

**Spring 2017**

**INSC Course 521: Cataloging and Classification**

**The School of Information Sciences**

**The University of Tennessee**

**Class Meetings: Monday, 6.30am – 9.10pm EST**

**ZOOM Course ID/Link: <https://tennessee.zoom.us/j/9798451036>**

**UTK Syllabus, Provost's Office:**

**<http://tenntlc.utk.edu/the-syllabus/>**

Stephen Bales, PhD., Instructor  
Office Hours: By Appointment  
[sbales@tamu.edu](mailto:sbales@tamu.edu)  
(979) 583-3252

450 Communications Bldg.  
1345 Circle Park Drive  
Knoxville, TN 37996-0341  
SIS Office: 865.974.2148  
Fax (SIS): 865.974.4667

**COURSE DESCRIPTION**

*Catalog Description*

Basic library-oriented cataloging and classification techniques, tools, and supporting operations. Descriptive cataloging, choice and form of non-subject entries, subject heading work, general classification, authority control, bibliographic utilities, online library catalogs.

*Prerequisites*

IS 520 Representation and Organization of Information or equivalent

*Additional Information*

This course is an introduction to cataloging and classification. This course is meant to follow IS 520 Representation and Organization of Information. We will study the systems and resources that are used to create catalog records. We will also consider the past, present, and future of cataloging in libraries.

**STUDENT OUTCOMES:**

Upon satisfactory completion of the course, the student will

- have developed skills in descriptive cataloging and metadata
- understand how authority control is used in organization
- understand the current state of cataloging in various environments
- be familiar with various types of cataloging services and tools
- be able to apply structured subject headings and various classification

**REQUIRED TEXTS:**

Required textbook:

Joudrey, Daniel N., Taylor, Arlene G., and David P. Miller. *Introducing Cataloging and Classification*. 11<sup>th</sup> ed. Santa Barbara, CA: Libraries Unlimited, 2015.

Other readings will be from various sources including articles and internet resources that will be made available by means of Blackboard and electronic books that they have access to via the UTK Libraries Catalog. Students will also have access for the duration of the course to Cataloger's Desktop, RDA Toolkit, Classification Web, and OCLC Connexion.

## **COMMUNICATION**

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don't wish to check both accounts.

## **COMPUTING REQUIREMENTS**

Prior to starting this class, students should have completed the SIS technology self-assessment and are responsible for establishing the minimum technology skills identified in that assessment. This class requires you to have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail and attachments, and listservs. The Office of Information Technology (OIT) provides a variety of training classes for students at no additional charge; see their Website for more information:

<https://oit.utk.edu/Training/Pages/default.aspx>. Advance registration is required.

You are required to obtain a University email account, and all correspondence will be sent to your UTK email address (you may, however, set up a mail transfer to another email address).

## **CLASS ATTENDANCE POLICY**

It is assumed that each student be present and speak in class -- the equivalent of a "B" grade for "participation." Missing more classes or failing to participate will lower your grade; frequent participation will raise the grade.

Regular attendance is required and necessary. A portion of your grade will be based on in-class work and participation. Unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you will be absent from class, you must:

- Inform me in advance or as soon as possible after class
- Submit any work due from the missed class period
- Listen to class recording
- Obtain notes, handouts, etc. from Bb
- Check with classmates for notes, announcements, etc.

*Acceptable reasons for absence from class include:*

- Illness
- Serious family emergencies,
- Special curricular or job requirements (e.g., judging trips, field trips, professional conferences),
- Military obligation,
- Severe weather conditions,
- Religious holidays
- Participation in official university activities such as music performances, athletic competition or debate
- Obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.

## **INCLEMENT WEATHER**

*“The chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the front page at <http://utk.edu>. (Hilltopics, p. 55)( <http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf> ).* SIS will cancel classes when UT is closed. Please check the SIS student listserv ([UTKSIS-L@LISTSERV.UTK.EDU](mailto:UTKSIS-L@LISTSERV.UTK.EDU)) for messages about closing.

## **DISABILITIES THAT CONSTRAIN LEARNING**

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.

## **CIVILITY**

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

## **CCI DIVERSITY STATEMENT**

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College’s faculty, staff, students, and the larger communication and information community.

## **ACADEMIC INTEGRITY**

Students should be familiar and maintain their *Academic Integrity* described in <http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf> , p. 15 as: *“Study, preparation and presentation should involve at all times the student’s own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.”*

Students should abide by the **Honor Statement** described in the same Hilltopics, p. 73:

*“An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”*

## **PLAGIARISM**

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

### ***Specific examples of plagiarism are:***

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor’s approval;
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at <http://www.lib.utk.edu/instruction/plagiarism>.)

Infractions of academic integrity are penalized according to the severity of the infraction but **may include a course grade of "F."**

## **ASSIGNMENTS AND GRADING**

### **Assignments and Evaluation Criteria (Due Dates On Class Calendar)**

Submit the assignments via Blackboard before the start of class on the due date.

**Format:** All assignments should be typed and handed-in via Blackboard. Submissions without identity cannot be credited.

- **Five exercises 75% (15% each)**
- **Final Exam 15%**
- **Message Board 5%**
- **In Class Participation 5%**

## **PREPARATION OF WRITTEN WORK**

- I prefer that you use either Turabian or CMOS documentation styles.
- All sources must be cited, quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.
- All assignments must be word-processed and **include your name**, date, and class number (521).

## DUE DATES AND LATE ASSIGNMENTS

Assignments should be submitted to the "assignments" area of Bb and are due (officially) at 5:30 p.m. EST on the due date listed on the syllabus.

I will not accept late assignments unless I have been advised in advance and given a good rationale for lateness. Those assignments that are accepted as late assignments will earn reduced credit of at least one grade step (i.e. an A- becomes a B+) and perhaps more than one grade step depending on the tardiness.

## INCOMPLETES

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of *I* (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to insure sufficient time to complete the required work.

For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

## ASSIGNING GRADES

Please note that I do not assign letter grades for individual assignments, but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment.

## EVALUATION

Semester grades will be assigned according to the following scale:

A	93≤	(4 quality points per semester hour) superior performance.
A-	90- 92.75	(3.7 quality points per semester credit hour) intermediate grade performance.
B+	88- 89.75	(3.5 quality points per semester hour) better than satisfactory performance.
B	83- 87.75	(3 quality points per semester hour) satisfactory performance.
B-	80- 82.75	(2.7 quality points per semester credit hour) intermediate grade performance.
C+	78- 79.75	(2.5 quality points per semester hour) less than satisfactory performance.
C	70- 77.75	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60- 69.75	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	59.75≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I		(no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the <i>Graduate Catalog</i> . The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

## **COURSE EVALUATION**

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

### **ASSIGNMENTS: DESCRIPTION**

- **Exercises (75% of the total grade; 15% each)**

Exercise one will be completed individually. Following exercise one, the remaining four exercises will be completed in teams. Each team will consist of 2 students assigned randomly by the instructor, with *different teams assigned for each exercise*. Under usual circumstances changing team members for an exercise is not possible.

There are five exercises and each exercise is of equal value. Exercises have to be handed in before a specific date/time via Blackboard.

Late submission is subject to point deduction (10% of total grade per day) and will not be credited if the graded assignments have been returned. Mark your calendars for due dates.

- **Contributions on Discussion Board (5% of the total grade)**

You are expected to participate in online discussions on class materials via the Blackboard class website (follow guidelines specified on Blackboard). The following are the specific kinds of posts you should make individually during the semester:

1. On the designated electronic discussion board, post a personal introduction and answer the questions listed (post due by January 30, 11.59pm).
2. On the designated electronic discussion board, post AT LEAST FOUR electronic messages during the semester sharing new materials on class topics with a review (in your own words) of the shared materials. At least TWO electronic messages should be made before March 6 [11.59pm]. At least TWO additional posts should be made before May 3 [11.59pm]. Your posts (at least 150 words without counting the bibliographic information) may include discussion of materials posted, strengths and/or weaknesses of the materials, relevance of the materials to the class topics and/or profession, etc. Make sure the post is made before the deadline and the word count expectation is met, otherwise the post will not be counted for your grade. New materials for discussing can include articles from reputed journals, content on websites from authoritative sources, professional description of information resources, current news items on information organization concepts, etc. All posts must add significant contributions to the topics covered in class.
3. On the designated electronic discussion board, share AT LEAST FOUR responses during the semester to new materials posted by other students (submit threads to other students' posts made under point 2). At least TWO electronic responses should be made before March 6 [11.59pm]. Additionally, by May 3 [11.59pm] at least two electronic responses should be posted. Your responses (at least 150 words) may include your reactions to each other's shared materials, pros/cons to arguments presented, etc. Your responses should be more substantial than mere agreement or disagreement with your colleague via sharing your rationale and critical insight. Make sure the post is made before the deadline and the word count expectation is met, otherwise the post will not be counted for your grade.
4. You may be asked during specific classes during the semester to make additional posts about activities mentioned during the particular class. This is to insure that you are attentive and listening to all class content during the semester.

The instructor will not give separate comments (and grades) on these contributions beyond checking that the posts meet the described criteria of expectation (e.g., word count). This is because the purpose of this assignment is to promote information exchange, develop expertise, and build a community of sharing

amongst the student body. As long as you make the necessary number of posts based on the identified criteria, you get the full grade.

- **Final Exam (10% of the total grade)**

The final exam will be a timed, individual test. It will be made available on the designated day via the Blackboard class website. Students will be responsible for completing the exam on their own, as well as keeping their own time, during the window in which the test is available: April 29 [9:30pm EST] – May 6 [9:15 pm EST]. Questions will include multiple choice, fill in the blanks, short answer, and essays.

- **In Class Participation and Attendance (5% of the total grade)**

Your participation grade will be based on your *efforts to join* the conversations in class (beyond text chat), and your ability to demonstrate knowledge of the material we are studying in the readings and lectures.

If you have more than one absence, it will affect your **class participation grade** unless you have contacted me with a valid reason for missing class (you will lose 100% of the maximum class participation grade; i.e., 5% of your final grade). If you miss class, you are expected to listen to the class playback via BlackBoard (although your absence will still be counted against you). If you will be missing a class, let me know.

## **DISCLAIMER**

Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within may be subject to change.

## **CLASS ACCOUNTS**

### **OCLC CONNEXION**

URL: <http://connexion.oclc.org/>

Authorization: 100-068-180

Password: TECHSERV2

### **CONNEXION for WebDewey**

URL: <http://connexion.oclc.org/>

Logon id: 100-311-969

Password: sciences

### **CLASSIFICATION WEB**

URL: <https://classificationweb.net/>

User name: sis-web

Read-only password: SIS-521

### **CATALOGER'S DESKTOP**

URL: <https://desktop.loc.gov/jsp/login.jsp>

User name: SIS-CTop

Read-only password: UTK-SIS

Once you login with SIS-CTop and UTK-SIS , you will be able to set up their own personal account, using their own email address and a password of their choosing.

<http://www.loc.gov/cds/desktop/training/1-Login.pdf> has instructions.

### **RDA TOOLKIT**

URL: <http://access.rdatoolkit.org/>

user: sis521,

password: rda521

Here is RDA Toolkit's direct access URL (you do not need to fill in the "x's – just click the link to log into the Toolkit: <http://access.rdatoolkit.org/?username=xxxxx&password=xxxxx>