COURSE DESCRIPTION

S631, Advanced Cataloging (3 cr.) Prereq: S504. The course will provide students with a background in description and access for various formats including monographs, serials (both print and electronic), video recordings, and sound recordings using RDA. The course includes subject analysis, authority control, and the use of LC classification schemes and addresses current cataloging trends and issues including RDA and FRBR. In addition, students will gain hands on experience by creating MARC21 records using OCLC Connexion and explore metadata schemes such as Dublin Core.

COURSE LEARNING OUTCOMES

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

° Create bibliographic descriptions and access points for a variety of formats including monographs, serials (both print and electronic), video, and sound recordings using current standards and tools
° Have a working knowledge of the tools and standards for describing resources for the 21st century library, including OCLC's Connexion, Cataloger's Desktop, and LC Classification Web
° Apply the conceptual model FRBR and catalog items in the current library standard, RDA
° Discuss and apply the current metadata schemes for digital collection description and organization
° Comprehend current issues and future trends in description, subject analysis and authority control

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**

*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.

**ADDITIONAL TEXTS TO CONSULT** (note, some may be on reserve for the S504 Cataloging class):


Library of Congress Classification Schedules (in print)


**ONCOURSE (Learning Management System)**

Oncourse CL will be an integral part of S631. 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 project.
Forums. Post designated cataloging assignments.
Chat Room. Live sessions with instructor.
Wiki. Course instructions.

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.

Interactive Adobe Connect (formerly Breeze) software sessions will be held. A schedule of the dates and times will be provided in Oncourse. Adobe Connect is an interactive web conferencing software. You will be provided with a URL in order to participate so you do not need to own the software itself. Participation at the time of the session is not mandatory, however, you should make an effort to participate live. All sessions will be recorded so you can access them at a later time at your convenience. In order to participate, you must fulfill the following tech requirements.

Computer Requirements Students need to have access to a properly functioning computer throughout the semester.

- A Pentium 4 or later Windows computer with Windows XP or Vista
- An Apple PowerPC G4 or later Apple computer with Mac OS X 10.5 – Leopard or later
- Minimum 2 GB of memory (RAM)
- A current word processing software
- A headset with microphone

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: http://iuware.iu.edu/

WEB BASED COURSE TOOLS AND PRODUCTS

**Note:** The authorization numbers and passwords for these products must not be shared with others outside the DLIS program and should be used only for DLIS course-related activities. Access information can be found in a separate document.

**OCLC Connexion**
Students will have an opportunity to use OCLC's 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 (LC) authority file. It allows us to search WorldCat Holdings and the Authority File for quick access to records you need. It provides us with the current version of the Dewey Decimal Classification Schedules. 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 created by or for the Library of Congress. This service is offered free of charge.

**Cataloging Calculator**
Helps students with quick access to AACR2 abbreviations, country codes, geographic region codes, etc. This Cataloging tool generates LC main entry Cutter numbers. It also finds MARC tags, language codes, geographic area codes, publication country codes, fixed field elements for books and serials, and AACR2 abbreviations. The link to this site can be found in the Oncourse list of options.

**OCLC Bibliographic Formats and Standards (MARC Tags)**
Provides tagging conventions, input standards and guidelines for entering information into the bibliographic record in MARC format.

**Cataloger's Desktop**
A web cataloging tool from the Library of Congress that provides the most widely used cataloging documentation resources in an integrated, online system and includes the current e-version of the *Anglo-American Cataloguing Rules* (AACR2) and CONSER Cataloging Manual. 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.

**LC Classification Web**
Provides web access to Library of Congress Subject Headings and Classification Schedules. 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.

**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. Login and password instructions will be provided in a separate document. 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. 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.

**EVALUATION**

**Exercises (For Grade) Schedule**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Topic</th>
<th>Grade Points</th>
<th>Distributed in Class Folder</th>
<th>Due in Drop Box by 1:00 pm EST on due date</th>
<th>Answer Key Provided (upon receipt of all exercises)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise 1</td>
<td>Topic Paper</td>
<td>10</td>
<td>Week 1</td>
<td>Week 4</td>
<td>Week 4</td>
</tr>
<tr>
<td>Exercise 2</td>
<td>Descriptive cataloging for monographs in MARC (RDA) and FRBR</td>
<td>20</td>
<td>Week 4</td>
<td>Week 7</td>
<td>Week 7</td>
</tr>
<tr>
<td>Exercise 3</td>
<td>Descriptive cataloging for video recordings &amp; sound recordings in MARC</td>
<td>20</td>
<td>Week 7</td>
<td>Week 9</td>
<td>Week 9</td>
</tr>
<tr>
<td>Exercise 4</td>
<td>Descriptive cataloging for serials print journals &amp; electronic journals in MARC</td>
<td>20</td>
<td>Week 9</td>
<td>Week 11</td>
<td>Week 11</td>
</tr>
<tr>
<td>Exercise 5</td>
<td>Research Project/Oral Presentation (Voice over PowerPoint)</td>
<td>30</td>
<td>Week 1 Sign up</td>
<td>Paper and Presentation Week 14</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>All grades including final grades will be available in Oncourse Gradebook</td>
<td>100</td>
<td>points</td>
<td></td>
<td></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 1:00 pm on the due date. Your name should be on the documents in a header and in the name of the file. Font should be Times Roman, Arial, or Courier min. size 12 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:
.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 DLIS grading policy (adopted by the Faculty of the Department of Library and Information Science, Indiana University. Complete information is available at http://www.bulletin.iupui.edu/ (click on 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.

| 96-100 = A | 84-87 = B | 74-76 = C |
| 92-95 = A- | 80-83 = B- | 70-73 = C- |
| 88-91 = B+ | 77-79 = C+ | Below 69 = F |
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.

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 Department 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

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.