LIS 605 Metadata Creation for Information Organizations - Suzhen Chen & Margaret Joyce
Primary Student Learning Outcome: SLO3 Resource (Core-eligible)
Prerequisites: None

Last ran: Spring 2019
Meeting days and location: Thursdays, 5:00-7:30pm; HL 002K

Course objectives:

- Describe a book using the style prescribed by Resource Description & Access (RDA) guidelines and instructions
- Describe a book using MARC format
- Select and properly format access points for books
- Classify a book using Dewey Decimal and Library of Congress classification schemes
- Apply subject headings and understand the nature of a thesaurus
- Catalog a book using an electronic cataloging program
- Understand the benefits and problems of shared cataloging
- Understand a variety of metadata standards

Required texts:

- Joudrey, Daniel N., Taylor, Arlene G., and Miller, David P. 2015. *Introduction to cataloging and classification*. 11th ed. Santa Barbara, CA: Libraries Unlimited.

- RDA Resource Description & Access. American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library & Information Professionals. Access freely through RDA Toolkit (http://www.rdatoolkit.org/) with LIS password.

Required technology:

- Computer with a reliable internet-connection or mobile device with a high-speed connection
- Use of Zoom & Slack, webcam and microphone, at least one up-to-date modern browser, and office productivity software
- Laulima access to course materials and to communicate with instructors and classmates
- LIS Computing Lab login in order to log into LIS classroom computers OR bring your own laptop to class to work on classroom activities on your own device

Teaching methods:

- Lectures, discussions, and in-class exercises. Students will be expected to participate in online discussions and to complete practical exercises and other metadata projects using cataloging software outside of class time.

Research methods:

- N/A

Major assignments:

- Quizzes: Descriptive cataloging, Library of Congress subject headings and classification, Dewey Decimal classification
- OCLC searching exercise
- Leading group discussion
- Bibliographic records creation project
- Non-MARC metadata exercise
- Final presentation

ePortfolio-eligible assignment: Bibliographic records creation project [Individual project]