Instructor: Asako Shiba
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Office: Hamilton Library, TBA
Office hours: By appointment, face-to-face or virtual

Course Description:
Metadata is a fundamental issue for anyone involved in the management of information resources in a networked environment. Information resources in digital format, in particular, largely rely on metadata to be findable and accessible for a prolonged period of time.

This introductory course explores the use of metadata in modern memory institutions such as libraries, archives, and, to a lesser extent, museums. Students are guided through the theoretical and practical principles of metadata and the hands-on application of those principles. The ultimate goal of this course is to develop the fundamental knowledge and skills needed to be able to address the right metadata questions in the right context in developing and managing resources.

Prerequisite:
LIS 605 (may be taken concurrently) or instructor's approval.

Basic knowledge of HTML is highly recommended. Students who lack the knowledge are encouraged to review online resources recommended by the instructor (TBA) by the end of the second week. Those who need additional support are encouraged to contact the instructor.

LIS Program Student Learning Outcomes (SLO):
1a) Apply LIS theory and principles to diverse information contexts.
1c) Develop and apply critical thinking skills in preparation for professional practice.
3a) Demonstrate understanding of the processes by which information is created, evaluated, and disseminated.
3b) Organize, create, archive and manage collections of information resources following professional standards.
3d) Demonstrate understanding of issues and techniques of preservation of physical and digital objects.
4b) Integrate emerging technologies into professional practice.
**Course Objectives:**
By completing the course, students will:
- Become familiar with metadata concepts, principles, and practices;
- Be able to critically evaluate metadata standards and their applicability to different contexts and adopt them in a pragmatic manner;
- Gain the basic technical and technological proficiencies necessary for successful metadata management; and
- Develop a thorough understanding of the roles metadata plays in the various operations and services rendered by memory institutions.

**Professional Expectations:**
Students are expected to become familiar with and adhere to the Professional Expectations for Library and Information Science Graduate Students: http://www.hawaii.edu/lis/students/professional-expectations-notice/

**Teaching Method:**
This course is entirely asynchronous. Within each weekly module, students are expected to review assigned reading, view a lecture, and participate in an online discussion forum unless otherwise noted. The majority of assignments are designed to provide students with hands-on experience. Laulima course site is used as a virtual classroom where course materials and activities are located.

**Technology Requirements:**
Students are expected to have high-speed Internet connectivity. Must have a web browser and standard office applications, including a word processor, spreadsheet, and presentation software. Must use Laulima to access course materials and activities.

Note: Any student who feels s/he may need an accommodation based on the impact of a disability is invited to contact the instructor privately. The instructor would be happy to work with you, and the KOKUA Program (Office for Students with Disabilities) to ensure reasonable accommodations in the course. KOKUA can be reached at (808) 956-7511 or (808) 956-7612 (voice/text) in room 013 of the Queen Lili‘uokalani Center for Student Services.

**Required Textbook:**
None. All reading materials will be made available on or accessible through the Laulima course site.

**Course Assignments and Grading:**
- XML metadata record interpretation (20 pts.; due 10/4)
- Metadata application profile (30 pts. in total; due 10/25)
  - Determining element set and syntax (10 pts.; due 10/11)
  - Element crosswalk (10 pts.; due 10/18)
  - Finalizing a profile (10 pts.; due 10/25)
- METS analysis (25 pts.; due 11/22)
- Final quiz (10 pts.; due 12/10)
- Participation via online discussion forums (15 pts.; weekly unless otherwise noted)
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-

Course Schedule:

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