Jan 29	Jan 30
Discussion II initial post	Jan 29	Jan 30
Discussion II response	Feb 5	Feb 6
Discussion III initial post	Feb 5	Feb 6
Discussion III response	Feb 12	Feb 13
Discussion IV initial post	Feb 12	Feb 13
Discussion IV response	Feb 19	Feb 20
Discussion V initial post	Feb 19	Feb 20
Discussion V response	Feb 26	Feb 27
Discussion VI initial post	Feb 26	Feb 27
Discussion VI response	March 5	March 6
Discussion VII initial post	March 5	March 6
Discussion VII response	March 12	March 13
Record Creation	April 2	April 3
Self-Development Project	April 16	April 17
Self-Development Presentations	April 27 – May 8	

Attendance

This is a Web-delivered course, with no required face-to-face meetings. Synchronous Live Classroom sessions for Self-Development presentations will be scheduled in consultation with the students.

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 Office 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 the instructions say to choose Reply or to 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.

Grammar, punctuation, and spelling count. Use spell check.

WebCT Vista

If you are a new 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.

You must follow the directions at <http://www.valdosta.edu/vista/> for setting up your computer.

Successful use of WebCT Vista requires that you:

- disable pop-up blockers
- have a very particular version of Java.

The most current version of Java is **not** the one that works with WebCT Vista.

Once you have the correct version of Java installed, you must disable automatic Java updates.

You must also insure that when balloons appear on your computer screen that say “Java updates are available,” everyone who uses the computer ignores them.

The webpage gives detailed instructions for doing all this.

If you cannot get this done yourself after a sincere effort, phone Distance Learning, 229-245-6490. They are open 8-5:30 Monday through Thursday and 8-3 on Fridays. Be at your computer and have it turned on when you call, so they can talk you through what needs to be done.

Library Support

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*.

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>.