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Course: Principles of Cataloging & Classification  
Section: 4 (Kansas City)  
Time: Wednesday 5:30-7:00 p.m. weekly  
Location: online  
Blackboard: login at https://courses.missouri.edu/

Required Textbook (abbreviated “C&C” in this document)  

TOPICS

PART I: BASIC PRINCIPLES OF LIBRARY CATALOGING AND CLASSIFICATION  
(Illustrated through the creation of library metadata for a special collection as a service learning project)

Week one (Module 1)  
Introduction to Cataloging and the Organization of Information in Information Agencies  
- Situating this class, discussing expectations, etc.  
- Situating cataloging today  
- Situating service learning and the service involved in providing organized access to information

Preparation for class (Aug. 22, 2012):  
Blackboard: Create a page for yourself in the Student Intro Wiki. Upload a photo if you like. Answer the questions on the wiki to the extent that you would like.  
Blackboard Collaborate (webinar/class meeting software): Activate any additional software and supply necessary configuration information to connect to the practice room. Create a profile for yourself in Blackboard Collaborate on the machine you will use for class meetings; upload a photo. Confirm that you have the appropriate devices for participating and that they are configured properly. Follow instructions in Blackboard and read documentation as necessary. Know that all chats, including “private chats” can be seen by all moderators.

C&C. Chapter 1. Information resource management: Description, access, organization. (pp. 3-42)

Suggested preparation:  
Optional during Week 1: If you have questions about the reading, please post them to the Readings Wiki. Please make sure your question is ordered properly. Please post your question by Monday if you would like the instructor to address it in Wednesday’s lecture.
Assignment 1 (due no later than Saturday, Aug. 25, 7:00 pm)

Week two (Module 2)
Principles of Description; Introduction to Service Learning Project
- Description in libraries
- Introduction to class’s Service Learning project through Binghamton University Library

Preparation for class (Aug. 29, 2012):
C&C. Part Two. Description. (pp. 43-45). [read through]
C&C. Chapter 2. Foundations, principles, and standards of resource description. (pp. 47-63)
Statement of international cataloguing principles (ICP). (2009, Feb.). IFLA Cataloguing Section and
IFLA Meetings of Experts on an International Cataloguing Code, IFLA. Available online:

Assignment 2. (due Saturday, Sep. 1, 7:00 p.m.)

Week three (Module 3)
Principles of Metadata: Surrogates in Libraries
- Metadata, and library surrogates
  - Rosetta as repository (Guest lecturer, Edward Corrado)

Preparation for class (Sep. 5, 2012):
  online:
db=afh&AN=48650360&site=ehost-live
  used digital preservation to increase its value on campus [Recorded webinar]. LibraryJournal.
  Sign up for archived version: http://www.libraryjournal.com/lj/tools/webcast/891796-388/low_maintenance_high_value how.html.csp

Suggested preparation:
  Available online:

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Assignment (ungraded) Revisit readings, read suggested readings that you didn’t get to read before; really engage with this material. It’s very difficult to provide a service to users if we ourselves don’t understand the mechanics of the service. Any further questions you’d like to discuss should be posted to the Blackboard Discussion Board forum for this week.

Week four (Module 4)
Principles of Access: Access points and Authority Control; Users and Capstones
- Access points, authority control
- Coming to consensus on fields for project
  - Know that these can be accepted, rejected, or modified by R.J.

Preparation for class (Sep. 12, 2012):
*C&C. Access and Authority Control.* (pp. 143-144). [read through]
Look up the definitions for “access point” “controlled access point (see the ICP)” and “authority control”. Understand these concepts (clarify on the Discussion Board if they are still opaque).
*C&C. Chapter 5. Access points: Name and title (pp. 145-150 to Choice of Main Entry)*
*C&C. Chapter 6. Authority control: Forms of name headings and uniform titles (Principles of Authority Control, pp. 164-166)*
*LTI. (2012). What is authority control?: [link](http://www.authoritycontrol.com/whatisac)*
*LTI. (2012). Steps in authority control. [link](http://www.authoritycontrol.com/acsteps)*

Week five (Module 5)
Principles of Encoding Schemas (with Dublin Core as example); Setting up Our Project
- Introduction to encoding schemas
- Using DC to provide access to library collections
- Best practices (Guest lecturer, Rachel Jaffe)

Preparation for class (Sep. 19, 2012):
*C&C. Chapter 4. Dublin Core and Other Metadata Schemas (pp. 115-124)*
Dublin Core Metadata Initiative. [link](http://dublincore.org/) [read through]

Assignment 3. (due Saturday, Sep. 22, 7:00 p.m.)

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Week six (Module 6)
Principles of Intellectual Access and Controlled Vocabularies; Draft of Project Records
  • Controlled vocabularies

Preparation for class: [Sep. 26, 2012]:
C&C Chapter 7. Principles of Controlled Vocabularies and Subject Analysis (pp. 195-212)
Guidelines for the construction, format, and management of monolingual controlled vocabularies
Read sections:
  1 Introduction (p. 1)
  5 Controlled Vocabularies: Purpose, concepts, principles, and structure (pp. 10-20)
  8 Relationships (pp. 42-57)

Suggested preparation:
Guidelines for the construction, format, and management of monolingual controlled vocabularies
(ANSI/NISO Z39.19).11.2 Testing and Evaluation of Controlled Vocabularies (pp. 94-96)

Assignment (ungraded). Begin cataloging capstones. Begin asking questions, recording ah-ha moments, and assisting classmates in the Discussion Board forum.

PART II: TRADITIONAL LIBRARY CATALOGING AND CLASSIFICATION
(Applying principles for the creation of traditional library metadata)

Week seven (Module 7)
Practical and Theoretical Approaches to Description in Cataloging
  • Principles and standards
    o ISBD
    o AACR2 and RDA
    o FRBR

Preparation for class (Oct. 3, 2012)
Required Preparation:
C&C. Chapter 3. Anglo-American Cataloguing Rules: Description (pp. 64-83)
FRBR to page 30 (beginnings to end of Section 3): Functional requirements for bibliographic records.

Required Preparation: at least two of the following

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**Suggested preparation:**


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**PART I. CAPSTONE SERVICE LEARNING CATALOGING PROJECT DUE Oct. 1, 2012, 7:00 P.M.: submit Service Learning project records (minus LCSH) to Rosetta.**

**Assignment (ungraded):** Find materials to catalog during Part II of the class (see choices based on kind of library). Begin to explore Cataloger’s Desktop http://desktop.loc.gov/. Password available in Blackboard. Get a head start on readings.

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**Week eight (Module 8)**

Descriptive Cataloging in Libraries (with AACR2r as example)
- AACR2r and RDA
- Cataloger’s Desktop http://desktop.loc.gov/ and RDA Toolkit http://access.rdatoolkit.org/ (Passwords available in Blackboard)

**Preparation for class (Oct. 10, 2012)**

C&C. Chapter 3. Anglo-American Cataloguing Rules: Description. (pp. 83-114)

**Suggested preparation:**

Topic requests, Group Presentation (due Friday Oct. 12 by 7:00 p.m.)

**Assignment 4.** (individual records and peer evaluations due Saturday, Oct. 13, 7:00 p.m.; final group records due Sunday Oct. 14, 7:00 p.m.)

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Week nine (Module 9)
Choice and Form of Headings; Access and Authority Control

- Choice of headings
- Form of headings
  - Authority work
- Authority control (revisited) and the authority file

Preparation for class (Oct. 17, 2012):
C&C. Chapter 5. Access points: Name and title (pp. 150-163)
C&C. Chapter 6. Authority control: Forms of name headings and uniform titles (pp. 167-189).

Suggested preparation:
Pts 1-7: What is a MARC record, and why is it important? http://www.loc.gov/marc/uma/pt1-7.html

Assignment 5. (due Saturday, Oct. 20, 7:00 p.m.)

Week ten (Module 10)
Subject Cataloging in Libraries (with LCSH as example)

- Subject access: LCSH and Sears
- Creating subject headings using LCSH

Preparation for class (Oct. 24, 2012):
C&C. Chapter 8. Library of Congress Subject Headings (p. 213-257 -- no exercises!)

Go over basics of search by reading help screens, tutorials, etc. in;
- Classification Web (subscription, see login and password): http://classificationweb.net/
- OCLC Connexion’s Authorities (tab!) (subscription, see login and password): http://connexion.oclc.org/

Please skim through at least one of the suggested chapters below. Only devise questions about the two readings above, please. If you have questions about the databases, please ask them in the Discussion Board.

Suggested preparation:
C&C. Chapter 9. FAST (Faceted Application of Subject Terminology) (pp. 258-267)
C&C. Chapter 10. Sears List of Subject Headings (pp. 268-289)
C&C. Chapter 11. Medical Subject Headings (pp. 290-305)

Assignment 6. (due Saturday, Oct. 27, 7:00 p.m.)
Week eleven (Module 11)
Subject Cataloging in Libraries, Cont. (with DDC as example)

- Classification: LCC and DDC
- Building DDC numbers and using WebDewey http://connexion.oclc.org/

Preparation for class (Oct. 31, 2012):
C&C. Chapter 12. Classification and Categorization (pp. 309-319)
C&C. Chapter 13. Dewey Decimal Classification (pp. 320-374 -- no exercises!)
- OCLC Connexion’s WebDewey (tabl) (subscription, see login and password):
  http://connexion.oclc.org/ follow Lois’s explanations while looking at the actual resource.

Suggested preparation:
C&C. Chapter 14. Library of Congress Classification (pp. 375-409)
C&C. Chapter 15. National Library of Medicine Classification and Other Modern Classification Schemes (pp. 410-443)

Assignment 7. (due Saturday, Nov. 3, 7:00 p.m.)

Week twelve (Module 12)
Practical Aspects of MARC Formats; Bibliographic Framework Transition Initiative (LC)

- MARC 21 records: Fixed fields and variable fields
- MARC 21 bibliographic
- Other flavors of MARC
- OCLC Connexion http://connexion.oclc.org/

Preparation for class (Nov. 7, 2012):
C&C. Chapter 16. MARC Formats and Encoding Schemas (pp. 447-479)

Suggested preparation:

Assignment 8. (due Thursday, Nov. 8, 7:00 p.m.; peer evaluations due Saturday, Nov. 10, 7:00 p.m.)

Week thirteen (Module 13)
Integrated Library Systems; Discovery Layers; Subject Cataloging in Social Environments

- What is an ILS?
- Discovery layers and social access

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* Bibliocommons as a social discovery layer (Guest lecturer, Erica Reynolds)
  - Social tagging and crowdsourcing; Wisdom of the crowds
  - Folksonomies, noise, and access

**Preparation for class (Nov. 14, 2012):**

Part II. Capstone project records: final submissions. Submit full and complete (peer reviewed and corrected) records. Include LCSH for topics, use AACR2 to formulate corporate body names (due in Rosetta Saturday, Nov. 17, 7:00 p.m.)

**November 21, 2012: No class, Thanksgiving Holiday**

**Week fourteen (Nov. 28, 2012) (Module 14)**  
The Increasingly Exciting Present and Future State of Cataloging
  - Student presentations (Final Group Presentations)

**Week fifteen (Module 15)**  
The Future of Cataloging; Special Formats Cataloging
  - Linked data and the semantic web
  - Continuing education as necessity
  - Ebooks cataloging; resources for A/V cataloging

**Preparation for class (Dec. 5, 2012):**
C&C. Chapter 17. Producing and Processing Cataloging Records (pp. 480-490)

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**Suggested preparation:**

**Final Exam:** Online and Take-Home portions due Dec. 12, 2012 at 7:00 p.m.

**REQUIRED WEB RESOURCES**

*Passwords have been posted under the Syllabus section of Blackboard.*
Cataloger’s Desktop ([http://desktop.loc.gov/](http://desktop.loc.gov/))
Classification Web ([http://classificationweb.net](http://classificationweb.net))
OCLC Connexion ([http://connexion.oclc.org/](http://connexion.oclc.org/))
RDA Toolkit ([http://access.rdatoolkit.org/](http://access.rdatoolkit.org/))

**OTHER RECOMMENDED RESOURCES**

**Suggested Readings, General**

**School Library Cataloging Resources**

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OTHER RECOMMENDED RESOURCES, continued

Print Versions of Cataloging Resources

Scholarly and Professional Journals
Cataloging and Classification Quarterly (CCQ) Library Resources & Technical Services (LRTS)
Cataloging Service Bulletin (CSB) Library Technology Reports
International Cataloguing and Bibliographic Control (ICBC) Technical Services Quarterly (Tech Serv Q)

Web-Based Cataloging Resources
Cataloging calculator (http://calculate.alptown.com/) includes AACR2 abbreviations list
Dublin Core Metadata Initiative (http://dublincore.org)
Library of Congress authorities (http://authorities.loc.gov)
  • About Library of Congress authorities (http://authorities.loc.gov/help/contents.htm) “Searching” and “Search results” on left-hand menu
Library of Congress online catalog (http://catalog.loc.gov)
Worldcat (http://www.worldcat.org/)
Z39.50 (http://www.loc.gov/z3950/agency/)

Cataloging Support/Continuing Education
  • ALCTS (pronounced “Uh-lex”) is the Association for Library Collections and Technical Services, a division of the American Library Association (ALA): http://www.ala.org/ala/mgrps/divs/alcts/
    o ALCTS publishes LRTS (Library Resources and Technical Services), an excellent peer-reviewed journal of interest to catalogers.
  • Cataloguing Section of IFLA (International Federation of Library Associations and Institutions) http://www.ifla.org/cataloguing; http://archive.ifla.org/VII/s13/
  • Library of Congress Workshop Course Materials http://www.loc.gov/catworkshop/courses/index.html
  • Library of Congress Cataloging Distribution Service http://www.loc.gov/cds/
  • Library of Congress Cataloging Tools, Documentation http://www.loc.gov/aba/cataloging/tools/
  • NISO National Information Standards Organization http://www.niso.org/home/

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OTHER RECOMMENDED RESOURCES, continued

Local Cataloging Support/Continuing Education (both with email distribution lists)
- AMIGOS (in Missouri, formerly MLNC (Missouri Library Network Corporation))
- KCMLIN (Mid-America Library Alliance/KCMLIN) http://www.kcmlin.org/

Other General Resources
- ODLIS (Online Dictionary for Library and Information Science by Joan M. Reitz)
  http://www.abc-clio.com/ODLIS/odlis_A.aspx

SOCIAL CATALOGING RESOURCES

Email distribution lists
- AutoCat http://listserv.syr.edu/scripts/wa.exe?SUBED1=autocat&A=1
- BIBFRAME (Bibliographic Framework Transition Initiative Forum)
  http://listserv.loc.gov/listarch/bibframe.html
- NGC4Lib (Next Generation Catalogs for Libraries) http://dewey.library.nd.edu/mailing-lists/ngc4lib/
- OCLC-CAT is a discussion forum for library staff using or considering any OCLC cataloging and metadata services. https://www3.oclc.org/app/listserv/index.pl

Blogs
There are many, many excellent cataloging and technology-related blogs to follow. I recommend following Planet Cataloging (http://planetcataloging.org ) since it aggregates the majority of them.
- 025.431: The Dewey blog http://ddc.typepad.com/
- Catalogablog - http://catalogablog.blogspot.com/
- Cataloging Futures (Christine Schwartz, cataloger/metadata librarian and XML Database Administrator) - http://www.catalogingfutures.com/catalogingfutures/
- Coyle’s Information (Karen Coyle) - http://kcoyle.blogspot.com/
- First thus (James Weinheimer - thoughts about the future of libraries and the catalog) - http://blog.jweinheimer.net/
- Metadata Matters ("This blog is about Metadata, attached to the site of Metadata Management Associates") - http://managemetadata.com/blog/
- The Cataloguing Librarian (Laurel Tarulli, instructor at School of Information Management at Dalhousie University) - http://laureltarulli.wordpress.com/
- The FRBR Blog (no longer active, but still some good content) - http://www.frbr.org/
- Thing Blogging (Céline Carty, cataloguer) - http://thingblogging.wordpress.com/
- Mod Librarian: topics for the modern library: digitization, metadata, taxonomy, social media, design for seamless user experience, marketing and sometimes, just books... - http://modlibrarian.posterous.com/
SOCIAL CATALOGING RESOURCES, continued

**Twitter Feeds**
- @ALA_TechSource (ALA_TechSource)
- @ALCTS (ALCTS (Association for Library Collections and Technical Services) Office)
- @ALCTS_CE (ALCTS Continuing Education)
- @ALA_LITA (Library and Information Technology Association, a division of the American Library Association)
- @librarycongress (Library of Congress)
- @amlibraries (American Libraries)
- @OCLC (OCLC)
- @aasl (AASL (American Association of School Librarians))
- @ALA_PLA (Public Library Association, a division of the American Library Association)
- @worldcatorg (OCLC WorldCat)
- @DublinCore (Dublin Core)
- @karencoye (Karen Coyle)
- @Metadata_Maven (Diane Hillmann)
- @HVCats (High Visibility Cataloguing, home for cataloguers and metadata management types)
- @code4lib (code4lib)
- @rdatoolkit (RDA Toolkit)

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