

**Cataloging and Classification – LIB K116 - Online
Library Technology – Three Rivers Community College
Dr. Marie C. Shaw
Fall 2018**



Professor: Dr. Marie C. Shaw

Office: Three Rivers Community College

**Office hours by appointment (face-to-face or online). Available by text, phone, FaceTime, or email.
860-449-4411 (text or phone)**

Email: MShaw@trcc.commnet.edu Please include *Cataloging* in the subject line of any email you send me about this class.

Blackboard: The instructor will make copies of all required readings available to the class on Blackboard. Class handouts, links, other resources, and assignments will also be posted on Blackboard.

Uploading Assignments and Online Gradebook: Blackboard provides an online gradebook for students and instructors. In order to use the full function of the online gradebook, students must upload their work to Blackboard. There will be a tutorial and other information provided to you on how to do this in Week 1.

This function also allows the instructor to share and communicate important feedback on your work. It is very important for students to look at their graded work in Blackboard for their learning.

Course Description:

This course will provide an introduction to the organization of libraries and the principles and practices of cataloging including descriptive cataloging, subject analysis, subject headings and classification systems. It will include copy cataloging and original creation of MARC/RDA records. RDA (Resource Description and Access) are new requirements that are changing cataloging standards. We will learn how RDA elements have been incorporated into AACR2 - MARC21 and how to map these new standards onto existing rules for description, including FRBR (Functional Requirements of Bibliographic Records) and FRAD (Functional Requirements of Authority Data). Both print and non-print materials will be covered.

Texts: (Required) Shaw, Marie C. *Cataloging Library Resources: An Introduction*, Rowman & Littlefield, c2017. ISBN 978-1-4422-7486-0

Secondary and Online Sources: Handouts and other readings will be provided by the instructor. Online web access is required for this class.

Student Learning Outcomes

At the end of this course students will be able to:

- Use the tools of cataloging, such as classification systems, catalogs, subject headings, authority control;
- Create original MARC/RDA records for all types of resources following AACR2 and RDA rules;
- Use cooperative or copy cataloging provided by regional, state, or national services
- Use subject headings and authority control.
- Use bibliographic utilities.
- Use the cataloging functions of integrated library systems.
- Perform basic copy cataloging, including reviewing and editing cataloging records.
- Explain the library's classification scheme to others and assist others to find desired resources.
- Map RDA standards to existing rules for description and access.

This course is aligned with the ALA-LSSC Cataloging Competency:

Library Support Staff who work in cataloging and classification support library users' access to resources in a library. They do this by assisting with the processes that enable multiple ways of searching to identify what is in a library; to identify and select particular items; to locate these items in the library or in other libraries and in general to support the intellectual and organizational coherence of the library's collections. Cataloging and classification require a high level of computer skills, knowledge of standard systems of classification, cataloging, and subject headings. This work also requires the ability to apply these standards to diverse types of materials.

1. LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification.
2. LSS know and can use the basic cataloging and classification tools, both print and online, including bibliographic utilities and format standards.
3. LSS know the basics of standard metadata formats and cataloging rules to select, review, and edit catalog records, and to generate metadata in various formats.
4. LSS know and can apply the basics of classification and organization schemes for collections.
5. LSS understand the value of authority control and its basic principles, and can identify and apply appropriate access points for personal names, corporate bodies, series, and subjects.
6. LSS are able to explain the value and advantages of cooperative or collaborative cataloging practices to enhance services.
7. LSS know and can explain the value and purpose of cataloging and classification to help users find the resources that they seek.
8. LSS know the role of technology in creating, identifying, retrieving and accessing information resources and demonstrate facility with appropriate metadata storage and retrieval tools.

Tests and Exams

Tests will be given in **Weeks 5, 11 and 15**. These tests are very important to assess your progress in being able to catalog and classify library materials in all formats.

Course Work and Assignments:

It is important students maintain the schedule and keep up with their work. Students are expected to complete readings, assignments, and assignment corrections. Cataloging requires much feedback from the professor with guided practice.

This course will be a combination of lectures, readings, written assignments, exercises, and presentations. Students will be expected to complete each assignment. In addition to in class assignments and projects, there will be three tests, one of which is the final exam. Work will be graded and posted on Blackboard in a timely manner. Information will be presented in a variety of formats, including but not limited to PowerPoint, Microsoft Word, PDF documents and web pages.

Attendance:

Attendance is critical. Please notify the instructor in advance, whenever possible, that you will be absent for the week. Lack of regular attendance will impede your success in this class. Extensions or make-up exams will be allowed only at the discretion of the instructor.

Other Course Requirements:

In this class there is much hands-on learning. There will be homework in this class that enhances students' understanding and skills of cataloging and classification of materials. For example, most weeks students will be required to complete multiple exercises that will give them practice in their newly learned cataloging skills.

Keep all of your work and feedback in an organized file system on your computer. You will need to be able to refer back to your work throughout the class. Keep all handouts, forms, and documents.

File Formats: Written projects and assignments must be completed ONLY in WORD or PDF unless otherwise indicated by the instructor.

Grading System & Policies: All assignments must be completed on time to receive full credit. Permission to turn in an assignment late or to take a make-up exam must be obtained from the professor. Plagiarism is grounds for a failing grade.

All assignments, tests, and other work will be graded. Rubrics or clear explanations of expectations will be provided.

Assessments	Percentage of Course Grade
Weekly Assignments and Projects	75%
Test 1	5%
Test 2	5%
Test 3 (Final Exam)	15%
Total	100%

Numerical averages will correspond to letter grades as outlined in the College Catalog.

<i>Letter Grade</i>	<i>Numerical Average</i>	<i>Quality Points</i>
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3

B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F		0

Students needing assistance in writing, mathematics, language arts or general tutoring are encouraged to use the Tutoring and Academic Success Centers (TASC) offered at the college.

Disabilities Statement: If you have a hidden or visible disability, which may require classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please be sure to notify the Disabled Student Counselor at Three Rivers Community College.

CLASS SCHEDULE

WEEK 1 – August 28 – September 8

Note: *our first week is longer because it begins on a Tuesday and includes Labor Day weekend. All other weeks begin early Sunday morning and conclude late the following Saturday evening.*

Topics: Cataloging and Classification Today; Consortiums, Integrated Library Systems; Cooperative Cataloging; Cataloging Tools

LSSC Competencies:

- *LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification. (ALA-LSSC Cataloging and Classification Competency #1)*
- *LSS know and can use the basic cataloging and classification tools, both print and online, including bibliographic utilities and format standards. (ALA-LSSC Cataloging and Classification Competency #2)*
- *LSS are able to explain the value and advantages of cooperative or collaborative cataloging practices to enhance services. (ALA-LSSC Cataloging and Classification Competency #6)*

Readings:

Shaw, Chapter 1: *Cataloging and Classification*

Shaw, Chapter 2: *Cataloging, Collaborations, and Tools*

Assignments: Please complete learning activities found in the Assignment folder for Week 1 and upload your completed work on Blackboard (see instructions and tutorial on how to upload assignments found in Announcements as well as Week 1 folder).

ASSIGNMENTS ARE DUE SATURDAY, SEPTEMBER 8.

WEEK 2 – September 9 – September 15

Topic: Name, Title, Series, and Subject LC Authorities Control

LSSC Competency:

- *LSS understand the value of authority control and its basic principles, and can identify and apply appropriate access points for personal names, corporate bodies, series, and subjects. (ALA-LSSC Cataloging and Classification Competency #5)*

Reading: Shaw, Chapter 3 – *Authority Control*

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Assignments: Please complete learning activities found in the Assignment folder for Week 2 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, SEPTEMBER 15.

WEEK 3 – September 16 – September 22

Note: *We will focus on Chapter 4 for Weeks 3 and 4. There will be supplemental readings in addition to the chapter.*

Topic: MARC21 Records -- Tags, Fields, Subfields and Indicators

LSSC Competencies:

- *LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification. (ALA-LSSC Competency #1)*
- *LSS know and can use the basic cataloging and classification tools, both print and online, including bibliographic utilities and format standards. (ALA-LSSC Competency #2)*

Readings: Shaw, Chapter 4: MARC21 Records

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Assignments: Please complete learning activities found in the Assignment folder for Week 3 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, SEPTEMBER 22

WEEK 4 - September 23 – September 29

Note: *We will focus on Chapter 4 for Weeks 3 and 4. There will be supplemental readings in addition to the chapter.*

Topic: MARC21 Records - Bibliographic Codes; MARC21 Variable Data Fields

LSSC Competencies:

- *LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification. (ALA-LSSC Competency #1)*
- *LSS know and can use the basic cataloging and classification tools, both print and online, including bibliographic utilities and format standards. (ALA-LSSC Competency #2)*

Readings: Shaw, Chapter 4: MARC21 Records

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Assignments: Please complete learning activities found in the Assignment folder for Week 4 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, SEPTEMBER 29

WEEK 5 – September 30 – October 6

Topic: Test 1 – Assessment and Application of Knowledge Learned in Weeks 1 – 4;

This week will be used to review, practice, and assess our cataloging skills learned in Chapters 1 -4 on basic concepts of cataloging, subject, name, and series LC Authorities, and the MARC21 record standard.

It is important students demonstrate competency and proficiency in the content areas of Chapters 1-4 before moving to Week 6. Interactions and support in the form of review and feedback to the class and individuals will be provided by the professor. Test 1 is due from students on Saturday, October 6.

Assignments: Please complete Test 1 found in the Assignment folder for Week 5 and upload your completed work on Blackboard.

TEST 1 IS DUE ON SATURDAY, OCTOBER 6

WEEK 6 – October 7 – October 13

Topic: Copy Cataloging – types of records, levels of copy or shared cataloging, sources, processes

LSSC Competency:

- *LSS are able to explain the value and advantages of cooperative or collaborative cataloging practices to enhance services. (ALA-LSSC Cataloging and Classification Competency #6)*

Reading: Shaw, Chapter 5: Copy Cataloging

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 6 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, OCTOBER 13

WEEK 7 – October 14 – October 20

Topic: Metadata, Dublin Core, MODS, elements

LSSC Competency:

- *LSS know the basics of standard metadata formats and cataloging rules to select, review, and edit catalog records, and to generate metadata in various formats. (ALA – LSSC Competency #3)*
- *LSS know the role of technology in creating, identifying, retrieving and accessing information resources and demonstrate facility with appropriate metadata storage and retrieval tools. (ALA-LSSC Competency #8)*

Reading: Shaw, *Chapter 6: Metadata*

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 7 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, OCTOBER 20

WEEK 8 – October 21 – October 27

Topic: Dewey Decimal Classification System

LSSC Competency:

- *LSS know and can apply the basics of classification and organization schemes for collections. (ALA-LSSC Cataloging and Classification Competency #4)*
- *LSS know and can explain the value and purpose of cataloging and classification to help users find the resources that they seek. (ALA-LSSC Cataloging and Classification Competency #7)*

Reading:

Shaw, *Chapter 7 – Dewey Decimal Classification System*

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 8 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, OCTOBER 27

WEEK 9 – October 28 – November 3

Topic: Library of Congress Classification System

LSSC Competency:

- *LSS know and can apply the basics of classification and organization schemes for collections. (ALA-LSSC Cataloging and Classification Competency #4)*
- *LSS know and can explain the value and purpose of cataloging and classification to help users find the resources that they seek. (ALA-LSSC Cataloging and Classification Competency #7)*

Reading:

Shaw, Chapter 8: Library of Congress Classification System

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 9 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, NOVEMBER 3

WEEK 10 – November 4 – November 10

Topic: Collections and Codes; LC Subject Authority and Subject Headings, 6XX MARC

LSSC Competency:

- *LSS know and can apply the basics of classification and organization schemes for collections. (ALA-LSSC Cataloging and Classification Competency #4)*
- *LSS know and can explain the value and purpose of cataloging and classification to help users find the resources that they seek. (ALA-LSSC Cataloging and Classification Competency #7)*

Reading: *Shaw, Chapter 9: Classification: Collections and Subject Headings*

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 10 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, NOVEMBER 10

WEEK 11 - November 11 – November 17

Topic: Review of Content in Weeks 6 – 10

Test 2

This week will be used to review, practice, and assess our cataloging skills learned in Chapters 6-9 on copy cataloging, metadata, Dewey Decimal Classification, Library of Congress Classification and assigning subject headings.

It is important students demonstrate competency and proficiency in the content areas of Chapters 6-9 before moving to Week 12. Interactions and support in the form of review and feedback to the class and individuals will be provided by the professor. Test 2 assessment is due on Saturday of this week.

Assignments: Please complete Test 2 found in the Assignment folder for Week 11 and upload your completed work on Blackboard.

TEST 2 IS DUE ON SATURDAY, NOVEMBER 17

WEEK 12 – November 18 – November 24

Topic: Introduce RDA
Thanksgiving Vacation

LSSC Competency:

- *LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification. (ALA-LSSC Cataloging and Classification Competency #1)*

Reading:

Shaw, Chapter 10: *RDA (RDA through Vocabulary)*

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 12 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, NOVEMBER 24

WEEK 13 – November 25 – December 1

Topic: RDA, FRBA, and FRAD

LSSC Competency:

- *LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification. (ALA-LSSC Cataloging and Classification Competency #1)*

Reading:

Shaw, Chapter 10: *RDA, FRBR, and FRAD*

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 13 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, DECEMBER 1

WEEK 14 – December 2 – December 8

Topic: BIBFRAME -- Preparing LSS Catalogers for the Future

LSSC Competency:

- *LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification. (ALA-LSSC Cataloging and Classification Competency #1)*
- *LSS know and can explain the value and purpose of cataloging and classification to help users find the resources that they seek. (ALA-LSSC Cataloging and Classification Competency #7)*

Reading:

Shaw, *Chapter 11: BIBFRAME: Preparing LSS Catalogers for the Future*

Other readings (articles, websites, or handouts) may be posted in Blackboard for this week.

Please complete learning activities found in the Assignment folder for Week 14 and upload your completed work on Blackboard.

ASSIGNMENTS ARE DUE ON SATURDAY, DECEMBER 8

WEEK 15 – December 9 – December 16

Topic: Final Exam – test on all course content

This week students will also be given a packet of materials with information needed to create full MARC/ RDA records. This packet is the Final Project. The cataloging of these items are due on Saturday, December 17. Complete information will be provided in BlackBoard about the exam.

Assignments: Please complete Test 3 (Final Exam) found in the Assignment folder for Week 15 and upload your completed work on Blackboard.

FINAL EXAM IS DUE ON SUNDAY, DECEMBER 16

Digication

As a student, you will maintain an online learning portfolio using a TRCC designed template. Through the electronic tool, you can see your own growth in college-wide learning. It may even help you to find the major that is a match to you. You can keep this Digication account after graduation, too.

A Three Rivers General Education Assessment Team will select random works and review them so that we can improve the college experience for all. Your name will not be attached to any of the assessment work; it is private. This tool will also be a “place” where you can connect your learning from the classroom, school, and life. Sometimes when you look at all of the work you have done and think about it, you learn something else.

In Digication, you will be able to make other portfolios, too. It’s like a file cabinet with the ability to have multiple but separate files. What is exciting about the electronic tool is when you look inside you will see you are developing in new ways! Look at your class outline to see what assignments to post into the TRCC Template; you may post your own choices, too. Have fun in learning!

This semester you are asked to upload graded tests and designated projects or assignments to your learning portfolio.

Related Sites:

Blue Form (Assignment Alignment) <http://www.threerivers.edu/blueform>

General Education Outcomes <http://www.threerivers.edu/gened>

New simplified procedure for the students’ assignment submission:

http://www.threerivers.edu/Div_IT/EducationalTechnology/PDF/DigicationUpload.pdf