Indiana University, School of Library and Information Science (SLIS)

S504: Cataloging (5963) Fall 2011
Wednesday 9:30 am – 12:15 pm, Room: LI031

Instructor: Andrea M. Morrison
E-mail: amorriso@indiana.edu
Office Hours: By Appointment

COURSE SYLLABUS, subject to modification
Last rev.: Aug. 26, 2011

Required Texts:


Recommended Texts:


Additional Titles Available:


RDA: Resource Description & Access and RDA: Element Set View (also available via Cataloger’s Desktop as the RDA Toolkit)


Course Objectives:

1. To provide an introduction to the conceptual foundation of bibliographic access and control to information
2. To enable students to gain insights into the fundamental processes involved in creation, maintenance, and evaluation of bibliographic records and databases
3. To understand the roles of authority work in bibliographic databases
Course Resources and Handouts:

See Oncourse for course resource titles and access. Course handouts are provided to complement and/or supplement assigned reading and are also available in Oncourse. Students will be expected to have consulted these handouts in completing all assigned exercises and in preparation of the final course project.

- ISBD Punctuation
- MARC Field End Punctuation.
- MARC Format Reference Guide
- OCLC Bibliographic Formats and Standards link
- OPAC Workform for Title and Edition Areas
- S504 AACR2 Optional Rules
- S504 Authority Record Workform.
- S504 Cataloging Record Workform (with OPAC and MARC formats)
- S504 Examples of MARC Note Fields
- MARC Authority Records Format Reference Guide
- S504 Sample Bibliographic Records (in OPAC and MARC formats)

Assignment Schedule:

Assignments are available in Oncourse.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grade percentage</th>
<th>Due</th>
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<tbody>
<tr>
<td>#1: Descriptive cataloging (Areas 1-2)</td>
<td>5%</td>
<td>Sept. 28</td>
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<tr>
<td>#2: Descriptive cataloging (Areas 1, 2, 4)</td>
<td>5%</td>
<td>Oct. 5</td>
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<tr>
<td>#3: OCLC (individual assignment)</td>
<td>10%</td>
<td>Oct. 12</td>
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<tr>
<td>#4: Descriptive cataloging (Areas 1-8)</td>
<td>10%</td>
<td>Oct. 19</td>
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<tr>
<td>#5: Descriptive cataloging (Areas 1-8 and access points)</td>
<td>10%</td>
<td>Nov. 2</td>
</tr>
<tr>
<td>#6: Syndetic structure</td>
<td>10%</td>
<td>Nov. 9</td>
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<tr>
<td>#7: DDC Assignment</td>
<td>10%</td>
<td>Nov. 30</td>
</tr>
<tr>
<td>Oncourse Forum</td>
<td>5%</td>
<td>Online discussion due Dec. 1-3</td>
</tr>
<tr>
<td>Analysis and comparison of bibliographic records</td>
<td>Extra Credit: 1%</td>
<td>No later than Mon. Dec. 12 by 4:00 p.m.</td>
</tr>
<tr>
<td>Final Course Project</td>
<td>30%</td>
<td>Mon. Dec. 12 by 4:00 p.m.</td>
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You will work with a partner for all assignments except the OCLC assignment (# 3) and the Analysis and comparison of bibliographic records (Extra Credit). If you prefer to work individually on all assignments, please discuss this with your instructor.

There are seven books on reserve (in the Wells Library - Media and Reserve Services) to be used for the assignments. Three books will be added for the Final Course Project. All assignments are to be turned in at the beginning of the class session when they are due. Because each assignment will be reviewed in detail in class, please make a copy of your work before turning it in. This will facilitate note taking and discussion during the in-class review. If you know beforehand that you will have to miss a class, please turn in your assignment before the scheduled due date. For the OCLC assignment, each student will spend approximately three hours working with the OCLC database (Connexion). This hands-on experience constitutes Cataloging Assignment #3 and consists of a programmed tutorial and a set of search queries to help students become familiar with OCLC Connexion. You are encouraged to work on Assignment #3 as quickly as possible. This assignment will not be reviewed in class and may be turned in early upon completion.

**Excused absences:** If you have an excused absence, you will have two days in which to turn in any assignment that was due on the day that you missed class.

**Unexcused absences:** If you have an unexcused absence, you will have two days in which to turn in any assignment that was due on the day that you missed class. All assignments turned in late due to an unexcused absence will be treated as late assignments.

**Late assignments:** Because most assignments are reviewed in class on the day they are submitted, any assignment that is not submitted at the beginning of the class session when it is due will be considered to be late and the earned grade will be automatically reduced by one full letter grade (e.g., from a A to a B).

**Grading:**

Final grade will be based on:
Cataloging exercises: 60 %
Cataloging Forum on RDA: 5%
Attendance and Participation: 5 %
Final Project: 30 %

**Indiana University, SLIS Definitions of Letter Grades and Grading Scale (SLIS Official page defines grade/grade point)**

**Academic Dishonesty:**

IU and SLIS policies on academic dishonesty are to be followed. Students found engaging in plagiarism, cheating, and other types of dishonesty will receive an F for the course. When in doubt, cite your sources! For further information, see the I.U. Code of Student Rights, Responsibilities and Conduct at [http://www.indiana.edu/~code/](http://www.indiana.edu/~code/)
Schedule of Lectures, Readings and Assignments

Week 1: Aug. 31

Course organization and overview.
Catalog form, function and use.
Development of cataloging codes.
Introduction to bibliographic description.
AACR2R levels of description.
Optional rules.

Readings:
Chan, Chaps. 1 and 2.
Taylor, Chaps. 1 and 2.

Week 2: Sept. 7 Starting with this class, always bring AACR2 or laptop to class!

Readings:
AACR2R, General Introduction.
AACR2R, Chap. 1, Rules 1.0-1.2.
AACR2R, Chap. 2, Rules 2.0-2.2.
Chan, Chap. 3, pp. 77-81 (ISBD), p. 81-91 (Areas 1-2).
Taylor, Chap. 4 (pp. 53-62, scan selected rules and examples 68-173 for this and the following classes as needed).

Consult Handouts: S504 Sample Bibliographic Record and punctuation handouts

Week 3: Sept. 14

International Standard Bibliographic Description [ISBD]
Chief source of information.
Descriptive cataloging, Areas 1 and 2: title and statement of responsibility; edition.
Introduction to LC Cataloger’s Desktop.

MARC record format.
Descriptive cataloging, Area 4: publication, distribution and date.

Readings:
AACR2R, Chap. 1, Rules 1.4.
AACR2R, Chap. 2, Rules 2.4.
Chan, Chap. 3 (pp. 91-94 on Area 4) and Chap. 16 (pp. 447-458 on MARC formats).
Taylor, Chap. 3 and Chap. 4 (p. 62-3, 74-77)

Understanding MARC Bibliographic, http://www.loc.gov/marc/umb/
Scan: OCLC’s OCLC Bibliographic Formats and Standards, http://www.oclc.org/oclc/bib/toc.htm

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**Week 4: Sept. 21 (Bring OCLC assignment to class for pre-review)**
Areas 1 and 2 continued (other formats)
MARC record format reviewed.
Descriptive cataloging, Area 4: publication, distribution and date reviewed.
Descriptive cataloging, Areas 5 and 6: physical description; series introduction as time permits.
OCLC Connexion introduction.

Readings:
AACR2R, Chap. 1, Rules 1.5-1.6
AACR2R, Chap. 2, Rules 2.5-2.6
Chan, Chap. 3 (pp. 94-105).

**Week 5: Sept. 28 (Assignment 1 Due)**
Review of Assignment 1.
OCLC Connexion and Cataloger's Desktop Reviewed.
Descriptive cataloging, Areas 5 and 6: Reviewed.
Descriptive cataloging, Areas 7 and 8: notes and standard numbers.
Note area in MARC fields.
MARC record format (fixed fields).

Readings:
AACR2R, Chap. 1, Rules 1.7-1.11
AACR2R, Chap. 2, Rules 2.7-2.11
Chan, Chap. 3 (pp. 105-112).

**Week 6: Oct. 5 (Assignment 2 Due)**
Review of Assignment 2.
Complete descriptive cataloging.
Main entry and added entry.
Choice of access points.

Readings:
Chan, Chap. 5
Taylor, Chap. 6 (pp. 187-214).

**Week 7: Oct. 12 (Assignment 3 due: no in-class review)**
Form of personal names in main and added entries.
Authority control.
Authority control for personal names.
MARC authority record format.
OCLC Connexion continued: Authority File.
Program for Cooperative Cataloging and NACO.
Week 7 Readings:
Chan, Chap. 6
Taylor, Chap. 7 (pp. 219-234); Chap. 8

Week 8: Oct. 19 (Assignment 4 due)
Review of Assignment 4
Corporate names.
Authority control for corporate names.
Syndetic structure for corporate name headings.
Review of descriptive cataloging, with access points under authority control.
Review of choice of access points: main and added entries.

Week 9: Oct. 26
Syndetic structure for personal name headings.
Syndetic structure for subject headings.
Review of descriptive cataloging with access points under authority control.

Readings:
AACR2R, Chap. 22, Rules 22.1-21.20
AACR2R, Chap. 26, Rules 26.1-26.2

Week 10: Nov. 2 (Assignment 5 due)
Review of Assignment 5.
Subject access and subject analysis.
Library of Congress Subject Headings.
Review of authority work and syndetic structure in authority records.

Readings:
Chan, Chap. 6 (pp. 184-189).
Taylor, Chap. 7 (pp. 270-279).

Week 11: Nov. 9 (Assignment 6 due)
Review of Assignment 6.
Cataloging electronic resources
Analysis and comparison of bibliographic records.

Introduction to classification and cutter numbers.
LC Classification Web.
Week 11 Readings:
Chan, Chap 7 and 8, Chap. 10, 12 and pp. 362-372 (cutter numbers)
Taylor, Chap. 10, 14.

Saye, Chap. 6 (pp. 101-107) Scan examples of MARC bibliographic fields with corresponding name authority fields.
Scan: Cataloging Electronic Resources: OCLC-MARC Coding Guidelines
http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm

Week 12: Nov. 16
Dewey Decimal Classification (DDC) introduction.
DDC Tables.
DDC tutorials.
Cutter numbers and creation of complete call numbers.
Web Dewey.

Readings:
Chan, Chap. 6 (pp. 175-181, 187-188).
Taylor, Chap. 7 (pp. 241-258).

Chan, Chap. 4, 13
Taylor, Chap. 15, 17.

Week 13: Nov. 23 (No class, Thanksgiving Break)

Week 14: Nov. 30 (Metadata and RDA) (Assignment 7 due) (Forum on RDA due Dec. 1-3)

Review of Assignment 7.
Metadata schemas: content and standards
Shareable metadata and cataloging.
RDA: Resource Description and Access
FRBR: Functional Requirements for Bibliographic Records

Readings:
- Understanding Metadata. NISO, c2004.
  http://www.niso.org/standards/resources/UnderstandingMetadata.pdf
  http://www.loc.gov/catdir/cpso/whatfrbr.html
- Scan: Joint Steering Committee for Development of RDA home page, http://www.rda-jsc.org/

Week 15: Dec. 7 (Course Wrap-up)

Review of Forum
Future of bibliographic control.
Future of authority control and networking names.

Readings (Scan):
• Scan Cataloging futures blog http://www.catalogingfutures.com/catalogingfutures/

Final Course Project Due: Mon. Dec. 12 by 4:00 p.m. to S504 Morrison Box in SLIS Mailroom