LIS 605: Basic Cataloguing and Classification  
Summer II 2013

Instructor: Lala Hajibayova
Email: lhajibay@hawaii.edu
Office hours: By appointment

Course Syllabus

Introduction
This course aims to provide a comprehensive understanding of formal systems of organization of information.

Course Objectives
• To provide a basic understanding of the principles and conceptual foundation of bibliographic control;
• To enable participants to gain insights into the core processes of creation, maintenance and evaluation of bibliographic records.

Class Organization
Each session will include lecture, discussion and in-class activities. Students are encouraged to participate actively in all sessions since participation in class activities and discussions will constitute 10% of each student’s final grade.

Readings


Assignment Schedule and Grading:
Each student’s final grade will be computed on the basis of grades earned for assignments and class participation:

| Assignment #1 Descriptive Cataloguing | 5% |
| Assignment #2: Descriptive Cataloguing | 10% |
| Assignment #3: Descriptive Cataloguing | 15% |
| Assignment #4: OCLC | 10% |
| Assignment #5: Descriptive Cataloguing | 20% |
| Assignment #6: DDC & LLC | 30% |
| Class Participation | 10% |

Late Submissions
In fairness to students who turn assignments on time, late assignments will be penalized by lowering the earned grade one level for each day that the assignment is late.

Grading Scale
Grades will be assigned according to the UH Grading Policy:

A  93-100
A-  90-92
B+  88-89
B   83-87
Schedule of Lectures, Readings and Assignments

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<tr>
<th>Session 1: July 8, 2013</th>
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| Course Overview. Introduction to bibliographic description.  
**Readings**  

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<th>Session 2: July 10, 2013</th>
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| Functional Requirements for Bibliographic Records. Introduction to RDA.  
**Readings**  

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<th>Session 3: July 12, 2013</th>
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| International Standard Bibliographic Description.  
**Readings**  
RDA. Section 1. Recording attributes of manifestation and item. Chapter 1. General Guidelines on recording attributes of manifestations and items (1.0-1.11)  
RDA. Section 1. Chapter 2. Identifying manifestations and items (2.0-2.20) |

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<th>Session 4: July 15, 2013</th>
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| Descriptive Cataloguing.  
**Readings**  

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<th>Session 5: July 16, 2013</th>
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| Descriptive Cataloguing. Introduction to MARC21.  
**Readings**  
MARC21 format for bibliographic data. Available at: http://www.loc.gov/marc/bibliographic/ |

**DUE: Assignment #1**

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<th>Session 6: July 18, 2013</th>
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| Descriptive Cataloguing. RDA for bibliographic description.  
**Readings**  
RDA 2.8 – RDA 2.11.  
RDA 3.1-RDA 3.5  
RDA 2.15-RDA 2.20. |
Session 7: July 22, 2013
Introduction to Authorized Access Points in bibliographic records.

Readings
RDA 8.0-RDA 8.5
RDA 18 – RDA 21

DUE: Assignment #2

Session 8: July 24, 2013
Introduction to Authority Control in bibliographic records.

Readings
RDA 9. Identifying persons
RDA 11. Identifying Corporate Bodies

DUE: Assignment #2

Session 9: July 26, 2013
Indexing and indexing languages.

Readings

Session 10: July 29, 2013

Readings

DUE: Assignment #3

Session 11: July 31, 2013
Introduction to Classification: Dewey Decimal Classification (DDC).

Readings

Session 12: August 2, 2013
Dewey Decimal Classification (DDC) review and practice.

Readings
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<th>Session</th>
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<td><strong>DUE: Assignment #4</strong></td>
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<td><strong>DUE: Assignment #6</strong></td>
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<td>17</td>
<td>August 14, 2013</td>
<td>Course Wrap-up</td>
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