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GLIS 607 Organization of Information Syllabus

Contact

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Course Description (from catalogue)

Introduction to the theory, principles, standards, and methods of information organization. Students learn to provide intellectual and physical access to information. Topics include principles of information representation, tools for information access, metadata, controlled vocabulary.

Course Goal

- Introduce the theory, principles, standards, and methods for information organization.
- Discuss approaches for understanding users and organizing information to meet their information needs.
- Examine the relationship between information organization and retrieval and access to information.
- Demonstrate how technologies can be used to support information organization and facilitate access to information.
- Promote critical thinking and problem solving abilities for addressing challenges of organizing information in the digital age.

Outcomes

Students will be able to:

- Explain principles of information organization, standards, methods and important concepts related to information organization, including cataloging, authority control, controlled vocabularies, indexing and abstracting, and classification.
- Effectively interpret metadata records.
- Apply appropriately the vocabulary commonly associated with information organization, metadata, and cataloging.
- Use a number of standard organizing tools.
- Demonstrate critical thinking and problem solving abilities in relation to information organization.
- Analyze the needs and plan the best solution to organize information in given situations.

Methods

- To achieve a satisfactory understanding of the course material and to fulfil requirements of the exams, students are expected to attend the lectures, read and comment on the readings, participate in discussions and in-class exercises, and explore examples and tutorials.

General Information

- McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/students/srr/honest/ for more information).
- L'université McGill attache une haute importance à l'honnêteté académique. Il incombe par conséquent à tous les étudiants de comprendre ce que l'on entend par tricherie, plagiat et autres infractions académiques, ainsi que les conséquences que peuvent avoir de telles actions, selon le Code de conduite de l'étudiant et des procédures disciplinaires (pour de plus amples renseignements, veuillez consulter le site www.mcgill.ca/students/srr/honest/).
- In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded.
- Instructor generated course materials (e.g., handouts, notes, summaries, exam questions, etc.) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures.
- If you have a disability please contact the instructor to arrange a time to discuss your situation. It would be helpful if you contact the Office for Students with Disabilities at 514-398-6009 before you do this.
- Guidelines for the use of mobile computing and communications (MC2) devices in classes at McGill have been approved by the APC. Consult the guidelines for a range of sample wording that may be used or adapted by instructors on their course outlines.
- End-of-course evaluations are one of the ways that McGill works towards maintaining and improving the quality of courses and the student's learning experience. You will be notified by e-mail when the evaluations are available on Mercury, the online course evaluation system. Please note that a minimum number of responses must be received for results to be available to students.
- McGill has policies on sustainability, paper use and other initiatives to promote a culture of sustainability at McGill.
- In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.
- Additional policies governing academic issues which affect students can be found in the McGill Charter of Students' Rights" (The Handbook on Student Rights and Responsibilities is available at <http://www.mcgill.ca/secretariat/sites/mcgill.ca.secretariat/files/student-handbook-2010-english.pdf>).

Attendance

- Attendance to the lectures is mandatory and will be monitored.
- As a matter of courtesy, you must ensure to arrive before class starts (before 08h35).
- Please turn off all electronic devices during the class period.

Absence

- Absence to quizzes and final exam needs to be supported by a medical certificate.

Email Policy and Procedures

- All emails to the instructor must be sent at: elaine.menard@mcgill.ca.
- To avoid lost emails, please include GLIS 607 and your full name (FIRST NAME and SURNAME) in the object box of any message sent to this address.
- All emails will be answered as quickly as possible.
- Emails posted in the evening will not be answered the same evening.
- Emails posted on Friday night will be answered no earlier than the following Monday.
- Email posted on a holiday will be answered no earlier than the first working day following the holiday.
- Students will be responsible for checking their email account regularly.
- Students should use their McGill University address at all time. Emails sent with other addresses will not be answered.

Evaluation

Quiz 1	30%
Quiz 2	30%
Final exam	40%
Total	100%

Course Schedule¹

Week	Topics	Mandatory Readings <i>Additional Readings</i>	Evaluation
#1	Introduction to organization of information History of organization of information	Rowley & Hartley: chap. 1 Taylor & Joudrey: chap. 1 <i>Svenonius (pp. 1-30)</i>	
#2	Tools and systems for organizing and retrieving formation	Rowley & Hartley: chap. 4 and 11 Taylor & Joudrey: chap. 2, 3, and 6 <i>Mann (pp. 3-56)</i>	
#3	Metadata principles Encoding standards	Rowley & Hartley: chap. 2 Taylor & Joudrey: chap. 4 and 5 <i>Howarth</i>	
#4	Quiz 1 Principles of descriptive cataloguing Overview of the cataloguing process	Rowley & Hartley: chap. 3 Taylor & Joudrey: chap. 7 <i>Chan (2007): chap. 2 and 3</i>	Quiz 1
#5	Access & access points Authority control	Rowley & Hartley: chap. 8 Taylor & Joudrey: chap. 8 <i>Chan (2007): chap. 4 and 5</i>	
#6	Notion of a work FRBR model and RDA Subject analysis	Oliver (pp.1-36 and 91-103) <i>Tillett</i> <i>Smiraglia: chap. 1</i>	
#7	Controlled vocabularies	Rowley & Hartley: chap. 5 (pp. 125-143) Taylor & Joudrey: chap 9 <i>Ganendran: chap. 1 and 2</i>	
#8	Quiz 2 Introduction to indexing	Rowley & Hartley: chap. 5 (pp. 143-170) Rowley & Hartley: chap. 7 (pp. 193-206) Taylor & Joudrey: chap 10 (pp. 333-357) <i>Ganendran: chap. 3 and 8</i>	Quiz 2
#9	Categorisation and classification Overview of the classification process	Rowley & Hartley: chap. 6 Taylor & Joudrey: chap 11 <i>Mortimer ; Dittman & Hardy</i>	
#10	Classification schemes	Rowley & Hartley: chap. 7 (pp. 206-222)	
#11	Taxonomies & Ontologies Social tagging & Folksonomies	Rowley & Hartley: chap. 7 (pp. 222-235) Taylor & Joudrey: chap. 10 (pp. 357-371) <i>Jørgensen: chap 3</i>	
#12	Trends and issues in organization of information Revision	Rowley & Hartley: chap. 9, 11, 12 <i>Maness; Park et al.; Cerbo II; Tennant</i>	
#13	Exam [3 hours]		Final exam

¹ Please note that a more detailed plan will be distributed at the beginning of each class.