

GLIS 608 (001) Classification and Cataloguing Syllabus (Web)

Class

Dates: January 12 to April 06, 2021
Day/Time: Tuesday, 5:30 PM to 8:30 PM
Location: Zoom sessions (lectures and labs see information below)

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Office hours: By appointment Lidia & Niusha: Tuesdays (Zoom)

Course Overview

This course covers the theory and practice of cataloging and classification with a view to such specialties as original cataloguing, catalogue maintenance, and administration of the cataloguing department. It introduces the tools, techniques and international standards, codes, formats of cataloguing and classification. The course also includes examinations of current trends and future directions in cataloguing and classification and its potential implementation in an academic, public, school, or special library.

Prerequisite: GLIS 607

Course Content

- Functional Requirements for Bibliographic Records (FRBR)
- Library Reference Model (LRM)
- RDA: Resource Description and Access
- MARC 21 Format for Bibliographic and Authority Data
- Description of print and electronic monographs
- Subject Headings: theory, practice, and current development
- Classification: theory, practice, and current development

Learning Outcomes

By the end of this course, students will be able to:

1. Demonstrate advanced cataloguing skills and communicate their knowledge
2. Examine current issues in classification and cataloguing, and communicated recommendations with others
3. Apply and communicate the process and principles for assigning
 - a. Subject Headings
 - b. Classification.
4. Understand the activities of classification within a broader perspective of human intellectual activity.

Instructional Methods

This course consists of:

- Lectures approximately 1 hour and 15 minutes (recorded and available after class)
- Laboratory exercises: 1 hour and 15 minutes (professors available during class time)

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 ([RDA Toolkit](#))
 - MARC 21 Format for Bibliographic Data (<http://www.loc.gov/marc/bibliographic/>)
 - Classification Web (<http://classificationweb.net/Auto/>)
 - **PowerPoints listed on MyCourses before each class**
- 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

Exercises

25% (individual)

Exercises will allow students to individually practice the concepts discussed in class. At least an hour of each class time is allocated to practice and to complete each lab. Final exercise will be done in class as a group activity. Answers to lab exercises will be available on myCourses and students should compare their answers with those provided. (1, 3, 4)

Assignment 1: Cataloguing Trends

25% (group)

In this assignment students will analyze a development in the cataloguing and classification domain and its potential implementation in an academic, public, school, or special library. Students will communicate and synthesize cataloguing and classification principles clearly and effectively for non-cataloguers. (2)

Assignment 2, Paper 1 :Cataloguing in RDA

25% (individual)

Students will prepare RDA MARC bibliographic records (description and access points) for their chosen items, provide a concise, but thorough explanation to justify their decisions, and based on available OPACs, will illustrate how the data from MARC records might be displayed to end-users. (1)

Assignment 2, Paper 2: Subject Headings & Classification

25% (individual)

In the second part of assignment 2, students will add Library of Congress Subject Headings (LCSH) and Library of Congress call numbers (LCC) to RDA MARC bibliographic records created for Paper 1 and provide justifications to demonstrate their understanding of the process and principles for assigning subject headings and classifications. (1,3)

Learning outcomes	A 1	A2 : 1	A2 :2	Labs
Demonstrate Advanced cataloguing skills and communicate their knowledge		X		X
Examine current issues in classification and cataloguing, and communicated recommendations with others	X			
Apply and communicate the process and principles for assigning classification and subject headings			X	X
Understand the activities of classification within a broader perspective of human intellectual activity.			X	x

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 Thursday two days after class on Tuesday at 11 pm.
- 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
- Answers to lab exercises will be available on myCourses and students should compare their answers with those provided.

Assignments

- All assignments are due at the beginning of class (at 5:30 PM) on the indicated date.
- For each assignment, please submit:
 - A **Microsoft Word** document using the Assignments tool in myCourses with the file name GLIS 608 – Assignment [#].

Suggested Readings

- Broughton, V. (2012). *Essential library of congress subject headings*. Facet Publishing. <https://mcgill.on.worldcat.org/oclc/1006878434>
- Chan, L. M., & Salaba, A. (2016). *Cataloging and classification : an introduction* (Fourth). Rowman & Littlefield. <https://mcgill.on.worldcat.org/oclc/933835630>
- Chan, L. M. (1995). *Library of congress subject headings : principles and application* (3rd ed.). Libraries Unlimited. <https://mcgill.on.worldcat.org/oclc/48137925>
- Dittmann, H., & Hardy, J. (2007). *Learn library of congress classification* (2nd North American, Ser. Library education series). TotalRecall Publications. <https://mcgill.on.worldcat.org/oclc/646784698>
- 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, D. N., Taylor, A. G., & Miller, D. P. (2015). *Introduction to cataloging and classification* (Eleventh, Ser. Library and information science text series). Libraries Unlimited. <https://mcgill.on.worldcat.org/oclc/911180115>
- Snow, K. (2017). *A practical guide to library of congress classification*. Rowman & Littlefield. <https://mcgill.on.worldcat.org/oclc/993671613>
- Riva, Pat, Patrick Le Boeuf, and Maja Žumer. *IFLA Library Reference Model*. IFLA, 2017. <https://www.ifla.org/files/assets/cataloguing/frbr-lrm/ifla-lrm-august-2017.pdf>

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 Shelving 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. *Maxwell's Handbook for RDA: Resource Description & Access: Explaining and Illustrating RDA: Resource Description & Access Using MARC21*. Chicago: ALA Editions, 2013.
- 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.