Course/Title: LS 532.03
Organization of Collections I

College: Education

Department: Library Science

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Office Hours: By appointment
Online Hours: Students may normally expect replies to E-mail within 24-36 hours.
Class meetings: Online and in Huntsville on the **SHSU Campus:**
   7/12 **:**   **AB4 Conference Room** from 9-9:45 a.m.; then NGL157 10 a.m.-4 p.m.
   7/19, 7/26:   **NGL157** 10 a.m.-4 p.m.

Course Content: Introduction to the principles of descriptive cataloging, subject analysis, and classification of library materials using the latest standards: Anglo-American cataloging rules, the Dewey Decimal and Library of Congress classification systems, the Library of Congress' subject headings, and the MARC format for automated catalogs. Presents cataloging in the broad context of reference and technical services operations, including the use of online resources in providing services.

Texts:
Evans, G. Edward, Sheila S. Intner, and Jean Weihs. *Introduction to Technical Services*, 7th ed.
        (Libraries Unlimited, 2002)
Cataloging Correctly for Kids, 4th ed. Edited by Sheila S. Intner, Joanna F. Fountain, and Jane E.
        Gilchrist. (American Library Assn., 2005)
Anglo-American Cataloguing Rules, 2nd ed., with 2005 updates. (ALA, 2005)
A*bridged Dewey Decimal Classification and Relative Index*, Edition 14 (OCLC, 2004)
Haynes, Elizabeth, and Joanna F. Fountain. *Unlocking the Mysteries of Cataloging: A Workbook of
        Examples*. (Libraries Unlimited, 2005) Companion web site: http://lu.com/workbook
Fountain, Joanna F. *Subject Headings for School and Public Libraries: An LCSH/Sears Companion*.
        3rd ed. (Libraries Unlimited, 2001)
Online Resources:
Understanding MARC Authority Records, 2nd ed., 2004. http://www.loc.gov/marc/uma/
Understanding MARC Bibliographic, 7th ed., 2003. http://www.loc.gov/marc/umb/
MARC 21 Concise Format for Bibliographic Data. http://www.loc.gov/marc/bibliographic/ecbdhome.html
Library of Congress Authority File. http://authorities.loc.gov/
MARC Magician. (Mitinet, 2005) CD-ROM supplied

Note: Textbooks will be available for loan the first day of class. Students are not required to purchase texts, as they are supplied on semester loan by the Department of Library Science. However, students are responsible for timely returns, and any costs involved in returns Previous editions of texts are not acceptable.

Course objectives: Upon completion of this course students should be able to:

1. Correctly describe books and some non-book items following the Anglo-American cataloging rules and the American Library Association's guidelines for standardized cataloging of children's materials
2. Recognize, edit, and create basic MARC bibliographic records for books and at least one non-book format;
3. Correctly analyze the subject matter and/or content form of works typically found in general libraries, and express these in headings and notes of MARC bibliographic records;
4. Correctly analyze the subject matter and/or content form of works typically found in general libraries, and express these in abridged Dewey classifications in MARC bibliographic records; and
5. Correctly identify names requiring authority control and apply cataloging rules in providing authorized name forms in bibliographic records.

Course Evaluation:
Evidence of completion of readings	10%
Timely submission of assignments	30%
Timely submission of projects	50%
Class participation, attendance and timely return of books	10%
Total	100%

Course Assignments:
Each assigned reading should be done before the related written practice assignment. Instructions for practice assignments will normally be posted after reading assignments. Written assignments are due as scheduled, and grades are based on timeliness, evidence of having studied the readings, completeness, and accuracy. **Please note that this is not intended as a self-paced course. The material is cumulative.** Together the readings and the practice assignments account for 40% of the course grade.

Reading and practice assignments culminate in a series of projects that account for 50 % of the grade. Details for each will posted at the appropriate time on Blackboard.
> Project 1: Description following the standards (*AACR2*)
> Project 2: Subject-analysis and Dewey application (*Abridged Dewey 14*)
> Project 3: Subject-analysis and application of subject headings (*SHSPL*)
> Project 4: Complete MARC records (All the above + MARC protocols)
> Project 5: Cataloging policy document (ALA Guidelines, in *Cataloging Correctly for Kids*, Chapter 1)

Class Participation: Professional-quality, regular, and courteous participation in class meetings, course discussions, and timely book return account for a significant percentage of the grade.   Personal communications must be made through e-mail and other means. Documents for readings, in addition to those in the assigned texts, will be found under "Course Documents" and assignment instructions and links for submissions are under "Assignments."

Before, or by the end of the first class meeting each student will have **four assignments**: (1) Complete the Pre-course assessment and (2) Student Information Form posted in the Blackboard Assignments area, and submit them in that same area. (3) Read the article titled "How Children Search" that is posted under the Blackboard "Course Documents" link, and (4) write a short reaction to the article and post it in the Blackboard Discussion area where others may read and react to your posting. These are all part of the **class participation grade**, and serve to assure that each student has been successful in connecting, reading menus, and communicating via Blackboard.

Filenames Count!
- Name your submission files **as instructed in each assignment's instructions**; incorrect filenames = lower grades.
- Keep e**xternal backups** (disk) of all work submitted, and submit all work in the Assignments area.
- Add REV before the dot if you submit a revised assignment (permission required). Grades for the original and the revision will be averaged.

<p style="text-align: center;">**Schedule and Assignment Outline** ***</p>

Week 1: July 8-12   **Segment 1**
    July 8-11   Read "How Children Search" (Blackboard: Course Documents)
    July 10   Post Pre-Course Assessment (Blackboard: Assignments)
    Post on Discussion Board by 11:55 p.m.
    July 12   9 a.m.-4 p.m. *Meet in the AB4 4th Floor Conference Room; NGL157 Lab at 10.*
    Post Student Information Document (Blackboard: Assignments)
    Submit classwork by 11:55 p.m.

Week 2: July 13-19   **Segments 1- 2** Read carefully before you begin to write!
    July 13   Homework Assignment 1 due (11:55 p.m.)
    July 16   Project 1 due (11:55 p.m.)
    Readings (TBA). Make policy notes about description of library materials, for Project 5
    July 19   10 a.m.-4 p.m. *Meet in the NGL157 Lab.* Submit class work by 11:55 p.m.

Week 3: July 20-26   **Segments 2-3** Read twice, write, review!
    July 21   Homework Assignment 2 due (11:55 p.m.)
    July 23   Project 2 due (11:55 p.m.)
    Readings (TBA). Make policy notes about shelf classification and Cutters (P5)
    July 26   9 a.m.-4 p.m. *Meet in the NGL157 Lab.* Submit class work before 11:55 p.m.

Week 4: July 27-Aug 2 **Segment 3**   Read carefully, draft, review, finalize!
    July 28   Homework Assignment 3 due (11:55 p.m.)
    July 30   Project 3 due (11:55 p.m.)
    Readings (TBA). Make policy notes about subject access to library materials (P5)
    Aug 1-2   Review ALA Guidelines (CCFK, Chapter 1) and draft the policy document (P5)

Week 5: Aug 3-9   **Segments 4-5** Read it all again; review before you submit!
    Aug 3   Project 4A due (11:55 p.m.)
    Aug 4   Project 4B due (11:55 p.m.)
    Aug 5-6   Review ALA Guidelines (*CCfK*, Chapter 1) and Finalize Policy Document (P5)
    Aug 7   Project 5 due (11:55 p.m.) Double-check; review, submit!
    Last day to submit any overdue assignments (by permission)
    Note: There is no final in this class.
    Aug 9   Graduation
    Aug 11   Grades are due by 9 a.m.

*** *If necessary, dates will be adjusted; changes will be posted in the announcement area. Students are responsible for keeping up with any changes and complying with any adjusted deadlines.*

University Policies [Full text available at http://www.shsu.edu/syllabus/]
    Academic Dishonesty*:* Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. *See Student Syllabus Guidelines*.   **Classroom Rules of Conduct***:* Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process. **Student Absences on Religious Holy Days**: Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines*.   **Students with Disabilities Policy**: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. *See Student Syllabus Guidelines*. **Visitors in the Classroom**: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

<p style="text-align: right;">*jff/shsu532/SummerII, 2008*</p>