University of Missouri
School of Information Science & Learning Technologies

COURSE CALENDAR
ISLT 7312-04 Principles of Cataloging & Classification
Spring Semester 2012

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Course: Principles of Cataloging & Classification
Section: 4 (Kansas City)
Time: Wednesday 6:00-8:40 p.m. weekly
Location: hybrid course; in-person meetings are Wednesdays 2/8, 3/7, 5/2 from 6:00-8:00 p.m. in Room 121 Miller Nichols Library, UMKC campus
Blackboard: login at https://courses.missouri.edu/

In-person meetings: Wednesday, February 8, March 7, and May 2 from 6:00-8:00 p.m. in Room 121, Miller Nichols Library, UMKC

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)

Week one
Introduction to Cataloging and the Organization of Information in Information Agencies
  • Situating this class
  • Situating cataloging today

Preparation for class (Jan. 18, 2012, online):
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.
C&C. Chapter 1. Information resource management: Description, access, organization. (pp. 3-42)

Assignment 1 (due Saturday, Jan. 21, midnight)

Week two
Principles of Description; Introduction to Project
  • Description in libraries
  • Introduction to class’s Project

Preparation for class (Jan. 25, 2012, online):
C&C. Part Two. Description. (pp. 43-45). [read through]
C&C. Chapter 2. Foundations, principles, and standards of resource description. (pp. 47-63)

Suggested preparation:

Assignment 2. (due Saturday, Jan. 28, midnight)

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

Preparation for class (Feb. 1, 2012, online):

Suggested preparation:

* indicates that items are available on e-reserve through Ellis Library (via tab in Blackboard)
Assignment 3. (due Saturday, Feb. 4, midnight)

Week four
Principles of Encoding Schemas (with Dublin Core as example)
- Introduction to encoding schemas
- Using DC to provide access to library collections

Preparation for class (Feb. 8, 2012, in person):
C&C. Chapter 4. Dublin Core and Other Metadata Schemas (pp. 115-124)
Dublin Core Metadata Initiative. http://dublincore.org/ [read through]

Assignment 4. (due Saturday, Feb. 11, midnight)

Week five
Principles of Intellectual Access and Controlled Vocabularies; Setting up Our Project
- Best practices (guest lecturer Rachel Jaffe)
- Controlled vocabularies

Preparation for class (Feb. 15, 2012, online):
C&C Chapter 7. Principles of Controlled Vocabularies and Subject Analysis (pages TBA)
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 5. (due Saturday, Feb. 18, midnight)

Week six
Principles of Access: Access points and Authority Control; Achieving Consensus for our Project
- Access points, authority control
- Coming to consensus on fields for project
  o Know that these can be accepted, rejected, or modified by R.J.

Preparation for class: (Feb. 22, 2012, online):
C&C. Chapter 5. Access points: Name and title (pp. 145-150)

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C&C. Chapter 6. Authority control: Forms of name headings and uniform titles (pp. 164-167)

Assignment 6. (due Thursday, Feb. 23, midnight)
Peer evaluations due Friday, Feb. 24, midnight.
Project records due Saturday, Feb. 25, midnight.

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

Week seven
Practical and Theoretical Approaches to Description in Cataloging
- Principles and standards
  - ISBD
  - AACR2 and RDA
  - FRBR

Preparation for class (Feb. 29, 2012, online) [please read at least 3 of the last 5 before class]
C&C. Chapter 3. Anglo-American Cataloguing Rules: Description (pp. 64-83)

Suggested preparation:

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Assignment (ungraded): Find materials to catalog during Week eight. Begin to explore Cataloger’s Desktop. Get a head start on readings.
Week eight
Descriptive Cataloging in Libraries (with AACR2r as example)
- AACR2r and RDA

**Preparation for class (Mar. 7, 2012, in person)**
*C&C.* Chapter 3. Anglo-American Cataloguing Rules: Description. (pp. 83-114)

**Suggested preparation:**

**Assignment 7.** (due Thursday, Mar. 8, midnight; peer evaluations due Saturday, Mar. 10, midnight)

Week nine
Choice and Form of Heading; Access and Authority Control
- Choice of headings
- Form of headings
- Authority control and the authority file
  - Authority control vendors
  - Authority work

**Preparation for class (Mar. 14, 2012, online):**
*C&C.* Access and Authority Control. (pp. 143-144). [read through]
*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)
[read through]

**Suggested preparation:**

**Assignment 8.** (due Saturday, Mar. 17, midnight)

Week ten
Subject Cataloging in Libraries (with DDC as example)
- Classification: LCC and DDC

**Preparation for class (Mar. 21, 2012, online):**
*C&C.* Chapter 12. Classification and Categorization (pp. 309-319)
*C&C.* Chapter 13. Dewey Decimal Classification (pp. 320-374 -- no exercises!)

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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 9. (due Thursday, Mar. 22, midnight; peer evaluations due Saturday, Mar. 24, midnight)

SPRING BREAK

Week eleven
Subject Cataloging in Libraries, Cont. (with LCSH as example)
- Subject access: LCSH and Sears
- Creating subject headings using LCSH

Preparation for class (Apr. 4, 2012, online):
C&C. Chapter 8. Library of Congress Subject Headings (p. 213-257 -- no exercises!)
Subject Headings Manual, (1st ed.). Cataloger’s Desktop. [read through]
Please skim through at least one of the suggested chapters below. Only devise questions about the two readings above, please.

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)

Group members and topic, Final Project (due Apr. 6 by midnight)
Assignment 10. (due Thursday, Apr. 5, midnight; peer evaluations due Saturday, Apr. 7, midnight)

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

Preparation for class (Apr. 11, 2012, online):
Readings TBA.

Assignment 11. (due Saturday, Apr 14, midnight)
Week thirteen

Practical Aspects of MARC Formats

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

Preparation for class (Apr. 18, 2012, online):
C&C. Chapter 16. MARC Formats and Encoding Schemas (pp. 447-479)

Suggested preparation:

Assignment 12. (due Thursday, April 19, midnight; peer evaluations due Saturday, Apr. 21, midnight)

Week fourteen

Shared Cataloging Environments; The Future of Cataloging

- Shared cataloging environments, union catalogs
SkyRiver presentation (invited lecturer, Leslie Straus)

- Linked data and the semantic web
- Cloud-based hosting, sharing
- Continuing education as necessity

Keeping up

Preparation for class (Apr. 25, 2012, online):
C&C. Chapter 17. Producing and Processing Cataloging Records (pp. 480-490)
Bibliographic Framework Transition Initiative http://www.loc.gov/marc/transition/ [read through]

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**Week fifteen (May 5, 2012, in person)**

The Increasingly Exciting Present and Future State of Cataloging; Review for the Final Exam

- Student presentations
- Review for final exam

**Required Web Resources**

*Passwords will be distributed by the instructor*

- Cataloger’s Desktop ([http://desktop.loc.gov/](http://desktop.loc.gov/))
- Classification Web ([http://classificationweb.net](http://classificationweb.net))
- RDA Toolkit ([http://access.rdata toolkit.org/](http://access.rdata toolkit.org/))

**OTHER RECOMMENDED RESOURCES**

*Suggested Readings, General*


*School Library Cataloging Resources*


*Print Versions of Cataloging Resources*


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Scholarly 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/)

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
  - NG4Lib (Next Generation Catalogs for Libraries) http://dewey.library.nd.edu/mailing-lists/ng4lib/
  - OCLC-CAT 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/

Twitter Feeds
National Organizations
@ALA_TechSource (ALA_TechSource)
@ALCTS (ALCTS (Association for Library Collections and Technical Services) Office)
@ALA_LITA (Library and Information Technology Association, a division of the American Library Association)

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@librarycongress (Library of Congress)
@amlibrарies (American Libraries)
@OCLC (OCLC)
@aasl AASL (American Association of School Librarians)
@ALA_PLA (Public Library Association, a division of the American Library Association)

Local Organizations
@MLNC (Missouri Library Network Corporation)

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 (both with email distribution lists)
- MLNC (Missouri Library Network Corporation) http://www.mlnc.org/
- KCMLIN (Mid-America Library Alliance/KCMLIN) http://www.kcmlin.org/