COURSE DESCRIPTION

The representation and organization of information resources is a primary focus of the information profession. Organizational and representational structures such as classification schemes, indexes, and catalogs have been devised to provide access to information. The recent explosive growth in both the number and variety of information resources underscores the continuing need for application of effective methods of representation and organization. This course introduces students to various approaches to the understanding, organization, representation, and use of information. The goal is to identify criteria for evaluation and improvement of ways to organize and represent information for future retrieval in theory and in practice. Information systems currently used in libraries and information centers will be studied as examples with appropriate attention to terminology and technology.

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will:

1. Make distinctions between data, information, and knowledge.
2. Understand the basic principles and functions of representational structures such as taxonomy, ontology, thesauri, metadata, and folksonomy.
3. Compare and contrast, give strengths and weaknesses of various organization systems.
4. Have a working knowledge of the new cataloging standard RDA for MARC21 records and the conceptual entity-relationship module FRBR.
5. Apply the principles of consistency and uniformity (Authority Control) to recognize authorized headings, see, and see also references for personal, corporate, and geographic names.
6. Assign authorized subject headings according to the online version of the Library of Congress Subject Headings (LCSH) list.

**MLS Program Outcomes**

**Organize and Represent Information Resources**

- Understand and effectively apply principles of representation and systems of organization to provide access to resources in a variety of library and information environments.

**Core Competencies of Librarianship** as formulated by the American Library Association were approved and adopted as policy by the ALA Council, January 27 2009. A person graduating from an ALA accredited master’s program in library and information science should know and, where appropriate, be able to employ the following:

3. Organization of Recorded Knowledge and Information
   3A. The principles involved in the organization and representation of recorded knowledge and information.
   3B. The developmental, descriptive, and evaluative skills needed to organize recorded knowledge and information resources.
   3C. The systems of cataloging, metadata, indexing, and classification standards and methods used to organize recorded knowledge and information.

**Principles of Graduate and Professional Learning**

This course addresses the following:
- Demonstrating mastery of the knowledge and skills expected for the degree and for professionalism and success in the field.
- Thinking critically, applying good judgment in professional and personal situations.
- Communicating effectively to others in the field and to the general public.
- Behaving in an ethical way both professionally and personally.

**COURSE TEXTS**

**Required reading materials:**
- No textbook is used in this class.
Some readings are available online and URLs are offered in the agendas.

Required readings have been selected to encourage participation in class discussion forums and assignments. All required and recommended readings are available on the Oncourse worksite for S503 and found on the weekly agenda. Assigned readings are subject to amendment by the instructor. The readings are listed alphabetically by the first author’s last name. A publication year is added if an author has several publications.

**Suggested Cataloging Reading:** (print copies of titles are on reserve at IUPUI University Library (LCC number provided) and other IU campus libraries in South Bend, New Albany, Gary, and Fort Wayne). Scans of various chapters are provided under fair use provisions of the copyright law and are found in Oncourse weekly Modules.


**ONCOURSE**

Oncourse will be an integral part of S504. If you have problems accessing Oncourse, please contact the University Information Technology Services (UITS) Support Center at 317-274-HELP. All course announcements will be found in Oncourse along with the class syllabus, course schedule, exercises for grade, practice exercises, answers keys, and other course documents. We will make use of the following Oncourse features:

**Syllabus**
Resources. All course materials stored here.
Grades. Used to calculate course grades and keep the running total grade.
Messages (Email). Ask questions and clarify issues.
Announcements. Find weekly course announcements here.
Assignments. Used to upload all exercises for grade and final projects.
Discussions. Post designated cataloging assignments.
Chat. Live sessions with instructor.
Wiki. Course instructions. (if available in Oncourse)

TECHNOLOGY REQUIREMENTS

- Internet service provider (ISP). The most important component is a high quality Internet connection. Cable Modem, DSL, ISDN or other high speed, broadband service is strongly recommended. Dial-up modems, while usable, will result in frustrating results during “live” conferencing or other multimedia activities. Using wireless connection when signal is weak will cause similar frustrating results.

- Computer Requirements. Students need to have access to a properly functioning computer throughout the semester. Because this is a web-based class, it is assumed that every student has daily, reliable, high-speed Internet access. Lack of access WILL NOT be accepted as an excuse for timely participation or late assignments. You should have access to:

  - A Pentium 4 or later Windows computer with Windows XP or Vista
  OR
  - An Apple PowerPC G4 or later Apple computer with Mac OS X 10.5 – Leopard or later

- Note: the use of a tablet or mobile device will not give you all the functionality needed for the course.

- Minimum 2 GB of memory (RAM)

  - A current word processing software, latest version of MSWord preferred
  Note: software downloads free to students at https://iuware.iu.edu/
  - Sound capability to listen to audio files
  - A headset if you are working in a public place to listen to audio files

- Browser Requirements

  - Current versions of Internet Explorer or Firefox for Windows computers
  - Current versions of Firefox, Safari or Chrome for Apple computers
Software. Student computers need to be capable of running the latest versions of plug-ins, recent software and have the necessary tools to be kept free of viruses and spyware. Some courses require special software that students may have to purchase or check for free access from IUWare. URL: http://iuware.iu.edu/

Technical Assistance. For help with Oncourse technical issues or if you are having difficulty with any of the technology used for the course, contact HELPnet 317-274-3087. URL: http://helpnet.iu.edu/apps/hnet/main/

COURSE TOOLS

Cataloger’s Desktop
Gives access to the most widely used cataloging documentation resources in an integrated, online system. Cataloger’s Desktop login and password must not be shared with others outside the DLIS program and should be used only for DLIS course-related activities.

Library of Congress Authorities
Using Library of Congress Authorities, students can browse and display authority headings for Subject, Name, Title and Name/Title combinations. We have access to this database through two means, OCLC Connexion and direct link to this site. Directions for access can be found in the Oncourse Pages (wiki).

OCLC Connexion
Students will have an opportunity to use OCLC Connexion, one of the services OCLC offers to its member libraries. Login and password instructions will be provided in a separate document. This service provides access to OCLC’s bibliographic database and cataloging services, the Library of Congress authority file, and OCLC’s WebDewey service. Connexion authorization number and password must not be shared with others outside the DLIS program and should be used only for DLIS course-related activities.

RDA Toolkit
The Toolkit provides a one-stop resource for evaluating and implementing RDA, and is the most effective way to interact with the new standard. The authorization number and password must not be shared with others outside the DLIS program and should be used only for DLIS course-related activities. Designed for the digital world and an expanding universe of metadata users, RDA: Resource Description and Access is the new, unified cataloging standard—
an evolution of the cataloging principles from AACR2, with rules carried over or adapted to the RDA model.

**EVALUATION & GRADING**

<table>
<thead>
<tr>
<th>Exercises (For Grade) Schedule</th>
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<tr>
<td><strong>Assignment</strong></td>
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<tr>
<td>1</td>
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<td>2</td>
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<td>3</td>
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<td>4</td>
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All grades including final grades will be available in Oncourse.

Total 100 points

The final letter grade will be assigned based on the following range with a total of 100 points possible:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>96-100</td>
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<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>C</td>
<td>73-75</td>
</tr>
<tr>
<td>A-</td>
<td>91-95</td>
</tr>
<tr>
<td>B-</td>
<td>79-82</td>
</tr>
<tr>
<td>C-</td>
<td>69-72</td>
</tr>
</tbody>
</table>
F: The course instructor will issue the grade F if a student does not finish all required assignments.

The meaning of the letter grades follows the DLIS Grading Policy:

**A**: Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations. The grade of A+ is not granted in DLIS, except in very exceptional cases.

**A-**: Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.

**B+**: Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks defined in the course syllabus.

**B**: Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and has performed at an acceptable level.

**B-**: Marginal work. Student performance demonstrates incomplete understanding of course materials.

**C+, C, C-**: Unsatisfactory work and inadequate understanding of course materials.

**D+, D, D-**: Unacceptable work; course work completed at this level will not count toward the MLS degree.

**F**: Failing. May result in an overall grade point average below 3.0 and possible removal from the program.

A final grade of "I" or "Incomplete" will NOT be given except in extreme situations.

Please let me know if you are having difficulty completing the requirements of this course.

**Late Submissions**

In fairness to students who turn in assignments on time, late papers will be penalized. The earned grade will be lowered one grade level (e.g., from A- to B+) for each day that the assignment is late. Students are required to check their files after uploading the files at Oncourse. If students turn in wrong files or inaccessible files, all re-submissions are considered as late submissions.

**Academic Ethics**

Indiana University and the Department of Library and Information Science policies on academic dishonesty will be followed. Academic (e.g. plagiarism) and
personal misconduct by students in this class are defined and dealt with according to the procedures in the Code of Student Rights, Responsibilities, and Conduct (http://www.iu.edu/~code/iupui/index.shtml). Students found to be engaging in plagiarism, cheating, and other types of dishonesty will receive a failing grade for the course.

AES

Americans with Disabilities Act. Accommodations will be made for qualified students with disabilities registered with Adaptive Educational Services. The AES office is located in Taylor Hall, UC 100. The phone numbers are 317/274-3241 or 317/278-2050 TTD/TTY, by fax 317/274-2051, or by email aes@iupui.edu.

COURSE EVALUATIONS

DLIS provides a means for course evaluation. We have moved to an electronic format and the survey can be found at the following URL. Please complete the evaluation at the end of the semester. https://soic.iupui.edu/app/course-eval/index.php

ELECTRONIC PORTFOLIO PARTICIPATION

Students admitted to the DLIS, program beginning fall, 2011 and forward are required to participate in the electronic portfolio or ePortfolio system. In this site, you will upload materials from courses that address each of the MLS program goals. Talk to your instructor for guidelines and suggestions for submission of course work to this system.

ONLINE WRITING CENTER

The Online Writing Center is an experimental service that will allow you to meet with a writing center tutor in cyberspace if you are taking one of the selected online courses. http://www.iupui.edu/~uwc/OWC.html

ADMINISTRATIVE WITHDRAWAL

A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with me if you are unable to attend class or complete an assignment on time. If you miss more than half our class assignments without contacting me, you will be administratively withdrawn from this section. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn
from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me." Learn more at http://registrar.iupui.edu/withdrawal-policy.html
S503 Organization and Representation of Knowledge and Information

Agenda

Week 1 Topic: Introduction to Representation and Organization of Information

Week 2 Topic: Data, Information, and Knowledge

Week 3 Topic: Cognitive Representation: Categorization

Week 4 Topic: Systematic Representation: Faceted Classification

Week 5 Topic: Metadata

Week 6 Topic: Ontologies and Taxonomies

Week 7 Topic: FRBR, FRAD, FRSAD

Week 8 Topic: RDA

Week 9 Topic: RDA and MARC

Week 10 Topic: Authority Work

Week 11 Topic: Subject Analysis

Week 12 Topic: LCSH

Week 13 Topic: Classification in Library systems, an Introduction

Week 14 Topic: DDC and LCC

Week 15 Course Evaluations and Wrap up