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 lessons 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 completion of the course requires 6 assignments, 2 quizzes, 1 course project, and class participation in weekly class exercises. 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.
Bibliographic Formats and Standards. Dublin, Ohio: OCLC.


- Print copies on reserve, B-Wells, call no.: Z694.15.R47 R47 2014 and 2015/REV.
- Online access via RDA Toolkit is limited.
- 2013 revision, e-book available via IUCAT

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>Quiz 1: Transcribing title</td>
<td>2.5%</td>
<td>Feb. 5</td>
</tr>
<tr>
<td># 1: Descriptive cataloging</td>
<td>10%</td>
<td>Feb. 8</td>
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<tr>
<td>Quiz 2: Transcribing pub.</td>
<td>2.5%</td>
<td>Feb. 26</td>
</tr>
<tr>
<td># 2: Descriptive cataloging</td>
<td>10%</td>
<td>Feb. 29</td>
</tr>
<tr>
<td># 3: OCLC</td>
<td>10%</td>
<td>March 7</td>
</tr>
<tr>
<td>#4: Descriptive cataloging</td>
<td>10%</td>
<td>March 29</td>
</tr>
<tr>
<td>#5: Descriptive cataloging (with authorized access points)</td>
<td>15%</td>
<td>April 4</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 class exercises</td>
</tr>
<tr>
<td>Final Course Project</td>
<td>25%</td>
<td>Monday, May 2nd, 5 pm</td>
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Submit all assignments in Canvas as instructed by the due date. Most assignments will be due right before class. Bring a copy of your assignment to class. Assignment answers will be reviewed in class. In addition, answers for all assignments will be posted, except for Assignment 3. Quizzes will be available online. Exercises are an important part of class. They are not graded, but answers are posted.

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).

Course Modules:

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

Complete readings before each class. Readings are from databases, websites, or e-books, and some are available in Canvas.

Week 1: Introduction, Cataloging, and Cataloging Codes, Jan. 11-15
Course organization and overview
Catalog form, function and use
Development of cataloging codes
Introduction to bibliographic description

Week 2: No class, MLK Day Jan. 18

Week 3: FRBR and Resource Description and Access, Jan. 25-29
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 4: Bibliographic Description of Titles, Feb. 1-Feb. 5
International Standard Bibliographic Description (ISBD)
Preferred source of information
Using RDA for Bibliographic Description of manifestations for core elements: Title, Statement of responsibility

Descriptive cataloging: review
Using RDA for Bibliographic Description of manifestations for core elements: Edition Statement
MARC 21 format introduction

**Week 6: OCLC Connexion & RDA Publishing, Feb. 15-Feb. 19**
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 7: Publishing and Monographic Series, Feb. 22-Feb. 26**
Review of Bibliographic description of manifestations: Publication, distribution, manufacturing and dates
Monographic series titles
Descriptive cataloging practice

**Week 8: RDA Physical Description, Feb. 29-March 4**
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 9: Authorities, March 7-March 11**
Introduction to authority control
Descriptive cataloging practice

**Week 10: Spring Break (March 14-March 18)**

**Week 11: Access Points, March 21-March 25**
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 12: Name Authority Records, March 28-April 1**
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 13: Classification and Introduction to DDC, April 4-April 8**
Introduction to classification and subject analysis
Dewey Decimal Classification (DDC) introduction
DDC Tables—practice using DDC and tables
Web Dewey (DDC ed. 23)

**Week 14: DDC, April 11-April 15**
Dewey Decimal Classification (DDC) review
Web Dewey practice
Cutter numbers and creation of complete call numbers
LC Cutter table

**Week 15: Cataloging Relationships, April 18-April 22**
Recording primary relationships
Relationship designators

**Week 16: Future of Cataloging, April 25-April 29**
Future of bibliographic control and cataloging
Future of authority control and networking names
Library of Congress Bibliographic Framework Transition Initiative

Finals Week: Course Project due Monday, May 2, 2016, 5 pm.