Course Description

An introductory course in cataloging and classification. Covers basic application of AACR2, Library of Congress and Dewey Decimal classification systems, and Library of Congress subject headings, as well as use of OCLC. Includes field component. (LIS Course Description).

Purpose:

To introduce the basic concepts and principles of cataloging and classification; provide an understanding and application of AACR2R, Dewey Decimal Classification, Sears Subject Headings, Library of Congress Subject Headings, Library of Congress Classification, and OCLC; and to give an overview of technical services and their relationship to library operations in general.

Course Objectives

Familiarity with

1. Bibliographic networks such as OCLC including searching, editing, and creating records on OCLC and using MARC formats

Ability to

1. Perform descriptive cataloging
2. Assign classification numbers using DDC and LCC
(3) Construct subject headings using Sears Subject Headings and Library of Congress Subject Headings

(4) Create cataloging cards in card and MARC formats

Read assigned readings; attend classes promptly and regularly; complete assignments and pass the quizzes. The final project will be completed by cataloging one item including a complete MARC record, at least one LCSH, a DDC classification number with a Cutter number, and authority work for the item. All graded quizzes and projects are required to be completed independently.

**Required Textbooks**  (They are available at the University Bookstore and the EMA Campus Copy Center).


Ma, Yan. (Current).  *LSC505 Course Package.*  (Required). [It has to be purchased at the EMA Campus Copy Center].


**You May Purchase the books from:**

University of Hawaii--Manoa Bookstore
EMA Campus Copy, located in Campus Center. [Course pack has to be purchased here. Call to make sure that the course pack is ready before you go to the store.]
Campus Center First Floor

2465 Campus Road
Honolulu, HI 96822
Tel: (808) 941-1098

You can order them from Amazon.com. http://www.amazon.com

Top of Page

Required Readings on Electronic Reserve: (Instruction on Accessing E-Reserve Items)


In: Bicentennial Conference on Bibliographic Control for the New Millennium: Confronting the Challenges of Networked Resources and the Web (Washington, DC, November 15-17, 2000). ERIC Identifier: ED454865


Recommended Books on Reserve at the University Library


### Grading Policy

<table>
<thead>
<tr>
<th>Assignments</th>
<th>%</th>
<th>Due Date</th>
<th>Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1 (Introduction)</td>
<td>5%</td>
<td>July 6</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 2 (OCLC)</td>
<td>5%</td>
<td>July 7</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 3 (Authority File)</td>
<td>5%</td>
<td>July 8</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 4 (Access Points)</td>
<td>5%</td>
<td>July 11</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 5 (Form of Headings)</td>
<td>5%</td>
<td>July 12</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 6 (Descriptive Cataloging)</td>
<td>5%</td>
<td>July 14</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 7 (MARC and DDC)</td>
<td>5%</td>
<td>July 15</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 8 Graded DDC Due</td>
<td>20%</td>
<td>July 21</td>
<td>x</td>
</tr>
<tr>
<td>Quiz 9 LSCH</td>
<td>5%</td>
<td>July 21</td>
<td>x</td>
</tr>
<tr>
<td>Final project</td>
<td>30%</td>
<td>July 22</td>
<td>x</td>
</tr>
<tr>
<td>Assignments and class participation</td>
<td>10%</td>
<td>Every week</td>
<td>x</td>
</tr>
</tbody>
</table>

**QUIZZES WILL BE RELEASED AT 4:00 P.M. AFTER EACH CLASS AND CLOSED AT 1:00 P.M. THE NEXT DAY. IF THE QUIZ IS ON MONDAY, THE QUIZ WILL BE RELEASED AT 6:00 P.M. ON SATURDAY AND CLOSED AT 1:00 P.M. ON MONDAY. QUIZ # 8 HAS BEEN GIVEN 4 DAYS TO FINISH.**

### Resources

**Computer Facilities on Campus**

You can finish your projects in any computer labs on campus or at home.

- [Computing and Internet Support at UH](#).
- Free [Virus Protection Software](#) for UH Students and Faculty.
- [Downloading shareware at UH](#)

**Students with special test and note-taking needs should contact the instructor as early as possible for accommodations.**

---

## Class Schedule:

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
<th>Session 4</th>
<th>Session 5</th>
<th>Session 6</th>
<th>Session 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/5</td>
<td>7/6</td>
<td>7/7</td>
<td>7/8</td>
<td>7/11</td>
<td>7/12</td>
<td>7/13</td>
</tr>
<tr>
<td>7/14</td>
<td>7/15</td>
<td>7/18</td>
<td>7/19</td>
<td>7/20</td>
<td>7/21</td>
<td>7/22</td>
</tr>
</tbody>
</table>

**Note:** Some exercises provided in the course package are not listed in the course syllabus as required assignments. You may use them as extra practice items. Readings should be done by the date assigned except Session 1. Assignments are to be completed after each lecture.
Session 1
(July 5)
1. Introduction to the course
   Introduction to the function of the catalog
   Readings: Wynar p. 3-34

Back to Class Schedule

Session 2
(July 6)
Quiz 1 (Introduction)
1. Introduction to OCLC

2. Searching OCLC
   About OCLC: http://lis.oclc.org/oclc/index.htm


OCLC Connexion Tutorial: http://connexion.oclc.org/
OCLC Connexion Documentation: http://connexion.oclc.org/
Finding Bibliographic Records in Connexion:
http://www.oclc.org/support/documentation/connexion/browser/cataloging/find_bib_records/
   Or: use the HELP in Connexion Cataloging-->Searching the WorldCat
Connexion Login page: http://connexion.oclc.org/
Assignments: OCLC Searching in course package p. 2.1-2.3 (Will discuss your answers in class next time).

Back to Class Schedule

Session 3
(July 7)
Quiz 2 (OCLC)
1. Discuss OCLC Searching Exercise

2. Authority control
   OCLC authority file searching
   Readings: Wynar p. 180-210; Wynar p. 429-441
OCLC Connexion Documentation:  http://connexion.oclc.org/

Finding Authority Records in Connexion:

http://www.oclc.org/support/documentation/connexion/browser/authorities/find_auth_records/

Or: use the HELP in Connexion Authority File
Assignments: OCLC Authority File Searching in course package p. 2.7; Choice of Access Points (I), p. 3.3-3.5.

Session 4
(July 8)
Quiz 3 (Authority File)

1. Choice of access points
   Readings: Scan AACR2 Chapter 21; Boll, Takawashi, and Carpenter’s articles in E-Reserve.
   Assignment: Choice of Access Points (II) in course package, p. 3.6-3.8 (Will discuss and work on the assignments in class).

Session 5
(July 11)
Quiz 4 (Access Points)

1. Choice of access points. Discuss your assignments.

2. Form of headings
   Readings: Scan AACR2 Chapters 22, 26, 23-25; read Wynar p. 211-271.
   Assignments: Form of Headings (I, III), p. 3.9-3.10; 3.12-3.13 (Will discuss your answers in class next time).

3. Demonstration of Cataloger's Desktop software
Quiz 5 (Form of Headings)
1. Review form of headings.
   Discuss your assignments

2. Descriptive cataloging
   Readings: AARC2 Chapters 1-2, Wynar p. 51-171
   Assignments: Descriptive Cataloging (I-IV) in course package, p. 4.6-4.4.13
   (Will discuss your answers of II-IV in class next time).

Back to Class Schedule

Session 7
(July 13)
1. Descriptive cataloging
   Discuss your answers to Descriptive Cataloging assignments I-IV
   Readings: Gorman's article on descriptive cataloging in E-Reserve.

2. Introduction to MARC and OCLC editing
   OCLC Bibliographic Formats and Standards: http://www.oclc.org/bibformats/
   Understanding MARC at: http://www.loc.gov/marc/umb/
   Assignment: MARC and OCLC Tagging, p. 4.23 (Will discuss your answers in class next time).

Back to Class Schedule

Session 8
(July 14)
Quiz 6 (Descriptive Cataloging)
1. Review MARC records

Back to Class Schedule

Session 9
(July 15)
Quiz 7 (MARC and DDC)
1. Introduction to classification
Session 10
(July 18)
1. Dewey Decimal Classification
2. Introduction to Cutter-Sanborn book numbers
   Reading: Wynar p. 334-341.
3. Introduction to Cutter-Sanborn book numbers
   Assignments: Graded DDC Assignment (Quiz 8), p. 5.63. Cutter Assignment, p. 5.64

Work on Your Practice Final cataloging project in course package, p.5.82-5.85
(Note: you can start to work on this project at the beginning of the course.)
Distribute final project items

Session 11
(July 19)
1. Discuss your answers to DDC assignments III-IV
2. Library of Congress Classification
   Readings: Wynar p. 313-341.
   Assignment: LCC in course package, p. 5.81.
3. Demo of Classification Web: http://classweb.loc.gov

Session 12
(July 20)

1. Introduction to subject headings
2. Sears Subject Headings and Library of Congress Subject Headings
   Readings: Wynar p. 363-409; Chan’s article in E-Reserve.
   Assignments: Sears and LCSH Assignments I-II in course package, p. 5.77-5.78. (Will discuss
   your answers in class next time).

Back to Class Schedule

Session 13
(July 21)

Quiz 9 (LSCH) and Quiz 8 (Graded DDC) Due

1. Discuss your answers to the Sears and LCSH assignments
2. Present and Discuss Practice Final.

Back to Class Schedule

Session 14
(July 22)

Technical Services Operations
A tour of a technical services department in a library. (Pending)
Readings: Younger’s article in E-Reserve.
Assignment: Technical Services Operations in course pack p. 6.1-6.2. (Read
the instruction and bring your questions to the class).

Final project is due today.

Back to Class Schedule

Top of Page