Indiana University, Bloomington, Department of Information and Library and Science (ILS)

Z504: Cataloging
Spring 2017

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Class Meets ILS Room 001/002
Mondays 12-2:45pm

COURSE SYLLABUS subject to modification
Last rev.: January 4, 2017

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 modules 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 (lab work). 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 Toolkit
- Library of Congress. ClassificationWeb
- 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 to IUCAT online version and class subscription.

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. 10</td>
</tr>
<tr>
<td># 1: Descriptive cataloging title</td>
<td>10%</td>
<td>Feb. 13</td>
</tr>
<tr>
<td>Quiz 2: Transcribing publishing statement</td>
<td>2.5%</td>
<td>Feb. 24</td>
</tr>
<tr>
<td># 2: Descriptive cataloging publishing</td>
<td>10%</td>
<td>Feb. 27</td>
</tr>
<tr>
<td># 3: OCLC</td>
<td>10%</td>
<td>March 6</td>
</tr>
<tr>
<td>#4: Descriptive cataloging whole record</td>
<td>10%</td>
<td>March 27</td>
</tr>
<tr>
<td>#5: Descriptive cataloging with authorized access points</td>
<td>15%</td>
<td>April 3</td>
</tr>
<tr>
<td>#6: DDC Assignment</td>
<td>10%</td>
<td>April 17</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>Friday, April 28, 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. Also, bring a printout of your assignment to class to hand in to the instructors. Assignment answers will be reviewed in class. In addition, answers for all assignments will be posted on Canvas, 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 with no penalty.

• **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 and grades will be reduced.

• **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

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

**Week 1: Introduction, Cataloging, and Cataloging Codes, Jan. 9-13**
- Course organization and overview
- Catalog form, function and use
- Development of cataloging codes
- Introduction to bibliographic description

**Week 2: No class, MLK Day Jan. 16**

**Week 3: FRBR and Resource Description and Access, Jan. 23-27**
- 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, Jan. 30-Feb. 3**
- International Standard Bibliographic Description (ISBD)
- Preferred source of information
- Using RDA for Bibliographic Description of manifestations for core elements: Title, Statement of responsibility

**Week 5: MARC and Edition Statement, Feb. 6-Feb. 10**
- 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 7: Publishing and Monographic Series, Feb. 20-Feb. 24
Review of Bibliographic description of manifestations: Publication, distribution,
manufacturing and dates
Monographic series titles
Descriptive cataloging practice

Week 8: RDA Physical Description, Feb. 27-March 3
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 6-March 10
Introduction to authority control
Descriptive cataloging practice

Week 10: Spring Break (March 13-March 17)

Week 11: Access Points, March 20-March 24
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 27-March 31
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 3-April 7
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 10-April 14**
- Dewey Decimal Classification (DDC) review
- Web Dewey practice
- Cutter numbers and creation of complete call numbers
- LC Cutter table

**Week 15: Cataloging Relationships, April 17-April 21**
- Recording primary relationships
- Relationship designators

**Week 16: Future of Cataloging, April 24-April 28**
- 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 Friday, April 28, 2017, 5 pm.