

LIS 605
Basic Cataloging and Classification
Library and Information Science Program
University of Hawaii at Manoa
Summer 2009, July 27-August 14
1:00 to 3:40 pm
POST 318B

Instructor: Ruth Horie

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Note: If you need reasonable accommodations because of the impact of a disability, please 1) contact the Kokua Program (V/T) at 956-7511 or 956-7612 in room 013 of the QLSS; and 2) speak with me privately to discuss your specific needs. I will be happy to work with you and the KOKUA Program to meet your access needs related to your documented disability.

Course description

Introductory cataloging and classification covering Anglo-American Cataloging Rules, Revised (AACR2), Library of Congress and Dewey Decimal classification systems, LC Subject Headings, Machine Readable Cataloging (MARC), and use of OCLC.

This course is largely based on material provided to the instructor by LIS faculty member Ms. Donna Bair-Mundy. Any errors or omissions are entirely the responsibility of Ruth Horie.

An introduction to the uses and techniques of cataloging and classification. Focus is on a MARC (MACHine Readable Cataloging) based system. The course covers descriptive cataloging, Library of Congress and Dewey Decimal classification schemes, Library of Congress subject headings, and on-line and shared cataloging options. Emphasis is on practical rather than philosophical topics, and on practice at the level common at academic or large public libraries.

Prerequisites: None

Core competencies

American Library Association

“Core Competencies of Librarianship”

Approved and adopted as policy by the ALA Council on January 27, 2009.

<http://www.ala.org/ala/educationcareers/careers/corecomp/index.cfm>

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.

American Library Association Core Competencies

- Knowledge organization—Students learn the basic principles of organizing bibliographic information in a library catalog through the description of resources and the provision of a variety of access points to those descriptions, including those prescribed by AACR2, Library of Congress Subject Headings, Library of Congress Classification call numbers, and Dewey Decimal Classification numbers.
- Technical knowledge—Students acquire basic knowledge of MARC (MACHINE-Readable Cataloging) record structure. This knowledge is given practical application as students create electronic catalog records and conduct searching exercises using OCLC (Online Computer Library Center) software.
- Social, historical, and cultural context—Students are introduced to the history of the library catalog, the Library of Congress Classification System, and the Dewey Decimal Classification system. Issues concerning cultural viewpoints inherent in classification systems are discussed. Students are encouraged to think about the ramifications of cultural bias in classification systems.

Program learning objectives

This introductory level course primarily addresses the following objectives for student achievement of the LIS Program:

<http://www.hawaii.edu/lis/program.php?page=mission>

2. Demonstrate an understanding of the development, organization, and communication of knowledge;
3. Apply basic competencies and knowledge that are essential for providing, managing, and designing information services and programs in a variety of information environments;
6. Demonstrate theoretical understanding of and basic competencies in storage, retrieval, dissemination, utilization and evaluation of information;
10. Demonstrate the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users.

Professional expectations

Please review the professional expectations information available on the UH LIS Website at:

<http://www.hawaii.edu/lis/students.php?page=profexp>

Course objectives

At the end of the course the student should be able to:

- Describe a book using the Anglo-American Cataloging Rules
- Determine and properly format access points for books
- Apply subject headings and understand the nature of a thesaurus
- Classify a book using the Dewey Decimal and Library of Congress classification schemes
- Create a bibliographic record using the MARC format and OCLC Connexion
- Understand the benefits and challenges of shared cataloging

Teaching method

Class meetings consist primarily of lectures and in-class exercises. In addition to attending classes, students will be expected outside of class to complete practical exercises in cataloging and classification using cataloging software.

Requirements:

Scoring

- AACR2 Quiz 20%
- LC Subject Heading Quiz 20%
- LC Classification Quiz 20%
- Dewey Decimal Classification Quiz 20%
- OCLC searching exercise 10%
- Attendance and participation 10%

Grading scale:

100-98 A+ | 97-94 A | 93-90 A- | 89-87 B+ | 86-83 B | 82-80 B-

79-77 C+ | 76-73 C | 72-70 C- | 69-67 D+ | 66-63 D | 62-60 D-

Required text [available from LIS Lending Library, POST 303-A]

Anglo-American Cataloging Rules. Chicago: American Library Association. Latest edition.
(With updates.)

Optional text [available at Bookstore]

Taylor, Arlene G.

Wynar's introduction to cataloging and classification. 10th ed. Greenwood Press, 2006.

Reference materials [available on the Internet]

American Library Association
Association for Library Collections and Technical Services
Committee on Cataloging: Description and Access
“Building International Descriptive Cataloging Standards”
<http://www.libraries.psu.edu/tas/jca/ccda/building.html>

Library of Congress Catalog
<http://catalog.loc.gov/>

MARC Standards
<http://www.loc.gov/marc/>

OCLC Bibliographic Formats and Standards
<http://www.oclc.org/us/en/bibformats/default.htm>

OCLC Connexion [a cataloging program]
<http://www.oclc.org/us/en/connexion/default.htm>

RDA: Resource Description and Access
<http://www.rdaonline.org/>

Technology requirements

This course makes extensive use of computer and telecommunications.

1. Each student will be expected to read and send email.
2. Each student will need to access an Internet-connected computer in order to complete homework assignments.

Guidelines for assignments

Assignments are to be handed in to the instructor at the beginning of class on the specified due date.

Course outline

- I. Introduction to cataloging and classification and bibliographic control
- II. Descriptive cataloging and introduction to MARC record structure
 - A. Physical description
 - B. Choice of access
 - C. Headings for people
 - D. Headings for corporate bodies
 - E. Uniform titles
- III. Library of Congress Subject Cataloging

- IV. Library of Congress Classification
 - A. Introduction and basic concepts
 - B. The schedules
 - C. Cutter (book) numbers
- V. Dewey Decimal Classification
 - A. Introduction and basic concepts
 - B. Summary tables and the relative index
 - C. The schedules
 - D. The tables
- VI. Shared cataloging
 - A. OCLC
 - B. Online catalogs

Course Schedule

The following is a suggested schedule. Student should allocate at least 9 but preferably more hours of study time outside of class each week. Study time is best utilized by working on current cataloging assignments, reviewing past assignments and reviewing assigned rules and reading assignments, rather than working on assignments in which you have not yet received instruction.

ASSIGNMENTS

Descriptive cataloging:

Read AACR2R introduction and Chapters 1-2.
Study illustrations covered in lecture.

Choose one of the records shown during lecture and create a record for it using OCLC [Connexion](#). Print a copy of the MARC record for practice.

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|--------------------------------|-------------------------|
| Choice of entry: | Read AACR2R Chapter 21. |
| Headings for Persons: | Read AACR2R Chapter 22. |
| Geographic Names: | Read AACR2R Chapter 23. |
| Headings for Corporate Bodies: | Read AACR2R Chapter 24. |
| Uniform Titles: | Read AACR2R Chapter 25. |
| References: | Read AACR2R Chapter 26. |

TAKE-HOME QUIZ: DESCRIPTIVE CATALOGING QUIZ DUE: Beginning of next session.

Introduction to Subject Cataloging and LCSH

DESCRIPTIVE CATALOGING QUIZ DUE

Read Library of Congress Subject Headings Introduction

TAKE-HOME QUIZ: LC Subject headings
QUIZ DUE: Beginning of next session

LC Classification

LCSH QUIZ DUE

Study LC ClassWeb tutorial

Review examples shown in class.

TAKE-HOME QUIZ:LC CLASSIFICATION
QUIZ DUE: Beginning of next session

Introduction to Dewey Decimal Classification (DDC)

LC CLASSIFICATION QUIZ DUE

Read in DDC v 1 Introduction.

Review examples shown in class.

TAKE-HOME QUIZ: DDC

QUIZ DUE: 1pm, Aug. 14, 2009 (last day class)