Valdosta State University
Master of Library and Information Science Program
MLIS-7350-Advanced Cataloging - SP2013-MLIS-7350-IA
Syllabus--Spring Semester 2013
Three Credit Hours

Instructor:
Harold E. Thiele, MLIS, PhD
Assistant Professor
MLIS Program
Valdosta State University
E-mail: hethiele@valdosta.edu
Phone: 229.245.3725
Fax: 229.259.5055

Course Description:
Advanced study of the theory and practice of providing description and access to library materials. Cataloging of non-print materials, serials, and integrating sources will be included.
Course Prerequisite: MLIS 7000 or consent of instructor.

MLIS Program Objectives (PO)
Graduates of the MLIS Program will:

>   PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information.

>   PO 2. Use existing and emerging technologies to meet needs in libraries and information centers.

>   PO 3. Integrate relevant research to enhance their work in libraries and information centers.

>   PO 4. Demonstrate professionalism as librarians or information specialists.

Student Learning Outcomes (SLO):
Students will:

>   SLO 1. Catalog serial, integrating resources, and a variety of non-print materials using AACR2 and RDA cataloging codes. (PO 1, PO 2, PO 4)
>   SLO 2. Code serial, integrating resources, and a variety of non-print materials using MARC21 and other coding systems. (PO 1, PO 2, PO 4)
>   SLO 3. Identify current cataloging trends as they relate to serial, integrating resources, and a variety of non-print materials. (PO 3)
>   SLO 4. Apply current cataloging and coding standards and documentation to serial, integrating resources, and a variety of non-print materials. (PO 1, PO 2, PO 3, PO 4)

Required Textbooks:

- Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC21. New York: Neal-Schuman Publishers, imprint of American Library Association. ISBN 9781555707439 (alk. paper); 1555707432 (alk. paper)

- Weber, M. B., & Austin, F. A. (2011). Describing electronic, digital, and other media using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians. New York: Neal-Schuman Publishers. ISBN: 9781555706685 (alk. paper) 1555706681 (alk. paper)

Recommended Textbooks

- Chan, L. M., & Hodges, T. L. (2007). Cataloging and classification: An introduction. 3rd ed. Lanham, MD: Scarecrow Press. ISBN-13: 9780810859449.

- Furie, B. (2009). Understanding MARC bibliographic machine-readable cataloging. 8th ed. Cataloging Distribution Service, Library of Congress, in collaboration with Follett Software. ISBN-13: 9780844495064. FREE online at: http://www.loc.gov/marc/umb.

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at
http://www.valdosta.edu/mlis/student_resources/documents/ILL_Textbooks.pdf

Required Materials:

- A headset with attached microphone or other microphone and speakers that work with WIMBA software. Noise-canceling properties are recommended.

• Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

Online Resource Materials:

- American Library Association. (2005). Anglo-American cataloging rules, 2nd edition, 2002 revision, 2005 update. (**AACR2R**). Available through the RDAToolkit (access instructions in course overview).

- American Library Association. (2011). Resource description and access (**RDA**). Available through the RDAToolkit (access instructions in course overview).

- Library of Congress (2011). MARC 21 format for bibliographic data. Retrieved from http://www.loc.gov/marc/bibliographic/ecbdhome.html.

- OCLC (2011). Bibliographic formats and standards. Retrieved from http://www.oclc.org/bibformats/.

General Course Outline:
Module 1: Introduction, Impact FRBR and RDA on cataloging process
        January 7, 2013
Module 2: Bibliographic elements
        January 14, 2013
Module 3: Access points and headings
        January 21, 2013
Module 4: AACR2, RDA, and MARC21

January 28, 2013
Module 5: Introduction to serial cataloging
February 11, 2013
Module 6: Introduction to integrating resources cataloging
February 25, 2013
Module 7: Introduction to cartographic cataloging.
March 11, 2013
Module 8: Introduction to music cataloging.
April 1, 2013
Module 9. Introduction to Image and realia cataloging
April 15, 2013

Each module represents roughly two weeks of instruction time. That said, some modules will take roughly a week and others almost 3 weeks.

There will be optional WIMBA classroom meetings from 7:00 pm to 8:00 pm eastern time as subject matter merits. Attendance is not a requirement of the course. The sessions will be archived and made available. The first WIMBA classroom meeting will be on Wednesday, January 9.

Assignments:
The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. As a general rule, assignments are due before midnight (11:59 p.m.) on the assigned day. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

Major Assignment List:
Assignment 01: Essay – Impact FRBR and RDA on cataloging practices
Value 30 pts.
Due: February 16
Assignment 02: serial cataloging product
Value 10 pts.
Due: February 23
Assignment 03: integrating resources cataloging product
Value 10 pts.
Due: March 9
Assignment 04: cartographic cataloging product.
Value 10 pts.
Due: March 30
Assignment 05: music cataloging product.
Value 10 pts.
Due: April 13
Assignment 06: Image and realia cataloging product.
Value 10 pts.
Due: April 27

Discussions

There are series of 4 graded discussions on the impact of FRBR on cataloging practices, using AACR2 and RDA cataloging rules, and MARC21 coding standards.
> Total Value 20 pts. Each discussion worth 5 pts (3 points for submission; 2 points for substantive response to other submissions).

Graded Discussion 01 FRBR vs ISBD
> Value 5 pts.
> Due January 16 & 18

Graded Discussion 02 AACR2 vs RDA spelling out
> Value 5 pts.
> Due January 23 & 25

Graded Discussion 03 GMD vs MARC 33x Fields
> Value 5 pts.
> Due January 30 & February 1

Graded Discussion 04 RDA relationships
> Value 5 pts.
> Due February 6 & 8

Grading Scale

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

A = 90-100 % = exceptional work, exceeds expected graduate level work
B = 80-89 % = consistently good work, meets expected graduate level work
C = 70-79 % = consistently poor work, fails to meet expected graduate level work
D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work
F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

Standards for non-core courses:
No grade below a C will be credited toward a VSU graduate degree. To be **eligible** to receive an A in this course a student must complete every assignment.

Withdrawal:

You may drop the course without academic penalty on or before the official withdrawal date. As discussed on pages 30-31 of the VSU 2012-2013 graduate catalog, "Students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

Attendance:

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. The may be regularly scheduled WIMBA sessions with optional attendance. Efforts will be made to archive the WIMBA sessions for later retrieval and review.

Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor,

you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). **Work submitted in non-compatible formats will not be accepted and will not be graded. This includes work submitted as rtf documents or as Adobe Acrobat pdf format.** You can obtain a copy of Microsoft Office 2010 at a reduced student price (ca. $8.00 - $12.00) through the IT Home Use Software program (http://www.valdosta.edu/helpdesk/index.shtml). Both Windows and Mac versions are available.

You are to use the underscore " _ " instead of a space "   " in your file names. Spaces in a file name translate as %20 code and a penalty will be applied. The format for assignment file names is: assignmentname_yourlastname_yourfirstname. Failure to use the specified filename format will result in a 10% grade penalty being applied.

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. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing. Your work is to be double spaced, Ariel or Times New Roman font is required, body of work font size 12, and the document head must contain your name and assignment name.

Page formatting information. Use the word processing tools.
- The word processor is not a typewriter. It has the capability to word wrap your sentences at the end of each line. Use the <Enter> key at the end of paragraphs. Do not use the <Enter> key at the end of each line.
- Use the <page break> function to control page breaks. Do not use <Enter> key to generate blank lines to separate major sections like the title page, and references from the body your paper. Use the <page break> function.

Communication:
For questions regarding the course, please communicate with me through the BlazeView WebCT site for this course. If your question is personal, please use the BlazeView WebCT course mail feature. If you have a general question whose answer may be of interest to your classmates, please post it to the "Questions" topic on the discussion boards.

Academic Honesty:
An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification.

Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification.

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.

The *Guide to Ethical Conduct* is a booklet created for VSU MLIS students (http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

SafeAssign
By taking this course you agree that all required course work may be subject to submission for textual similarity review to SafeAssign, a tool within BlazeView. For more information on the use of SafeAssign at VSU see http://www.valdosta.edu/academic/SafeAssignforStudents.shtml .

Distance Learning Support:
An online guide for distance education students is on the Odum Library Web site at **http://www.valdosta.edu/library/services/revised_students.pdf** .

Equal Opportunity 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 the 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.

Special Needs Statement
From VSU's Access Office http://www.valdosta.edu/access/facresources.shtml):
Students with disabilities who are experiencing barriers in this course may contact the
Access Office for assistance in determining and implementing reasonable
accommodations. The Access Office is located in Farber Hall. The phone numbers are
229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information,
please visit http://www.valdosta.edu/access/ or email: access@valdosta.edu.

Compliance Statement:
Enrollment in this class signifies that the student has agreed to abide by and adhere to
the policies and regulations specified above. **It is understood that the instructor may
adapt or change this syllabus and the assignments contained within it according
to circumstances that may arise during the course of the semester**.