

GLIS 608 Classification and Cataloguing Syllabus

Class

Dates: January 11 to April 5, 2017
Day/Time: Wednesdays, 5:35 PM to 8:25 PM (Lab sessions: 7:15 PM to 8:25 PM)
Location: St.Biol S4/106 (lectures) and 341 (labs), Education Building, 3700 McTavish

Instructor: Lidia Kruk, lidia.kruk@mcgill.ca
Office hours: By appointment on Wednesdays, 3:30 PM to 5:00 PM. Please email me prior to Wednesday class. Please use your McGill email address when contacting the instructor.
Office: Room 207, School of Information Studies, 3661 Peel

Course Description

Cataloguing in depth with a view to such specialties as original cataloguing, catalogue maintenance, and administration of the cataloguing department. Investigation of alternative methods of library documentation. The study of developments in international cataloguing standards, codes, and formats. Includes laboratory sessions. (Prerequisite: GLIS 607)

Learning Outcomes

- Demonstrate advanced cataloguing knowledge and skills through extensive practice in both print and non-print media.
- Describe and apply the basic concepts of subject headings.
- Understand the activities of classification within a broader perspective of human intellectual activity.
- Analyze issues of classification and cataloguing, and communicate that analysis effectively with others, including users, colleagues, employers, and members of the community.

Course Content

- Functional Requirements for Bibliographic Records (FRBR)
- RDA: Resource Description and Access
- Description of print and electronic monographs
- Subject Headings: theory, practice, and current development
- Classification: theory, practice, and current development

Instructional Methods

- This course consists of lectures, class discussions, presentations, and laboratory exercises.

Course Materials

- There is no required textbook for this course; however, students are expected to consult at least the following resources to complete exercises and assignments:
 - RDA Toolkit (<http://access.rdatoolkit.org/>)
 - MARC 21 Format for Bibliographic Data (<http://www.loc.gov/marc/bibliographic/>)
 - Classification Web (<http://classificationweb.net/Auto/>)

- Information for accessing the RDA Toolkit and Classification Web from off-campus will be available on myCourses.
- Suggested readings are included in the course schedule.

Evaluation

Lab exercises		10%	(individual)
Assignment 1:	Cataloguing Trends	20%	(group)
Assignment 2, Paper 1:	Cataloguing in RDA	35%	(individual)
Assignment 2, Paper 2:	Subject Headings & Classification	10%	(individual)
Assignment 3:	Classification Scheme	25%	(group)
Total		100%	

Lab Exercises

- Lab exercises allow students to individually practice the concepts discussed in class.
- Exercises will be available just prior to the start of the first lab session and are due on scheduled dates. **Absolutely no extensions or late submissions will be accepted.**
- Completed lab exercises must be submitted using the Assignments tool in myCourses. Use the naming convention provided (Lab1LK.docx). *PLEASE* add your initials to the end of the file name.
- Exercises will be graded as Pass/Fail based on completeness and accuracy. No feedback or comments will be provided.
- Answers to lab exercises will be available on myCourses and students should compare their answers with those provided.

Assignments

- **No extension, delay or late assignments will be accepted.** The only acceptable circumstances for an extension or a delay are personal illness or illness in the immediate family (physician's note required).
- Unless a prior arrangement has been made with the instructor, late assignments will not be graded.
- All assignments are due at the beginning of class (at 5:35 PM) on the indicated date.
- For each assignment, please submit exact copies in electronic AND print formats.
 - For electronic copies, submit a Microsoft Word document using the Assignments tool in myCourses with the file name GLIS 608 – Assignment [#]. *Optionally*, a PDF file may be submitted in addition to the Microsoft Word document.
 - Print copies should be single spaced, double sided, and stapled.
- The receipt date will be the electronic or print copy (whichever is received first).
- Graded assignments with comments will be returned electronically in myCourses. The paper copy will not be returned.

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).
- 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.
- 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.

- Mobile computing and communications devices are permitted in class insofar as their use does not disrupt the teaching and learning process. No audio or video recording of any kind is allowed in class without the explicit permission of the instructor.
- 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 (<http://www.mcgill.ca/secretariat/files/secretariat/charter-of-students-rights.pdf>).

Tentative Course Schedule

Date	Week	Topic	Suggested Readings	Assignment 1: Cataloguing Trend (20%)	Important Dates / Evaluation
2017-01-11	1	<ul style="list-style-type: none"> General Introduction Cataloguing History, AACR2, RDA, FRBR Lab 1 	<ul style="list-style-type: none"> FRBR: Final Report Joudrey: pp. 3-101 Maxwell: ch. 1 Mering: ch. 1 		Sing up for cataloguing trend
2017-01-18	2	<ul style="list-style-type: none"> RDA: Identifying Manifestations & Items (Part 1) Lab 2 	<ul style="list-style-type: none"> Joudrey: pp. 129-223 Maxwell: pp. 25-110 Mering: pp. 39-61 		<ul style="list-style-type: none"> Lab 1
2017-01-25	3	<ul style="list-style-type: none"> RDA: Identifying Manifestations & Items (Part 2) Lab 3 	<ul style="list-style-type: none"> Joudrey: pp. 226-273 Maxwell: pp. 112-188 	<ul style="list-style-type: none"> Replacing individual library's catalogue with a consortium/union catalogue 	<ul style="list-style-type: none"> Assignment 2: Submit photocopies for approval Lab 2
2017-02-01	4	<ul style="list-style-type: none"> RDA: Identifying Works Lab 4 	<ul style="list-style-type: none"> Joudrey: pp. 277-300, 303-312 Maxwell: ch. 7 Mering: pp.105-108 	<ul style="list-style-type: none"> Cataloguing locally digitized items 	<ul style="list-style-type: none"> Lab 3
2017-02-08	5	<ul style="list-style-type: none"> RDA: Identifying Expressions; Describing Content Lab 5 	<ul style="list-style-type: none"> Joudrey: pp. 300-303, 313-329 Maxwell: ch. 8 Mering: pp. 109-110 	<ul style="list-style-type: none"> Batch editing of vendor supplied MARC records for e-books 	<ul style="list-style-type: none"> Lab 4
2017-02-15	6	<ul style="list-style-type: none"> RDA: Authorities Lab 6 	<ul style="list-style-type: none"> Joudrey: ch. 10 Maxwell: ch. 3 Mering: pp. 97-105, 111-132 	<ul style="list-style-type: none"> Automated authority control 	<ul style="list-style-type: none"> Lab 5
2017-02-22	7	<ul style="list-style-type: none"> RDA: Relationships; Hybrid Records Lab 7 	<ul style="list-style-type: none"> Joudrey: ch. 8 Maxwell: ch. 9 	<ul style="list-style-type: none"> RDA enrichment 	<ul style="list-style-type: none"> Lab 6
2017-03-01	Study Week				
2017-03-08	8	<ul style="list-style-type: none"> Subject Analysis: LCSH (Part 1) Lab 8 	<ul style="list-style-type: none"> Chan 2005: ch. 2, 6, 8 Joudrey: ch. 11-12 	<ul style="list-style-type: none"> Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) 	<ul style="list-style-type: none"> Assignment 2, Paper 1 due: Cataloguing in RDA (35%) Lab 7
2017-03-15	9	<ul style="list-style-type: none"> Subject Analysis: LCSH (Part 2) Lab 9 	<ul style="list-style-type: none"> Chan 2005: ch. 5 Joudrey: ch. 13 	<ul style="list-style-type: none"> FAST (Faceted Application of Subject Terminology) 	<ul style="list-style-type: none"> Assignment 3: Submit classification scheme topic for approval Lab 8
2017-03-22	10	<ul style="list-style-type: none"> LC Classification (Part 1) Lab 10 	<ul style="list-style-type: none"> Chan 1999: ch. 1-5 Joudrey: ch. 16, 18 	<ul style="list-style-type: none"> Outsourcing cataloguing / shelf-ready material 	<ul style="list-style-type: none"> Lab 9
2017-03-29	11	<ul style="list-style-type: none"> LC Classification (Part 2) Lab 11 	<ul style="list-style-type: none"> Chan 1999: ch. 6 Joudrey: ch. 19 	<ul style="list-style-type: none"> BIBFRAME 	<ul style="list-style-type: none"> Lab 10
2017-04-05	12	<ul style="list-style-type: none"> Classification Schemes Presentations 			<ul style="list-style-type: none"> Assignment 2, Paper 2 due: Subject Headings and Classification (10%) Lab 11 Assignment 3 due: Classification Scheme (25%)

Suggested Readings

- Chan, Lois Mai. *A Guide to the Library of Congress Classification*. 5th ed. Englewood, CO: Libraries Unlimited, 1999.
- Chan, Lois Mai. *Library of Congress Subject Headings: Principles and Application*. 4th ed. Westport, CT: Libraries Unlimited, 2005.
- IFLA Study Group on the Functional Requirements for Bibliographic Records. *Functional Requirements for Bibliographic Records: Final Report*. Munich: K.G. Saur, 1998.
<http://www.ifla.org/publications/functional-requirements-for-bibliographic-records>
- Joudrey, Daniel N., Arlene G. Taylor, and David P. Miller. *Introduction to cataloging and classification*. 11th ed. Santa Barbara, CA: Libraries Unlimited, 2015.
- Maxwell, Robert L. *Maxwell's Handbook for RDA: Resource Description & Access: Explaining and Illustrating RDA: Resource Description & Access Using MARC21*. Chicago: ALA Editions, 2013.
- Mering, Margaret, ed. *The RDA Workbook: Learning the Basics of Resource Description and Access*. Santa Barbara, CA: Libraries Unlimited, 2014.

Additional Readings

- Broughton, Vanda. *Essential Classification*. 2nd ed. London: Facet, 2015.
- Broughton, Vanda. *Essential Library of Congress Subject Headings*. New York: Neal-Schuman, 2012.
- Dittmann, Helena and Jane Hardy. *Learn Library of Congress Classification*. Lanham, MD: Scarecrow Press, 2000.
- Hart, Amy. *The RDA Primer: A Guide for the Occasional Cataloger*. Santa Barbara, CA: Linworth, 2010.
- ISBD Review Group. *ISBD: International Standard Bibliographic Description*. Consolidated ed. Berlin: Walter de Gruyter, 2011.
- *LC Classification Outline*. Washington, D.C., Library of Congress, Subject Cataloging Division, 1998- [Continuously updated]. <http://www.loc.gov/catdir/cpsol/lcco/>
- Library of Congress. *MARC Standards*. <http://www.loc.gov/marc/>.
- Library of Congress, Network Development and MARC Standards Office. *Understanding MARC Bibliographic: Machine-Readable Cataloging*. (<http://www.loc.gov/marc/umb/>).
- Library of Congress, Network Development and MARC Standards Office. *Understanding MARC Authority Records: Machine-Readable Cataloging*. (<http://www.loc.gov/marc/uma/>).
- Library of Congress, Policy and Standards Division. *Classification and Shelflisting Manual*. Washington, DC: Library of Congress, 2013. <http://www.loc.gov/aba/publications/FreeCSM/freecsm.html>
- Library of Congress, Policy and Standards Division. *Subject Headings Manual*. Washington, DC: Library of Congress, 2008-. <http://www.loc.gov/aba/publications/FreeSHM/freeshm.html>
- Maxwell, Robert L. *FRBR: A Guide for the Perplexed*. Chicago: American Library Association, 2008.
- Oliver, Chris. *Introducing RDA: A Guide to the Basics*. Chicago: American Library Association, 2010.
- Taylor, Arlene G. *Understanding FRBR: What It Is and How It Will Affect Our Retrieval Tools*. Westport, CT: Libraries Unlimited, 2007.
- Vickery, Brian Campbell. *Faceted Classification Schemes*. New Brunswick, NJ: Graduate School of Library Service, Rutgers, the State University, 1966.