

LIS 664 Abstracting and Indexing for Information Services - Fall, 2004

Dr. Péter Jacsó, office: Hamilton Bldg. #H3

Phone: 956-5817 (e-mail is far effective)

e-mail: jacso@hawaii.edu (mind the spelling and use LIS 664 in subject, please)

home page: <http://www2.hawaii.edu/~jacso/>

Class hours: On Tuesdays 5:00 p.m. - 7:40 p.m.

Office hours: After the sessions and on appointment

Textbook: Cleveland, Donald B. and Ana D. Cleveland. Introduction to Indexing and Abstracting. Englewood, CO: Libraries Unlimited, 2001. ISBN: 1-56308-641-7 (Third Edition)

Course Description

Prerequisite: LIS 605 or LIS 670

Discusses the functions and roles of open-system indexing and abstracting for databases and other digital archives. Provides the conceptual framework for and practical experience in evaluating and creating abstracting/indexing records, writing and editing abstracts, assigning controlled vocabulary and free index terms. Demonstrates traditional and state-of-the-art computer assisted summarizer and indexing programs. Exercises of creating A/I records based on the current in-house guidelines of some major Abstracting/Indexing services prepare students for the traditional abstracting/indexing profession which may witness a renaissance under the aegis of metadata creation and standardization.

LIS Program Learning Goals and Objectives

- Demonstrate theoretical understanding of and basic competencies in evaluating, selecting and organizing information sources;(5)
- Demonstrate theoretical understanding of and basic competencies in retrieval, dissemination, utilization and evaluation of information sources;(6)
- Apply basic competencies and knowledge that are essential for providing, managing, and designing information services in a variety of information environments;(3)
- Demonstrate basic competency in the latest specialized information technologies;(11)
- Demonstrate an understanding of the above goals within the perspective of prevailing technologies.(12)

Course Learning Goals and Objectives

- Understand various techniques for enhancing subject access to documents;
- Understand how vocabulary and indexing decisions impact the success of indexing services and retrieval;
- Learn how to write effective and appropriate abstracts which help in resource discovery and selection;
- Understand how technology impacts the intellectual and mechanical aspects of indexing and abstracting;
- Raise awareness of the gap between the principles, the claimed policies and the daily practices of abstracting and indexing services.

Teaching method

The course applies a combination of lectures, students' exercises and class-room activities.

The lectures allow the instructor to impart the key concepts and practices of indexing and abstracting, and share differing opinions and approaches of renown researchers and practitioners.

The exercises lead students to experience the reality of indexing and abstracting in terms of intellectual efforts and expenses and their implications on information retrieval in terms of cost effectiveness, recall and precision. The exercises provide the opportunity for immersive learning of indexing and abstracting and for demonstrating the students' ability to follow written I/A guidelines in creating indicative and informative abstracts, in assigning index

terms from thesauri, and to derive knowledge from critical reviews and the precedents established in large I/A databases.

Classroom activities enrich students with the experience of sharing their knowledge with the entire class, which in turn is meant to engender bonding and active class participation. In this spirit, the classes start with short discussions about the readings, exercises and related issues.

Course Assignments and Grading (Details and deadlines will be provided in class)

In case of late submission 2 points are deducted for each 24-hour period after the deadline. Late submission is not accepted for the term paper.

- (1) Finding journal instructions for abstract and keyword assignment by authors in manuscripts (10%)
- (2) Writing unguided Indicative abstract and assigning natural language descriptors (10%)
- (3) Writing informative abstract and assigning controlled vocabulary terms a la PAIS (10%)
- (4) Writing descriptive abstract and assigning major and minor controlled vocabulary terms and free identifiers a la Sociological Abstracts (10%)
- (5) Writing informative abstracts and assigning subject descriptors and other descriptors a la ProQuest (30%)
- (6) Creating full indexing/abstracting records a la LISA enhanced by cited reference indexes a la derived practice precedent of SSCI and PsycINFO (to be decided later) (30%)

Course Schedule

Session 1	Course Overview Introduction to I & A
Session 2	The Nature & Organization of Information
Session 3	Vocabulary Control - Controlled Vocabulary I.
Session 4	Vocabulary Control - Controlled Vocabulary II.
Session 5	Types of Indexes & Abstracts
Session 6	The Indexing Process
Session 7	The Abstracting Process
Session 8	Indexing & Abstracting a Document
Session 9	Citation Indexing
Session 10	Quality & Evaluation of Indexing
Session 11	Computer Assisted Classification Thesaurus Construction & Indexing Guest Speaker: Dr. Marjorie Hlava
Session 12	Computerized Extraction & Summarization
Session 13	Quality and Evaluation of Abstracts
Session 14	I/A Services, Resources and the Profession
Session 15	Book Indexing Guest Speaker: Dr Diana Nahl
