

Course Syllabus
LS 532.02
Organization of Collections I
Fall 2007

Course/Title: LS 532
Organization of Collections I

College: Education

Department: Library Science

Professor: Dr. Joanna F. Fountain **Office:** AB4 417
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Campus Office Hours: By appointment

Online Hours: Students may normally expect replies to E-mail within 24-36 hours.

Class meeting: September 1st (9 a.m.–3:50 p.m.) in AB4-Room 201

Course Content: Introduction to the principles of descriptive cataloging, subject analysis, and classification of library materials according to the latest standards: Anglo-American cataloging rules, the Dewey Decimal and Library of Congress classification systems, 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 and Related Resources*:

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 updates. (ALA, 2005)

Abridged 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)

MARC Magician [CD-ROM provided] (Mitinet, 2007) Related web site: www.mitinet.com

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/>

Note: Students may borrow all textbooks for the semester; they will be available the first day of class. Contact Rebecca Lewis at 936-294-1151 or rjl006@shsu.edu for information about returns. If you prefer to purchase copies, go to the publishers' websites, post requests on LibSci, or find used copies anywhere that is convenient. Also, some resources may be borrowed from local school or public libraries. However note that previous and alternate editions of the texts and related resources are *not* acceptable; obsolete information may not be used for assignments.

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 and broad Library of Congress 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:

1. Readings and informational assignments	5%
2. Practice assignments, on time	35%
3. Written projects, complete and on time	50%
4. Quality class participation	5%
5. Return of borrowed texts in good condition	<u>5%</u>
Total	100%

Course Assignments:

Because each week's assigned **readings should be done before the related written practice** assignment, instructions for practice assignments will 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: following instructions, correct American spelling, correct grammar, following class file protocols, etc. This is not a self-paced course. The material is cumulative, and time is allowed between assignments to absorb and reflect on the material. Together the readings and the practice assignments account for 40% of the course grade.

Reading and practice assignments culminate in a series of projects. The five projects account for 50% of the grade. Details for each will be posted at the appropriate time on Blackboard.

Project 1: Description following AACR2

- Project 2: Subject-analysis and classification
- Project 3: Application of subject classification
- Project 4: Complete level-two MARC records
- Project 5: Cataloging policy document

Class Participation: Professional-quality, regular, and courteous participation in course discussions account for the remaining 5% of the grade. Personal communications must be made through Email and other means. The Email link is under the Communications link. Documents for readings, in addition to those in the assigned texts, will be found under the “Course Documents” link. Assignment instructions will be posted under the “Assignments” link.

Conduct: Students are expected to assist in maintaining a learning environment that is conducive to learning. Students are to treat faculty, other students, and any visitors with respect. Students are to turn off all cell phones and similar devices while in the classroom. Students may not use course materials for any purpose than personal study.

Note: During the first week each student will complete the pre-course assessment. This will be part of the “readings” grade. In addition, please post a couple of sentences of self-introduction in the Discussion Board area, under the Forum called Introductions. This will ensure that each of you has been successful in connecting, reading the menus, and sending communications via Blackboard.

File Protocols:

- Keep external backups (external disk) of all work submitted.
- Name your submission files as instructed in each assignment, leaving no spaces.
- If you are *requested* to send a revised assignment, change the filename by adding REV before the dot. In such cases, the grades for the original and the revision will be averaged.

Schedule and Assignment Outline *

Week 1 (Aug. 20-26)	Segment 1 begins Complete and submit the Pre-course Assessment Complete and submit the Student Info Form Readings: “How Children Search” (Course Documents) <i>Understanding MARC Bibliographic</i> http://www.loc.gov/marc/umb/
Week 2 (Aug. 27-Sept. 2)	Continue Segment 1
Aug. 27-29	Readings: “Guidelines for Standardized Cataloging for Children” (Course Documents)
Sept. 1 (Sat.) p.m.)	Meet on SHSU Campus in AB4, Room 201 (9 a.m.–3:50)
Sept. 2 (Sun.)	Classroom exercise (A1) [Description & Access] due by 5 p.m. Exercise 2 (A2) [Description & Access] due by 11:55 p.m.

- Week 3 (Sept 3-9)**
 Sept. 3 (Mon.) Continue Segment 1
Labor Day holiday
 Review A1-A2 Study Keys
 Readings: *AACR2*, Chapters 1-2 and Part 2
Understanding MARC Bibliographic
 Sept. 9 Project 1 (P1) [Description & Access] due by 11:55 p.m.
- Week 4 (Sept. 10-16)**
 Sept. 10-12 Segment 2 begins
 Readings: *Abridged Dewey* Introduction, Glossary (p. *xxiii-lvi*)
Abridged 13 Workbook
 Sept. 16 (Sun.) Exercise 3 (A3) [Classification] due by 11:55 p.m.
- Week 5 (Sept. 17-23)**
 Sept. 18-20 Continue Segment 2
 Review A3 Study Key
 Readings: *Abridged Dewey*
Abridged 13 Workbook
 “Sources for Dewey Numbers” (*CCK*)
 Sept. 22 (Sat.) **Meet on SHSU Campus in AB4, Room 201** (9 a.m.–3:50 p.m.)
 Sept. 23 (Sun.) Exercise 4 (A4) [Classification, Etc.] due by 11:55 p.m.
- Week 6 (Sept. 24-31)**
 Sept. 24-26 Continue Segment 2
 Review A4 Study Key
 Readings: *Abridged Dewey* and *Abridged 13 Workbook*
 Sept. 31 (Sun.) Project 2 (P2) [Full call numbers] due by 11:55 p.m.
- Week 7 (Oct. 1-7)**
 Oct. 1-3 Segment 3 begins
 Readings: *SHSPL* “Introduction” – p. 5
 “Using LC’s Children’s Headings...” (*CCK*)
 Oct. 7 (Sun.) Exercise 5 (A5) [Subject headings] due by 11:55 p.m.
- Week 8 (Oct. 8-14)**
 Oct. 8-10 Continue Segment 3
 Review A5 Study Key
 Readings: *SHSPL* and “Using LC’s Children’s Headings...”
 Oct. 13 (Sat.) **Meet on SHSU Campus in AB4, Room 201** (9 a.m.–3:50
 p.m.)
 Oct. 14 (Sun.) Exercise 6 (A6) [Subject headings, etc.] due by 11:55 p.m.
- Week 9 (Oct. 15-21)**
 Oct. 15-17 Continue Segment 3
 Review A6 Study Key
 Readings: *SHSPL* and “Using LC’s Children’s Headings...”
 Oct. 21 (Sun.) Optional Exercise 7 (A7) [Subject headings, etc.] 11:55 p.m.
- Week 10 (Oct. 22-28)**
 Oct. 22-24 Continue Segment 3
 Readings: *SHSPL* and “Using LC’s Children’s Headings...”
 Oct. 28 (Sun.) Project 3 (P3) [Full subject entries] due by 11:55 p.m.

- Week 11 (Oct. 29-Nov. 4)** Segment 4 begins
 Oct. 29-31 Review study keys and readings to date
 Nov. 3 (Sat.) **Meet on SHSU Campus in AB4, Room 201** (9 a.m.–3:50 p.m.)
 Nov. 4 (Sun.) Optional Exercise 8 (A8) [A&D+Dewey+SH] due by 11:55 p.m.
- Week 12 (Nov. 5-11)** Continue Segment 4
 Nov. 5-7 Readings: Review *AACR2*, esp. chapters 1-2 & Part 2
 Review *ADC*, *SHSPL*, and all Study Keys
 Nov. 4 (Sun.) Project 4-Book (P4A) due by 11:55 p.m.
- Week 13 (Nov. 12-18)** Continue Segment 4
 Nov. 12-14 Readings: Review *AACR2*, esp. chapters 1, 7, and Part 2
 Review *ADC*, *SHSPL*, and all Study Keys
 Nov. 18 (Sun.) Project 4-Video (P4B) due by 11:55 p.m.
- Week 14 (Nov. 19-25)** Continue Segment 4
 Nov. 19-20 Readings: Review *AACR2*, esp. chapters 1, 6, and Part 2
 Review *ADC*, *SHSPL*, and all Study Keys
 Nov. 21-23 *Thanksgiving holiday*
 Nov. 26 (Sun.) Project 4-Electronic Resource (P4C) due by 11:55 p.m.
- Week 15 (Nov. 26-Dec. 2)** Begin Segment 5
 Nov. 26-68 Review: “Guidelines for Standardized Cataloging for Children” (*CCK*)
- Week 16 (Dec. 3-9)** Continue Segment 5
 Dec. 4 (Tues.) Project 5 (P5) [Cataloging Policy] due 11:55 p.m.
 Dec. 5 Pack and return books to LS office, *Attn: Rebecca Lewis*
 Dec. 6 *Last official class day*
 Complete the IDEA course evaluation [online]
- Dec. 15 (5 p.m.)** Books due **in LS office in GOOD condition**
 Commencement (*Tentative*)
- Dec. 17** Grades due by 9 a.m.

** If necessary, dates may be adjusted. Any changes will be posted in the announcement area and any other pertinent places. Each student is 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.*

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.