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.rdataoolkit.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

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Lab exercises</td>
<td>10%</td>
<td>(individual)</td>
</tr>
<tr>
<td>Assignment 1: Cataloguing Trends</td>
<td>20%</td>
<td>(group)</td>
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<tr>
<td>Assignment 2, Paper 1: Cataloguing in RDA</td>
<td>35%</td>
<td>(individual)</td>
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<tr>
<td>Assignment 2, Paper 2: Subject Headings &amp; Classification</td>
<td>10%</td>
<td>(individual)</td>
</tr>
<tr>
<td>Assignment 3: Classification Scheme</td>
<td>25%</td>
<td>(group)</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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### 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/](http://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).
<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Topic</th>
<th>Suggested Readings</th>
<th>Assignment 1: Cataloguing Trend (20%)</th>
<th>Important Dates / Evaluation</th>
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<tbody>
<tr>
<td></td>
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<td>Lab 3</td>
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<td>Assignment 2: Submit photocopies for approval</td>
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<tr>
<td>2017-02-22</td>
<td>7</td>
<td>RDA: Relationships; Hybrid Records</td>
<td>Joudrey: ch. 8, Maxwell: ch. 9</td>
<td>Lab 5</td>
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<td>Lab 7</td>
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<td>Study Week</td>
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<td>2017-03-08</td>
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<td>Subject Analysis: LCSH (Part 1)</td>
<td>Chan 2005: ch. 2, 6, 8 Joudrey: ch. 11-12</td>
<td>Assignment 2, Paper 1 due: Cataloguing in RDA (35%)</td>
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<td>Lab 8</td>
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<td>Subject Analysis: LCSH (Part 2)</td>
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<td>FAST (Faceted Application of Subject Terminology)</td>
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<td>LC Classification (Part 1)</td>
<td>Chan 1999: ch. 1-5 Joudrey: ch. 16, 18</td>
<td>Outsourcing cataloguing / shelf-ready material</td>
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<td>Lab 10</td>
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<td>2017-03-29</td>
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<td>2017-04-05</td>
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<td>Classification Schemes Presentations</td>
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<td>Assignment 3 due: Classification Scheme (25%)</td>
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- Assignment 1: Cataloguing Trend (20%)
- Important Dates / Evaluation
  - Sing up for cataloguing trend
  - Assignment 2: Submit photocopies for approval
  - Lab 1
  - Lab 3
  - Lab 4
  - Lab 5
  - Lab 6
  - Lab 7
  - Lab 8
  - Lab 9
  - Lab 10
  - Assignment 2, Paper 1 due: Cataloguing in RDA (35%)
  - Lab 7
  - FAST (Faceted Application of Subject Terminology)
  - Outsourcing cataloguing / shelf-ready material
  - BIBFRAME
  - Assignment 2, Paper 2 due: Subject Headings and Classification (10%)
  - Lab 11
  - Assignment 3 due: Classification Scheme (25%)
Suggested Readings


Additional Readings

- Vickery, Brian Campbell. *Faceted Classification Schemes*. New Brunswick, NJ: Graduate School of Library Service, Rutgers, the State University, 1966.