LIS 605: Metadata Creation for Information Organization

Summer II: July 5th – August 12th, 2016

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 representation and organization of information. This course will investigate the basic principles and theoretical foundations of traditional representational and organizational schemes and review research that has contributed to an understanding of how people obtain, store, retrieve and use information.

Learning Objectives
By the end of the course participants will be able to:
- Organize, create, archive, and manage collections of information resources following professional standards
- Integrate emerging technologies into professional practice
- Demonstrate understanding of the social, cultural, political, and economic context of information services and systems.

Class Organization
Each class will include lecture, discussion and/or in-class activities focusing on the topic and required readings identified in the syllabus. Students may be asked to work in small groups and to report on the results of small-group discussions. Students are encouraged to participate actively in all lectures and discussions since participation in class activities and discussions will constitute 5% of each student’s final grade.

Required Textbook
There is no required textbook for this course. All assigned readings will be available through Laulima course management tool: https://laulima.hawaii.edu/portal. Required readings have been selected to encourage participation in class discussions and in-class group activities. Assigned readings are subject to amendment by the instructor.

Optional:

Assignment Schedule and Grading
Each student’s final grade will be computed on the basis of grades earned for assignments and class participation:
Participation 5%
In-class Exercises 10%
Assignment # 1: Categorization 10%
Assignment # 2: Descriptive Cataloguing 10%
Assignment # 3: DDC & LCC 20%
Assignment # 4: Metadata Schemas 20%
Final Paper 25%
100%

Submitting assignments
- All submissions are to be written in standard English (no abbreviations) and are to
  be spell-checked. All citations must be in APA 6th edition format.
- All submissions must be double-spaced and must have a header that includes your
  name, the assignment title, the date and consecutive page number(s).
- All assignments will be submitted in Word format. All assignments will have the
  filename Warmups will have the filename: [username]-[assignment].[extension] (e.g.,
rhokomodo-Midterm.doc).

Class Participation
Assigned readings, class discussions and small group activities are intended to create a
learning community and to promote critical literacy skills among all students -- skills of
reading, writing, listening, speaking and thinking. It is important for all students to actively
participate in class discussions and in-class activities since the success of these activities
requires substantive and meaningful contributions from all students.
Class participation will constitute 5% of the student's final grade and will reflect a student's
participation in discussions and activities based on the following criteria:
- attendance;
- regular and voluntary contributions to class discussions;
- ability to tie observations to the ideas developed in the readings, to the contributions of
  other discussants and/or to ideas presented in other classes;
- contribution of observations or ideas that are original or diverge from commonly
  accepted notions;
- continuous demonstration of respect for the ideas, opinions and feelings of all
  members of the class.

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.

Academic Dishonesty
There is more to avoiding plagiarism than simply citing a reference. Each student should be
familiar with the University of Hawaii policy available at:
http://www.catalog.hawaii.edu/about-uh/campus-policies1.htm
Dr. Robbin, a professor at Indiana University Bloomington, offers three "rules" for avoiding inadvertent plagiarism:

1. Whenever you "borrow" material, from any resource whatsoever, for inclusion in a document you are writing, you must provide a footnote, endnote or parenthetical reference (with accompanying bibliographic citation) identifying the original resource. If you have any questions about how to do this, review the guidelines set out in the 6th edition of the APA Style Manual.
2. Any time that you quote any resource verbatim, you must enclose the text in quotation marks and identify the original resource, as indicated in (1).
3. Text that you paraphrase and ideas that you "borrow" must also be attributed, as indicated in (1), even if you do not quote the original source verbatim.

**Incompletes**
Each student is expected to complete all coursework by the end of the term. A grade of incomplete [ I ] will be assigned only when exceptional circumstances warrant.

**Note:** If you need reasonable accommodations because of the impact of a disability, please contact Kokua Program (V/T), located at the Queen Lili‘uokalani Center for Student Services (room #013) or by phone: 956-7511 or 956-7612.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
</tr>
<tr>
<td>A</td>
<td>97-94</td>
</tr>
<tr>
<td>A-</td>
<td>93-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-67</td>
</tr>
<tr>
<td>D</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>62-60</td>
</tr>
</tbody>
</table>
Schedule of Lectures, Readings and Assignments

Session 1: July 6, 2016
Introduction. Course Overview.

Session 2: July 8, 2016
Representation. Data, information & knowledge

Required Readings:


Optional:


Session 3: July 11, 2016
Cognitive Representation: Categorization. Mental Models

Required Readings:


Optional:

Due Assignment # 1: 11 pm, July 11th.

Session 4: July 13, 2016
Systematic Representation: Indexing Languages. Thesauri and Post-coordinated indexing.
**Required Readings:**


**Session 5: July 15, 2016**
**Systematic Representation: Subject Heading Systems.**

*Required Readings:*


**Session 6: July 18, 2016**
**Introduction to Bibliographic Description.**

*Required Readings:*


**Session 7: July 20, 2016**
**Bibliographic Description: Standards.**

*Required Readings:*

**Due Assignment #2: 11 pm, July 21st, 2016**

**Session 8: July 22, 2016**
Introduction to Authority Control in bibliographic records.
Introduction to Authorized Access Points in bibliographic records.

*Required Readings:*

RDA 9. Identifying persons
RDA 11. Identifying Corporate Bodies

**Session 9: July 25, 2016**
Systematic Representation: Enumerative Classification.
Introduction to Dewey Decimal Classification (DDC).

*Required Readings:*


**Session 10: July 27, 2016**
Systematic Representation: Enumerative Classification.
Introduction to Library of Congress Classification.

*Required Readings:*


**Due Assignment #3: 11 pm, July 28th, 2016**

**Session 11: July 29, 2016**
Systematic Representation: Faceted Classification

*Required Readings:*


Session 12: August 1, 2016
Metadata Schemas. Ontologies.

Required Readings:


Due Assignment # 4 : 11pm, August 2nd, 2016

Session 13: August 3, 2016

Required Readings:


Optional:


Session 14: August 5, 2016
Representation of Non-textual Materials. Future of representation and organization.

Required Readings:


OCLC Research: http://www.oclc.org/research.html
Virtual International Authority File (VIAF): http://www.oclc.org/research/activities/viaf.html

Session 15: August 8, 2016

Course Wrap-up

DUE Final Paper : 11pm, August 12, 2016