TOPICS

PART I: Basic Principles of Cataloging and Classification: Theory
(Illustrated through the creation of library metadata)

Week one
Introduction to Cataloging and the Organization of Information in Information Agencies
  • Situating this class, discussing expectations, etc.
  • Situating cataloging today

*Preparation for class (Aug. 21, 2013)*:
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 of week two (i.e. August 26) if you would like the instructor to address it in Wednesday’s lecture.

Assignment 1 (due no later than Saturday, Aug. 24, 7:00 pm)

Week two
Principles of Description; Introduction to Capstone Project
  • Description in libraries
  • Introduction to class’s capstone cataloging project through Binghamton University Library
    ○ Rosetta as repository (Guest lecturer, Edward Corrado)

*Preparation for class (Aug. 28, 2013)*:
*C&C*. Part Two. Description. (pp. 43-45). [read through]
C&C. Chapter 2. Foundations, principles, and standards of resource description. (pp. 47-63)


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 three

Principles of Data and Metadata: Surrogates in Libraries
- Data, metadata, and library surrogates

Preparation for class (Sep. 4, 2013):


Suggested preparation:


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

Week four
**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. 11, 2013):**
*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. 145-146 to Concepts)*
*C&C. Chapter 6. Authority control: Forms of name headings and uniform titles (pp. 164-166 to Principles of Authority Control)*

**Week five**
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. 18, 2013):**
*C&C. Chapter 4. Dublin Core and Other Metadata Schemas (pp. 115-124)*
Dublin Core Metadata Initiative. http://dublincore.org/ [read through]

**Assignment 3. (due Saturday, Sep. 21, 7:00 p.m.)**

**Week six**
Principles of Intellectual Access and Controlled Vocabularies; Draft of Project Records
- Controlled vocabularies for subject access

**Preparation for class: (Sep. 25, 2013):**
*C&C Chapter 7. Principles of Controlled Vocabularies and Subject Analysis (pp. 195-212)*
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.
- Find materials to catalog during Part II of the class (see choices based on kind of library).

PART II: Traditional Library Cataloging and Classification: Practice
(Applying principles for the creation of traditional library metadata)

Week seven
Practical and Theoretical Approaches to Description in Cataloging

- Principles and standards
  - FRBR (Guest lecturer, Felicity Dykas)
  - RDA
  - ISBD

_Preparation for class (Oct. 2, 2013)_

_Required Preparation:_


_Required Preparation: at least two of the following_


Suggested preparation:


**PART I. CAPSTONE SERVICE LEARNING CATALOGING PROJECT DUE Oct. 8, 2013, 7:00 P.M.: submit project records (minus LCSH) to Rosetta.**

**Week eight**
Descriptive Cataloging in Libraries (with RDA as example)
- RDA
(Passwords available in Blackboard)

**Preparation for class (Oct. 9, 2013)**
RDA. Section 1: Recording Attributes of Manifestation & Item (Chapters 1-4)
RDA. Section 2: Recording Attributes of Work & Expression (Chapters 5-7)

Topic requests, Group Presentation (due Friday Oct. 11 by 7:00 p.m.)

Assignment 4. (individual records and peer evaluations due Saturday, Oct. 12, 7:00 p.m.; final records due Sunday Oct. 13, 7:00 p.m.)

**Week nine**
Recording Attributes of Person, Family, & Corporate Body
- Corporate body access point creation (Guest lecturer, Amanda Sprochi)

**Preparation for class (Oct. 16, 2013):**
RDA. Section 3: Recording Attributes of Person, Family, & Corporate Body (Chapters 8-11);
Appendices F, G.
RDA. Section 6: Recording Relationships to Persons, Families, & Corporate Bodies (Chapters 18-22).

Assignment 5. (due Saturday, Oct. 19, 7:00 p.m.)

**Week ten**
Subject Cataloging in Libraries (with LCSH as example)
- Subject access: LCSH and Sears
- Creating subject headings using LCSH

**Preparation for class (Oct. 23, 2013):**
*C&C. Chapter 8. Library of Congress Subject Headings* (p. 213-257; go through exercises on your own; answers will not be submitted, but issues you discover will be discussed. YOU NEED TO GET THIS TO DO PART II OF THE CAPSTONES)
   Go over basics of search by reading help screens, tutorials, etc. in;
   • Classification Web (subscription, see login and password): http://classificationweb.net/
   • Library of Congress Authorities (subjects): http://authorities.loc.gov/
   • OCLC Connexion’s Authorities (tabl!) (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 contents of the two readings above, please. If you have questions about the databases or the answers in Chapter 8 exercises, 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. 26, 7:00 p.m.)

Week eleven
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. 30, 2013):
C&C. Chapter 12. Classification and Categorization (pp. 309-319)
C&C. Chapter 13. Dewey Decimal Classification (pp. 320-374)
   • 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. 2, 7:00 p.m.)

Week twelve
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. 6, 2013):
C&C. Chapter 16. MARC Formats and Encoding Schemas (pp. 447-479)
Watch video on cataloging in MARC created by your instructor.

Suggested preparation:

Assignment 8. (final records due Saturday, Nov. 9, 7:00 p.m.)

Week thirteen
Integrated Library Systems; Discovery Layers; Subject Cataloging in Social Environments
- What is an ILS?
- Discovery layers and social access
  - Bibliocommons as a social discovery layer (Guest lecturer, Erica Reynolds)
- Social tagging and crowdsourcing; Wisdom of the crowds

Preparation for class (Nov. 13, 2013):

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.)

Week fourteen (Nov. 20, 2013)
The Increasingly Exciting Present and Future State of Cataloging
- Student presentations (Final Group Presentations)

November 27, 2013: No class, Thanksgiving Holiday
Week fifteen
The Future of Cataloging; Special Formats Cataloging

- Linked data and the semantic web
- Continuing education as necessity
- Ebooks cataloging; resources for A/V cataloging (Guest lecturer, Amy Pennington)

Preparation for class (Dec. 4, 2013):
C&C. Chapter 17. Producing and Processing Cataloging Records (pp. 480-490)
Bibliographic Framework Transition Initiative http://www.loc.gov/marc/transition/ [read through]

Suggested preparation:

Final Exam: Online and Take-Home portions due Dec. 11, 2013 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/)
Classification Web (http://classificationweb.net)
OCLC Connexion (http://connexion.oclc.org/)
OCLC WebDewey (http://connexion.oclc.org/)
RDA Toolkit (http://access.rdatoolkit.org/)
OTHER RECOMMENDED RESOURCES

**Suggested Readings, General**

**School Library Cataloging Resources**

**Print Versions of Cataloging Resources**

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

**Web-Based Cataloging Resources**
- Cataloging calculator (http://calculate.alptown.com/)
- Dublin Core Metadata Initiative (http://dublincore.org)
- Library of Congress authorities (http://authorities.loc.gov)
- 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/
  - 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 Cataloging Distribution Service http://www.loc.gov/cds/
- NISO National Information Standards Organization http://www.niso.org/home/

Local Cataloging Support/Continuing Education
- AMIGOS (in Missouri, formerly MLNC (Missouri Library Network Corporation)) http://www.amigos.org/ (STL)
- Mid-America Library Alliance http://mid-americalibraryalliance.org/ (KC)
- MOBIUS http://mobiusconsortium.org/ (Columbia)

Other General Resources

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