Course Objectives:

1. To provide an introduction to the conceptual foundation of bibliographic control, which is the organization of library materials, to facilitate discovery, management, identification, and access
2. To enable students to gain insights into the fundamental processes involved in creation, maintenance, and evaluation of bibliographic records and databases using the new cataloging standard, RDA: Resource Description and Access
3. To understand the role of authority work in bibliographic databases

Course Requirements:

The course is organized around three types of interaction: lectures, demonstrations, and cataloging practice and exercises. Weekly lesson cover theory and practice. Description cataloging based on the new cataloging standard RDA: Resource Description and Access is introduced in this course. Using RDA and other cataloging standards, students analyze and create cataloging and classification for monographic resources Successful completing of the course requires completion of 6 assignments, 1 course project, and participation in exercises and cataloging practice. Students are expected to prepare for class work by completing required readings.

Major Course Resources:

Class will focus on use of the following databases for cataloging and classification. Access is by class subscription:

- RDA: Resource Description & Access (RDA), the new cataloging standard, accessible via the online product RDA Toolkit
- OCLC Connexion, an online integrated cataloging service
- OCLC WebDewey

Class Resources:

Cataloger’s Desktop, Library of Congress


RDA Toolkit, access via class subscription, includes the content of Resource Description & Access: RDA instructions


Assignment Schedule and Grading: 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</td>
<td>10%</td>
<td>Feb. 7</td>
</tr>
<tr>
<td># 2: Descriptive cataloging</td>
<td>10%</td>
<td>Feb. 21</td>
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<tr>
<td># 3: OCLC</td>
<td>10%</td>
<td>Feb. 28</td>
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<tr>
<td>#4: Descriptive cataloging</td>
<td>10%</td>
<td>March 7</td>
</tr>
<tr>
<td>#5: Descriptive cataloging (with authorized access points)</td>
<td>15%</td>
<td>March 28</td>
</tr>
<tr>
<td>#6: DDC Assignment</td>
<td>10%</td>
<td>April 18</td>
</tr>
<tr>
<td>Course Participation</td>
<td>5%</td>
<td>Introduction and Conclusion Discussion Forums are required</td>
</tr>
<tr>
<td>Final Course Project</td>
<td>30%</td>
<td>Thursday, April 25</td>
</tr>
</tbody>
</table>
Submit all assignments as instructed by 11:59 p.m. on the due date.

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. Answers for all assignments will be posted, except for Assignment 3.

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

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

**Late assignments:** Any assignment that is not submitted on the due date will be considered to be late and the earned grade will be automatically reduced by one full letter grade (e.g., from A to B).

**Indiana University, ILS Definitions of Letter Grades**

**Academic Dishonesty:**

IU and ILS 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! Students are encouraged to discuss interpretation of cataloging rules; this is not considered dishonesty. 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**

Readings are from databases, websites, or e-books. Otherwise, they are posted in the Readings folder under Resources.

**Week 1: Jan. 13-17**

**Topics**
- Course organization and overview
- Catalog form, function and use
- Development of cataloging codes
- Introduction to bibliographic description

**Readings:**
• Introduction to RDA: Section 0 (in RDA Toolkit)

Week 2: Jan. 20-24

Topics
Functional Requirements for Bibliographic Records (FRBR)
RDA basic instructions, core elements and optional instructions
Introduction to Cataloger’s Desktop
Introduction to the RDA Toolkit

Readings:
• FRBR Final Report, section 1.1-1.3 and 3.1-3.3
• Understanding FRBR: what it is and how it will affect our retrieval tools, edited by Arlene G. Taylor (on reserve). Chapter 1 is an introduction to FRBR.
• Introducing RDA, by Chris Oliver. Chapter 1, 3-4.
• Look at: Joint Steering Committee for Development of RDA home page and read the overview, http://www.rda-jsc.org/
• Look at RDA: Element Set, FRBR Entities, on the RDA Toolkit Tools tab: Entities for Work, Expression and Manifestation only.

Week 3: Jan. 27-Jan. 31

Topics
International Standard Bibliographic Description (ISBD)
Preferred source of information
Using RDA for Bibliographic Description of manifestations for core elements: Title, Statement of responsibility

Readings:
• RDA. Section 1: Recording attributes of manifestation & item (general section). Pay close attention to rule 1.7 on transcription.
• RDA. Section 2: Identifying manifestations and items. Specially read RDA 2.2 (Source of information); RDA 2.3 (Title): RDA 2.4 (Statement of responsibility)
• Look at ISBD Presentation: Appendix D.1 in RDA

Week 4: Feb. 3-Feb. 7

Topics
Descriptive cataloging: review
Using RDA for Bibliographic Description of manifestations for core elements: Edition Statement
MARC 21 format introduction
Readings:
- RDA 2.5 (Edition statement)
- Look at RDA Mappings via the RDA Toolkit Tool tab: RDA to MARC Bibliographic Mapping, and MARC Bibliographic to RDA Mapping

Week 5: Feb. 10-Feb. 14

*Topics*
- OCLC Connexion introduction and search practice
- MARC 21 format review
- Introduction to publishing, issuing and releasing functions
- *OCLC Bibliographic Formats and Standards* and MARC 21 Bibliographic practice

Week 6: Feb. 17-Feb. 21

*Topics*
- Review of Bibliographic description of manifestations: Publication, distribution, manufacturing and dates
- Monographic series titles
- Descriptive cataloging practice

Readings:
- RDA 2.8 (Publication statement); RDA 2.9 (Distribution statement); RDA 2.10 (Manufacturer statement); RDA 2.11 (Copyright date)
- Look at: MARC 21 Bibliographic, field 264 (full documentation)
- RDA 2.12 (Series statement)

Week 7: Feb. 24-Feb. 28

*Topics*
- Using RDA for Bibliographic description of manifestations: Physical description
- Using RDA for Bibliographic description of manifestations: standard numbers (identifiers) and notes
- Descriptive cataloging practice

Readings:
- RDA 3.1 (General guidelines on describing carriers); RDA 3.2 (Media Type); RDA 3.3 (Carrier Type); RDA 3.4 (Extent); RDA 3.5 (Dimensions); RDA 6.9 (Content Type)
- MARC 21 Bibliographic, fields 336-338 (full documentation)
- RDA 2.15 (Identifier for the manifestation)
- RDA 2.20 (Note on manifestation and item)

Week 8: March 3-March 7

*Topics*
Introduction to authority control
Descriptive cataloging practice

Readings:
- Understanding FRBR: what it is and how it will affect our retrieval tools, edited by Arlene G. Taylor (on reserve). Chapter 2 is an Introduction to FRAD.
- RDA 8.0-8.5 (General guidelines on recording attributes of person, families, and corporate bodies)
- RDA 9.0-9.6 (Identifying persons)
- Optional: Chan, Chap. 6 (Authority control)
- Optional: Taylor, Chap. 7 (pp. 219-234; Form of names); Chap. 8 (Authority control)

Week 9: March 10-March 14
Topics
Introduction to Authorized Access Points in bibliographic records
Form of personal names used in authorized access points
Form of corporate names used in authorized access points
MARC authority record format
OCLC Connexion Authority File—introduction and practice
Library of Congress National Authority File—introduction and practice
Program of Cooperative Cataloging (PCC)

Readings:
- RDA Chapter 24. General Guidelines on recording relationships between works, expressions, manifestations, and items
- RDA 18 (General guidelines on recording relationships to persons, families and corporate bodies associated with a Resource
- RDA19 (Persons, families, and corporate bodies associated with a work)
- RDA 21 (Persons, families and corporate bodies associated with a manifestation)

Week 10: Spring Break

Week 11: March 24-March 28
Topics
Syndetic structure (cross-references) in name authority record
MARC authority record format reviewed
Review of complete descriptive cataloging with authorized access points
Authority work practice

Readings:
- RDA Chapter 9 (Identifying persons)
- RDA 11 (Identifying corporate bodies)
• Look at: MARC 21 Format for Authority Data, especially 100, 110, 400, 500, 410 and 510 fields.
  o 4XX: See From Tracing Fields
  o 5XX: See Also From Tracing Fields

Week 12: March 31-April 4
Topics
Introduction to classification and subject analysis
Dewey Decimal Classification (DDC) introduction
DDC Tables—practise using DDC and tables
Web Dewey (DDC ed. 23)

Readings:
• Web Dewey: Introduction
• DDC 23rd edition Introduction

Week 13: April 7-April 11
Topics
Dewey Decimal Classification (DDC) review
Web Dewey practice
Cutter numbers and creation of complete call numbers
LC Cutter table

Readings:
• Look at: Dewey blog, http://ddc.typepad.com/

Week 14: April 14-April 18
Topics
Recording primary relationships
Relationship designators

Readings:
• RDA Chapter 17, General Guidelines on recording primary relationship
• RDA: Appendix I and J

Week 15: April 21-April 26
Topics
Future of bibliographic control and cataloging
Future of authority control and networking names
Library of Congress Bibliographic Framework Transition Initiative

Readings:
• Look at OCLC Research, Metadata Management website.
• Look at Cataloging futures blog http://www.catalogingfutures.com/catalogingfutures/

Final Course Project Due: Thursday, April 25 by 11:59 p.m.