

School of Library and Information Studies

LS 506 Cataloging

University of Alabama
Tuscaloosa, AL
Th 6-8:45 CDT

Buzz Haughton
Fall Semester 2009

CATALOGING

Catalog Description:

Introduces students to the theory and practice of modern cataloging by studying how metadata relate to cataloging; the theoretical and practical aspects of descriptive cataloging using the Anglo-American Cataloguing Rules Revision 2 and subject cataloging using Library of Congress Subject Headings and MeSH (Medical Subject Headings); classification of library materials using DDC, LC and NLM classification schemes; the basics of authority work, including NACO and SACO.

Credit:

3 hours

Objectives:

Upon successful completion of the course, the student will be able to

- Do complete and accurate descriptive cataloging of several formats, including books, periodicals, audiovisual materials (videocassettes and DVDs), computer formats (DVDs, computer files and World Wide Web pages) and sound recordings;
- Apply one or more controlled vocabularies in assigning subject access to these formats;
- Make use of existing name authorities to assign personal, corporate and subject access point to these formats;
- Have a rudimentary familiarity with the past, present and future of cataloging practice.

Texts:

Arlene G. Taylor, *Wynar's Introduction to cataloging and classification*, 9th or 10th edition, Greenwood Village, CO: Libraries Unlimited, 2000 (9th ed.) or 2007 (10th ed.)

Lois Mai Chan, *Cataloging and classification: an introduction*, 3rd ed. Lanham, MD: Scarecrow Press, 2007.

Additional reading will be required, though most of it will be chosen by the students.

Methods of Presentation:

Weekly online lectures, followed by regular assignments.

Assignments:

Students will be expected to complete all assignments and to participate in class discussion and group activities. Assignments consist of reading, completion of several essay questions at the end of each chapter of the course syllabus, and completion of a cataloging assignment for the final examination. Late assignments will not be accepted and points will be forfeited unless prior arrangements are made with the instructor.

Evaluation:

Students may earn up to 100 points in the course. They will be graded as follows:

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|---------------------|-----------|-----------------|
| • Participation | 30 points | 30 points total |
| • Chapter questions | 20 points | 30 points total |
| • Final exam | 50 points | 40 points total |

Class participation is expected, and students will be monitored for their attendance and contribution to class discussions. Grading for this section of the course will be on a pass/fail basis. Chapter questions will be graded (A-B-C-D-F) and returned to the student. All chapter questions will be due one week following the conclusion of the class segment corresponding to the class assignment, and late submission will entail a lower grade. If cataloging assignments using OCLC Connexion are part of the chapter assignment, students will be expected to email the instructor and to inform him of the numbers of the class assignments in the Connexion save file.

The final exam will consist of the selection of ten items for which the student will be expected to do complete descriptive cataloging, assignment of appropriate classification using at least two of three available classification schemes, and assignment of appropriate controlled vocabulary terms using at least one of several controlled vocabularies students will be exposed to during the course. Students will be allowed to choose from a wide range of possible cataloging targets (i.e. not all formats will be necessary to attempt cataloging on, though a majority of formats will be). Both MARC 21 and Dublin Core cataloging formats will be permissible, but every student will be expected to catalog several objects using MARC 21.

Students will have the opportunity to evaluate the course and the teaching of it. Participation in the evaluation of the course is encouraged.

Attendance:

Students are expected to attend class sessions and to participate fully. We learn from one another and we contribute to one another's learning. If we are not present we neither learn nor contribute.

If you are logged into the class and do not respond when called upon, participation points will be lost just as if you are absent from the class.

Technical Difficulties with Online Access:

Please have a **working** microphone and headset. There will be occasions when we will need to hear you rather than read your chat. Please see that you are equipped to take the class from the first class meeting. Repeated "technical difficulties" must be addressed and resolved so that you can participate fully in the class. Assistance is available through SLIS.

OCLC: An essential tool to learning in this cataloging course is the practice OCLC account offered us by the School of Library and Information Studies. In this account you will be able to save practice cataloging, enabling the instructor to review and comment on your work.

This account is paid for by SLIS and is to be used solely for practice cataloging and searching of the OCLC database. Please do not use it for your personal work (i.e. outside of the class), since OCLC closely monitors accounts of this nature for unusual levels of activity.