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. Descriptive 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 weekly exercises online. 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.

- *Cataloger’s Desktop*, by Library of Congress
- OCLC Connexion, an online integrated cataloging service
- *WebDewey*
**Class Resources:** Some readings are available in Canvas.


- 2013 revision, e-book available via IUCAT
- Print copies on reserve, B-Wells, call no.: Z694.15.R47 R47 2013 and 2014.
- Online access via *RDA Toolkit* is limited.


**Assignment Schedule and Grading:** Assignments are available in Canvas.

<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. 6</td>
</tr>
<tr>
<td># 2: Descriptive cataloging</td>
<td>10%</td>
<td>Feb. 20</td>
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<tr>
<td># 3: OCLC</td>
<td>10%</td>
<td>Feb. 27</td>
</tr>
<tr>
<td>#4: Descriptive cataloging</td>
<td>10%</td>
<td>March 6</td>
</tr>
<tr>
<td>#5: Descriptive cataloging (with authorized access points)</td>
<td>15%</td>
<td>March 27</td>
</tr>
<tr>
<td>#6: DDC Assignment</td>
<td>10%</td>
<td>April 17</td>
</tr>
<tr>
<td>Course Participation</td>
<td>10%</td>
<td>Introduction and other required Discussions</td>
</tr>
<tr>
<td><strong>Final Course Project</strong></td>
<td><strong>25%</strong></td>
<td><strong>Thursday, April 30, 11:59 pm</strong></td>
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</tbody>
</table>
Submit all assignments as instructed by 11:59 p.m. on the due date. Answers for all assignments will be posted, except for Assignment 3.

If you know beforehand that you will have to miss a weekly class, please turn in your assignment before the scheduled due date/time. 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.

- **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/)

**Course Modules:**

Each Module includes:
1. Topics
2. Readings
3. Lectures and Webinars
4. Exercises, Handouts, Tutorials
5. Assignments

Moving through the course material in this order is highly recommended. Answers to course exercises are posted. Readings are from databases, websites, or e-books, and some are available in Canvas.

**Week 1: Introduction, Cataloging, and Cataloging Codes, Jan. 12-16**

- Course organization and overview
- Catalog form, function and use
- Development of cataloging codes
- Introduction to bibliographic description
Week 2: FRBR and Resource Description and Access, Jan. 19-23
Functional Requirements for Bibliographic Records (FRBR)
RDA basic instructions, core elements and optional instructions
Introduction to *Cataloger’s Desktop*
Introduction to the *RDA Toolkit*

Week 3: Bibliographic Description of Titles, Jan. 26-30
International Standard Bibliographic Description (ISBD)
Preferred source of information
Using RDA for Bibliographic Description of manifestations for core elements: Title,
Statement of responsibility

Week 4: MARC and OCLC Connexion, Feb. 2-Feb. 6
Descriptive cataloging: review
Using RDA for Bibliographic Description of manifestations for core elements: Edition
Statement
MARC 21 format introduction

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: Publishing and Monographic Series, Feb. 16-Feb. 20
Review of Bibliographic description of manifestations: Publication, distribution,
manufacturing and dates
Monographic series titles
Descriptive cataloging practice

Week 7: RDA Physical Description, Feb. 23-Feb. 27
Using RDA for Bibliographic description of manifestations: Physical description
Using RDA for Bibliographic description of manifestations: standard numbers
(identifiers) and notes
Descriptive cataloging practice

Week 8: Authorities, March 2-March 6
Introduction to authority control
Descriptive cataloging practice

Week 9: Access Points, March 9-March 13
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)

Week 10: Spring Break

Week 11: Name Authority Records, March 23-March 27
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

Week 12: Classification and Introduction to DDC, March 30-April 3
Introduction to classification and subject analysis
Dewey Decimal Classification (DDC) introduction
DDC Tables—practice using DDC and tables
Web Dewey (DDC ed. 23)

Week 13: DDC, April 6-April 10
Dewey Decimal Classification (DDC) review
Web Dewey practice
Cutter numbers and creation of complete call numbers
LC Cutter table

Week 14: Cataloging Relationships, April 13-April 17
Recording primary relationships
Relationship designators

Week 15: Future of Cataloging, April 20-April 24
Future of bibliographic control and cataloging
Future of authority control and networking names
Library of Congress Bibliographic Framework Transition Initiative