Course Description

S504, Cataloging (3 cr.) P: S401. Historical development and principles essential to the understanding of the conceptual foundations of providing bibliographic access and control of materials and information. Discussion and examples in the application of AACR2r will be presented to illustrate and reflect current practice along with an introduction to FRBR and RDA. Emphasis is on monographic publications.

Course Goal

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

Learning Objectives

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

- Be acquainted with the current development and application of the new cataloging standard, RDA, as it pertains to the conceptual entity-relationship module FRBR.
- Create a bibliographic record according to current RDA rules.
- Create a machine-readable cataloging record (MARC) according to AACR2.
- 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 classification number using the Web version of the Dewey Decimal Classification System, (DDC) Edition 22.
• 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, Cataloger's Desktop and RDA toolkit.
• Recognize and create a bibliographic serial record.

All of these tie into the Indiana University 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.

And the Core Competencies of Librarianship as formulated by the American Library Association (ALA): A person graduating from an ALA accredited master’s program in library and information science should know, and where appropriate, be able to employ:

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.

Texts (Note: most items are on reserve at IUPUI University Library)

Online Course Textbook via Cataloger’s Desktop:


NOTE: SLIS has free access for SLIS students only to the AACR2 textbook via Cataloger’s Desktop. You may choose to purchase the textbook or use the free online version. However, it is each student’s responsibility to have access to the
course textbook. The unavailability to a course text book does not justify ANY late assignments. See Assignment Turn-in Policy regarding late assignments.

**Required Reading:**

Course presentations, relevant materials, and supplementary readings can be found in Oncourse/Resources for each class. Additionally, each class-assigned reading(s) will be designated on the Course Calendar available in Oncourse.

**Suggested Reading: (print copies of these titles are on reserve at IUPUI University Library)**


**Additional Resources to Consult:**


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ONCOURSE

Oncourse CL will be an integral part of S504. 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.

S504 TOOLS

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

LC Authorities
Using Library of Congress Authorities, students can browse and display authority headings for Subject, Name, Title and Name/Title combinations.

Cataloger's Desktop/Cataloger’s Calculator
Helps students with quick access to AACR2r, AACR2 abbreviations, country codes, geographic region codes, etc. Cataloger's Desktop log-in and password must not be shared with others outside the SLIS program and should be used only for SLIS course-related activities.

OCLC Bibliographic Formats and Standards/MARC tags
Provides tagging conventions, input standards and guidelines for entering information into the bibliographic record in MARC format.
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 SLIS program and should be used only for SLIS 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 form AACR2, with rules carried over or adapted to the RDA model.

Evaluation and Grading

### Exercises (For Grade)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Topic</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise 1</td>
<td>Descriptive cataloging, AACR2 Chapter 1-2, (Areas 1-8)</td>
<td>10</td>
</tr>
<tr>
<td>Exercise 2</td>
<td>MARC Records, Descriptive cataloging, AACR2, Chapters 1-2, MARC Format (Areas 1-8)</td>
<td>10</td>
</tr>
<tr>
<td>Exercise 3</td>
<td>MARC records, descriptive cataloging (areas 1-8), choice of access points, authority work</td>
<td>5</td>
</tr>
<tr>
<td>Exercise 4</td>
<td>MARC records, descriptive cataloging (areas 1-8), choice of access points, authority work, and LCSH</td>
<td>5</td>
</tr>
<tr>
<td>Exercise 5</td>
<td>MARC records, descriptive cataloging (areas 1-8), choice of access points, authority work, LCSH, and DDC with Cutter</td>
<td>5</td>
</tr>
<tr>
<td>Exercise 6</td>
<td>Interview a copy cataloger or cataloger at a library of your choice. Prezi presentation in class.</td>
<td>15</td>
</tr>
<tr>
<td>RDA</td>
<td>RDA Exercise(s)</td>
<td>15</td>
</tr>
<tr>
<td>Final Project</td>
<td>Descriptive Cataloging using MARC format for monographs</td>
<td>20</td>
</tr>
<tr>
<td>Participation</td>
<td>Class Participation Points/Exercises (Not for Grade)/Quizzes</td>
<td>15</td>
</tr>
<tr>
<td>Total Points for Final Grade</td>
<td>All grades including final grades will be available in Oncourse. This also consists of all graded Exercises and the Final Project for each student.</td>
<td>100</td>
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</tbody>
</table>
Assignment Turn-in Policy

Students are expected to word process all assignments for grade electronically. **No hand written assignments will be accepted.** Font should be Times Roman, Arial, or Courier and a minimum size 14 to facilitate grading. MARC format templates are located in Oncourse.

In fairness to students who turn in assignments on time, late papers will be penalized. There will be a deduction of .5 points for every hour that the assignment is late. In addition, there will be no excuses for computer failure. Please have a contingency plan to avoid this situation. Have back-ups of all files and remember to save your work! No late work will be accepted after two days from the due date.

Incompletes

Permission will be granted only under special circumstances, and is available only to students with a medical or family emergency, for which written documentation is required. Decisions about granting incompletes will generally not be made until the last three weeks of the course and at the discretion of the instructor.

General Guidelines for Grade Deductions On Exercises for Grade and Final Projects:

.2 entire field  
.1 punctuation errors  
.1 spelling errors (in access points)  
.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  
.1/2 capitalization errors  
.1/2 spacing errors  
.1/2 each incorrect indicator  
.1/4 incorrect codes in fixed fields (total 5 ¼ points)

.1/2 = .05  
.1/4 = .025

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

SLIS 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 SLIS, 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.

Course Policies

There are a number of campus-wide policies governing the conduct of this course at IUPUI. These can be found at the following url: http://registrar.iupui.edu/course_policies.html.

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Attendance

Attendance is required. If, for some catastrophic reason, you are unable to attend, it is your responsibility to let me know beforehand, and/or as soon as possible afterwards. If you miss a class it is your responsibility to:

1. Hand in all assignments due for that day.

2. Obtain any notes and handouts from other students.

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 CA 001E and may be reached by calling 274-3241."

Course Evaluations

SLIS 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

Students admitted to the SLIS program beginning fall, 2011 and forward are required to participate in the electronic portfolio or ePortfolio system. Talk to your instructor for guidelines and suggestions for submission of course work to this system.