COURSE DESCRIPTION

S504, Cataloging (3 cr.) Prereq: S401. Historical development and principles essential to the understanding of the conceptual foundations of providing bibliographic access and control of materials and information. Presentations and examples in the application of RDA and AACR2 will be used to illustrate and reflect current practice. Future trends and issues in cataloging such as FRBR and RDA are explored. Emphasis is on cataloging monographic publications with some practice cataloging serial publications.

COURSE GOAL

Students will learn original cataloging to approved cataloging standards, including its purpose, process, goals, and terminology.

COURSE LEARNING OUTCOMES

At the end of the semester students will be able to:

- Create a bibliographic record according to the Anglo-American Cataloging Rules (AACR2), 2nd ed., 2002 revision encoded in the MARC21 Format the standard for the representation and communication of bibliographic and related information in machine-readable form.
- Have a working knowledge of the new cataloging standard RDA and the conceptual entity-relationship module FRBR.
- Apply the principles of consistency and uniformity (Authority Control) to the creation of bibliographic records.
- Recognize authorized headings, see, and see also references for personal, corporate, and geographic names.
- Assign authorized subject headings according to the online version of the Library of Congress Subject Headings (LCSH) list.
- Assign a book (Cutter) number using the Library of Congress Cutter Table.
• Use a variety of cataloging resources and tools used in libraries today to apply accepted cataloging standards such as OCLC Connexion, Catalogers’ Desktop and RDA Toolkit.
• Read and understand serials cataloging records.

**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.

**TEXTS**

*Anglo-American Cataloging Rules, 2nd ed. 2002 revision: 2005 Update.* Chicago: American Library Association, 2005. Note: we can access it electronically via the DLIS subscription to Cataloger’s Desktop. Instructions for access can be found in Oncourse.
**Resource Description and Access (RDA)** Note: we can access it electronically via the DLIS subscription to RDA Toolkit. Instructions for access can be found in Oncourse.

**Required Reading:**

Course PowerPoint presentations, MSWord Documents and other materials can be found in Oncourse weekly folders.

**Suggested 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)


**Additional Resources to Consult:** (print copies of these titles are on reserve at IUPUI University Library and other IU campus libraries in South Bend, New Albany, Gary, and Fort Wayne)


ONCOURSE

Oncourse will be an integral part of S504. If you are not familiar with Oncourse, see "What is Oncourse" by clicking here. Students enrolled in S504 are automatically granted access to Oncourse via IUPUI. 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.

**Gradebook.** Used to calculate course grades and keep the running total grade.

**Messages (Email).** Ask questions and clarify issues.

**Announcements.** Find weekly course announcements here.

**Drop Box.** Used to upload all exercises for grade and final projects.

**Forums.** Post designated cataloging assignments.

**Chat Room.** Live sessions with instructor.

**Wiki.** Course instructions.

TECHNOLOGY REQUIREMENTS

1. 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.

2. 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

3. Browser Requirements

• Current versions of Internet Explorer or Firefox for Windows computers

• Current versions of Firefox, Safari or Chrome for Apple computers

4. 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/

5. 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/

S504 CATALOGING TOOLS

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.

Library of Congress Authorities
Using Library of Congress Authorities, students can browse and display authority
headings for Subject, Name, Title and Name/Title combinations. The link to this site can be found in the Oncourse list of options.

**Cataloging Calculator**
Helps students with quick access to AACR2 abbreviations, country codes, geographic region codes, etc. The link to this site can be found in the Oncourse list of options.

**OCLC Bibliographic Formats and Standards (MARC Tags)**
OCLC Bibliographic Formats and Standards provide tagging conventions, input standards and guidelines for entering information into the bibliographic record in MARC format. The link to this site can be found in the Oncourse list of options.

**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.

**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>
<th>Grade Points</th>
<th>Distributed in Class Folder</th>
<th>Due by 4:00 pm EST on due date</th>
<th>Answer Key Provided (upon receipt of all exercises)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignment</strong></td>
<td><strong>Topic</strong></td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Scavenger Hunt</td>
<td>Introduction to course</td>
<td>1</td>
<td>Week 1</td>
<td>Week 2</td>
</tr>
<tr>
<td>Exercise 1</td>
<td>Copy Cataloging Monographs in the MARC21 Format, AACR2 Chapters 1-2 (ISBD Areas 1-8)</td>
<td>20</td>
<td>Week 2</td>
<td>Week 4</td>
</tr>
<tr>
<td>Exercise 2</td>
<td>Access Points and Authority Work</td>
<td>20</td>
<td>Week 4</td>
<td>Week 6</td>
</tr>
<tr>
<td>Exercise 3</td>
<td>RDA Cataloging Monographs in the MARC21 Format</td>
<td>20</td>
<td>Week 6</td>
<td>Week 9</td>
</tr>
<tr>
<td>Exercise 4</td>
<td>Interview a cataloging professional at a library of your choice</td>
<td>19</td>
<td>Week 1</td>
<td>Week 11</td>
</tr>
<tr>
<td>Exercise 5</td>
<td>LCSH - Subject analysis and DDC - Classification for Monographs</td>
<td>20</td>
<td>Week 9</td>
<td>Week 15</td>
</tr>
</tbody>
</table>

**Assignment Turn-in Policy:**

Students are expected to word process all exercises for grade, preferable MSWord and upload them to the Oncourse Drop Box by 4:00 pm on the due date. Font should be Times Roman, Arial, or Courier min. size 14 to facilitate grading. MARC format templates are provided for your use. Except for emergencies, assignments not received on due dates will be penalized. I encourage you to discuss with me any special circumstances that will affect your ability to perform your assignment or turn in your assignment on time.

**General Guidelines for Grade Deductions On Exercises for Grade and Final Project:**

- .2 if missing entire field  
- .1 punctuation errors  
- .1 spelling errors (in access points)  
- .1 incorrect abbreviation  
- .1 missing subfield or incorrect subfield  
- .1 missing words from transcription or words out of order from chief source  
- .1 notes out of order according to AACR2  
- .1 incorrect MARC tag  
- .1 incorrect DDC base number  
- .1 incorrect main LCSH  
- .1/2 capitalization errors  
- .1/2 spacing errors  
- .1/2 each incorrect indicator  
- .1/2 missing Cutter number  
- .1/2 incorrect subject subdivision heading

**All grades including final grades will be available in Oncourse.**

| Total | 100 points |
.1/4 incorrect codes in fixed fields (total 5 ¼ points)

**Grading Scale:**

.1 x 10 = 1 point  
.1/2 = .05 of .1 point  
.1/4 = .025 of .1 point  

Note: These are the maximum number of points to be deducted. I reserve the right to make adjustments as necessary.

**Letter Grade Equivalence:**

Letter grades will be assigned according to definitions in the DLIS grading policy (adopted by the Faculty of the School of Library and Information Science, Indiana University). Complete information is available at [http://www.bulletin.iupui.edu/](http://www.bulletin.iupui.edu/) (click on IU School of Library and Information – General Information – Grade Computation). To receive a passing grade in this course, you must turn in all of the assignments and the final project. You cannot pass this course without doing all of the assigned work, however, turning in all of the work is not a guarantee that you will pass the course. **Grades of I (Incomplete)** may be assigned in this course after discussion with the instructor.

<table>
<thead>
<tr>
<th>96-100 = A</th>
<th>83-86 = B</th>
<th>73-75 = C</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-95 = A-</td>
<td>79-82 = B-</td>
<td>69-72 = C-</td>
</tr>
<tr>
<td>87-90 = B+</td>
<td>76-78 = C+</td>
<td>Below 68 = F</td>
</tr>
</tbody>
</table>

**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.

ACADEMIC DISHONESTY

Academic and personal misconduct by students in this class (e.g. plagiarism) are
defined and dealt with according to the procedures in the Code of Student Rights,
Responsibilities, and Conduct. Indiana University and the School of Library and
Information Science policies on academic dishonesty will be followed. Students
found to be engaging in plagiarism, cheating, and other types of dishonesty will
receive an F for the course.

ATTENDANCE

This class does not require you to log in during a specific time. In order to keep
up with the pace of the class, I suggest you log in at least twice a
week. Attendance will be reflected in the amount and quality of work you perform
during the course of the semester. This course may include sessions using the
Adobe Connect software. Viewing these sessions is strongly encouraged.

AES

"Students needing accommodations because of disability will need to register
with Adaptive Educational Services (AES) and complete the appropriate forms
issued by AES before accommodations will be given. The AES office is located
in Joseph T. Taylor Hall (UC), Room 137, 815 W. Michigan St., Indianapolis and
may be reached by calling 317-274-3241 or Video phone: (317) 278-2052."

COURSE EVALUATIONS

DLIS will provide a means for course evaluation. We have moved to an
electronic format and your instructor will email the URL to a SurveyMonkey
course evaluation towards the end of the semester.

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
Oncourse 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

Guidelines TBA by Registrar.