

COURSE OUTLINE
ISI 5121 Subject Analysis of Information
Winter 2010

Instructor

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Office hours: Tuesday and Thursday, 1:00-2:20 and by appointment

Course : Subject Analysis of Information

Time : Thursday, 2:30 to 5:30

Blackboard: <http://vista4.uottawa.ca/webct/logon/2429057489001> (required)

DailyMotion.com channel: <http://www.dailymotion.com/ISI5121Winter2010> (subscription required)

Description of course

This course investigates the theoretical and practical relationships between the subject analysis of information and its access by means of information retrieval systems. Primarily, we will focus on theory and practice surrounding information access and document access in commercial databases (indexing and abstracting), internally to monographs (back of the book indexing), in library catalogues (subject headings and classification), and on the Web. An overview of online information retrieval systems as they pertain to subject analysis and access, including the use of thesauri and keywords in these systems, will also be discussed.

Student Learning Outcomes

1. Situate the current art of subject analysis (abstracting, indexing, and classification) as a professional activity, acknowledging both its long history and potential for future growth and development.
2. Understand and describe, using technical terms as necessary, the role of abstracts, indexing terms, and classification in the organization of information.
3. Apply descriptors/subject headings and classification notation appropriately and correctly from controlled vocabulary lists and classification schema, and use those same structures effectively for searching.
4. Demonstrate mastery of vocabulary control and application of indexing theory through the creation of a BOTB index using the *Chicago manual of style*.
5. Describe challenges and solutions to indexing and retrieval on the Web.
6. Extrapolate from knowledge gained during the in-class study of the chosen set of tools to adapt to other new or related systems.
7. Improve ability to carry out searches and to assist others in searching through greater familiarity with subject analysis practice.

Pedagogical methods

Teaching and learning

Presentation of topics, discussions, in-class exercises; required readings and assignments as class preparation/homework to be turned in.

Communication

We will be using the Blackboard platform as a way of facilitating communication between students and instructor. Students are advised to access the site at their earliest convenience, update their profiles, and become familiar with the software and the contents of the site. **Students are expected to log into Blackboard at least twice a week and to read email daily.**

Evaluation

Assignments (10 total)	45%
Midterm project (index)	15%
Final paper	20%
Participation	<u>20%</u>
	100%

Grading scale

Letter grade	Percentage
A+	90 - 100%
A	85 - 89%
A-	80 - 84%
B+	75 - 79%
B	70 - 74%
C+	66 - 69%

Additional Considerations

Academic integrity

Students must read and understand the university regulations concerning plagiarism:

<http://www.uottawa.ca/plagiarism.pdf>

For more information, please visit the Academic Integrity Web site:

<http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php>

Special needs

Students with special needs are requested to visit the Access Service Web page for more information.

<http://www.sass.uottawa.ca/access/>

Deadlines

Deadlines for assignments and papers must be respected. Homework must be printed before class and turned in at the beginning of the period.

Overview of Topics

- Week 1: Introduction to the course; Brief history of indexing and abstracting; Information access in retrieval systems
- Week 2: Introduction to subject analysis and treatment; Abstracts and abstracting
- Week 3: Abstracts and abstracting, cont.; The surrogate and the inverted file
- Week 4: Controlled vocabularies; Thesauri
- Week 5: Indexing; Indexing for information retrieval
- Week 6: Indexing for information retrieval, cont.; Back of the book (BOTB) indexing
- Week 7: BOTB indexing, cont.; Indexing for information retrieval, a wrap-up; Indexing for document retrieval (indexing library materials); Subject headings
- Week 8: Subject headings, cont.
- Week 9: Access and the bibliographic record; Searching, browsing and display; Facetted headings
- Week 10: Classification and taxonomy; Library classification schemes; Dewey Decimal Classification (DDC)
- Week 11: DDC, cont.; Author numbers and the full call number
- Week 12: Library of Congress Classification (LCC); LCC call numbers
- Week 13: Community-based indexing; the Real-Time web

Readings

Required Texts

- Cleveland, D. B., & Cleveland, A. D. (2001). *Introduction to indexing and abstracting*. 3rd ed. Greenwood Village, CO.: Libraries Unlimited. ISBN 978-1563086410
- Indexes: A chapter from The Chicago manual of style, 15th edition*. (2003). Chicago: University of Chicago Press. ISBN 978-0226104065

Required Readings and Resources

- ANSI/NISO Z39.19-2005. (2005). *Guidelines for the construction, format, and management of monolingual controlled vocabularies*. Bethesda, MD: NISO Press. ISBN: 1-880124-65-3 Retrieved from <http://www.niso.org/>
- Anderson, J. D, &, Perez, J. (2001). The nature of indexing: How humans and machines analyze messages and texts for retrieval. Part I: Research, and the nature of human indexing. *Information Processing and Management* 37, 231-254.
- Bilodeau, B. (2006, avril-juin). RASUQAM : Le thésaurus de descripteurs de l'Université du Québec à Montréal (UQAM). *Documentation et bibliothèques*, (avril-juin 2006), 109-120. Retrieved from http://www.bibliotheques.uqam.ca/Bibliotheques/serv_techniques/analyse/rasuqam/articledb.pdf
- Department of the Navy Correspondence Manual. (1996, 29 August). Retrieved from http://web.archive.org/web/20070609222440/http://navyrotc.berkeley.edu/resources/policies/memo/5216_5d.pdf
- Fidel, R. (1986). Writing abstracts for free-text searching. *Journal of Documentation*, 42(1), 11-21.
- Fran. (2009, December 14). Google is not perfect [Web log message]. VocabControl: Taxonomy. And stuff. Retrieved from <http://www.vocabcontrol.com/?p=202>

- Green, R. (2009, December 30). Languages for Special Purposes; Translating [Web log message]. 025.431: The Dewey blog. Retrieved from <http://ddc.typepad.com/025431/2009/12/languages-for-special-purposes-translating.html>
- Pédauque, R. T. (2003). Document: Form, sign, and medium, as reformulated for electronic documents. Retrieved from http://archivesic.ccsd.cnrs.fr/docs/00/06/22/28/PDF/sic_00000594.pdf
- Holley, R. P. (2008). Subject access tools in English for Canadian Topics. *Library Resources & Technical Services*, 52(2), 29-43.
- Kipp, M., Smiraglia, R., Jeong, W., Wolfram, D., and Olson, H. 2009. The Power to tag: Research on the nature of tags, taggers and ragtag tagging. University of Wisconsin-Milwaukee, December 3rd, 2009. http://www4.uwm.edu/sois/about/news/events/power_to_tag.pdf
Podcast <http://www.sois.uwm.edu/events/pwr2tag/pwr2tag.html>
Bibliography -http://www4.uwm.edu/sois/research/IORG/tag_bibliography.pdf
- Kipp, M. E.I. (2005). Complementary or discrete contexts in online indexing: A comparison of user, creator, and intermediary keywords. *Canadian Journal of Information and Library Science* 29(4): 419-436. Preprint available from <http://eprints.rclis.org/8379/>.
- Mathes, A. (2004). Folksonomies - cooperative classification and communication through shared metadata. Retrieved from <http://www.adammathes.com/academic/computer-mediated-communication/folksonomies.html>
- Mingam, M. (2005). Rameau . Bilan, perspectives. *Bulletin des bibliothèques de France*, 50(5), 38-47. Retrieved from <http://bbf.enssib.fr/consulter/bbf-2005-05-0038-001.pdf>
- Pédauque, R. T. (2003). Document: Form, sign, and medium, as reformulated for electronic documents. Retrieved from http://archivesic.ccsd.cnrs.fr/docs/00/06/22/28/PDF/sic_00000594.pdf
- Voss, J. (2007). Tagging, folksonomy & co: Renaissance of manual indexing? In *10th international Symposium for Information Science* (Cologne, Germany). Retrieved from http://arxiv.org/PS_cache/cs/pdf/0701/0701072v2.pdf

Recommend Reading

- Bush, V. (1945, July). As we may think. *The Atlantic*. Retrieved from <http://www.theatlantic.com/doc/194507/bush>
- Naaman, M., Boase, J., & Lai, C.H. (2010). Is it really about me? Message content in social awareness streams. Paper presented at *CSCW 2010*, February 6–10, 2010, Savannah, Georgia, USA. Retrieved from <http://infolab.stanford.edu/~mor/research/naamanCSCW10.pdf>

Supplementary Resources

- Cutter, C. A. (1969). *Cutter-Sanborn three figure author table*. Swanson-Swift rev. Englewood, Co.: Libraries Unlimited.
- Library of Congress. Office for Subject Cataloging Policy. (2008-2009) *Library of Congress subject headings*. 31st ed. Washington, DC: Cataloging Distribution Service, Library of Congress. 5 vol. ISSN 1048-9711
- Mitchell, J. S., ed. (2003). *Dewey decimal classification and relative index* (22nd ed.). Dublin, Ohio: OCLC. 4 vol.

Web resources

- WebDewey. <http://connexion.oclc.org/>
- Classification Web. <http://classificationweb.net/>

Email Distribution Lists

aliaINDEXERS (Australian indexers) <http://alia.org.au/alianet/e-lists/>

Cindexusers: <http://groups.yahoo.com/group/cindexusers/join>

IndexCafe: <http://groups.yahoo.com/group/IndexCafe>

Index-L: <http://lists.unc.edu/read/about/?forum=index-l>

IndexStudents: <http://www.indexstudents.com>

Web Indexing: <http://groups.yahoo.com/group/web-indexing>

Blogs

025.431 : The Dewey blog <http://ddc.typepad.com>

En français

- Descripteurs : Sites dédié aux thésaurus et autres vocabulaires contrôlés pour l'accès à l'information <http://dossierdoc.typepad.com/descripteurs/>