

# LIS 9002: Information Organization, Curation and Access

G. Campbell  
Fall 2018

## **COURSE DESCRIPTION:**

An introduction to the theory and practice of organizing and curating information for optimal access in libraries, archives and other organizations, using appropriate standards and tools for information description, arrangement and classification

## **OBJECTIVES:**

- To provide an introduction to the history and theory of information organization as practised in the domains of libraries, archives and records management.
- To develop an initial understanding of the practices of information classification, arrangement, description and encoding, using current tools and standards.
- To develop an ability to communicate the concepts of information organization clearly and effectively to users, colleagues, paraprofessionals and other stakeholders in information communities.

## **LEARNING OUTCOMES:**

Upon successful completion of readings, assignments, and class participation, students will be able to:

- Recognize and comprehend how the values and principles of library and information science manifest themselves in both the historical dimensions and the theoretical principles of modern information systems (Program-Level Learning Outcome 3);
- Navigate, evaluate and use current standard tools for performing very basic tasks in information classification, arrangement, description and encoding (Program-Level Learning Outcome 7);
- Communicate concepts of information organization with a clarity and style appropriate to diverse information communities (Program-Level Learning Outcome 9).

<b>Course Learning Outcome: Students who complete this course will be able to:</b>	<b>Related MLIS Program-Level Learning Outcomes</b>	<b>What assignments provide evidence of learning outcomes?</b>	<b>How will instructors assess mastery of learning outcome?</b>
Recognize and comprehend how the values and principles of library and information science manifest themselves in both the historical dimensions and the theoretical principles of modern information systems	3. Exercise and enact the values and principles of the field and its specialisations with an awareness of overarching social responsibility associated with progressive public service for the public good.	Essay assignments Participation	Essays will be directed at both the history and theory of information organization, curation and access, and designed to require students to display an understanding of the basic definitions. Cited readings in the essays, together with active participation in the class will provide evidence that the student has learned to place the practical skills into a broader professional context.
Navigate, evaluate and use current standard tools for performing very basic tasks in information classification, arrangement, description and encoding	7. Identify and explore opportunities to engage in experiential learning and to participate, advocate, and lead in professional development and training in professional organizations relevant to emerging specialisations and career paths.	Practicum assignments Attendance and participation	Presence during in-class tutorials and completion of in-class assignments will provide evidence of exposure to the standard tools. The three practicum assignments will involve the use of standard tools: RDA, MARC, LCSH and DDC.
Communicate concepts of information organization with a clarity and style appropriate to diverse information communities	9. Differentiate among the numerous areas of LIS practice and scholarship, and demonstrate a facility across media when speaking, writing and presenting about them to diverse audiences in formal and informal professional and scholarly domains.	Essays Participation	The written essays will be set in a contextual frame that requires the student to write for a particular community and audience. The essays will emphasize those areas where the course content intersects with professional and lay information communities

## **INSTRUCTION:**

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Office hours: Thursdays, 12:30-1:30 pm. or by appointment.

Classes will be held on Wednesday evenings, 6:30 pm. – 9:20 pm. in FIMS-Nursing Building, Room 3220.

## **REQUIRED TEXTS:**

There is no required text for this class. Readings will be available either in closed reference at the GRC, or by electronic access through the library catalogue.

## **EVALUATION:**

Three practicum assignments worth 15, 20 and 15 percent Due Dates: September 26, October 7, December 5	50 %
2 written assignments worth 20 % each Due Dates: October 31, November 21	40 %
Class participation	10 %

## **CLASS POLICIES:**

### **Attendance:**

Students are expected to attend every class in the course, and to read the required readings beforehand. Students who need to miss a class for whatever reason should inform me beforehand if possible. Students who miss more than 2 classes may be required to compensate with extra work.

### **Late Penalties:**

Late assignments will be penalized at a rate of 5 % per day, unless an extension has been negotiated beforehand. Extensions for medical reasons must be accompanied by the appropriate documentation.

### **Academic Offences:**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_grad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf)

No plagiarism-checking software will be used in this course.

### **Support Services:**

Students who are in emotional/mental distress should refer to the following website for assistance.

[http://www.uwo.ca/health/mental\\_wellbeing/index.html](http://www.uwo.ca/health/mental_wellbeing/index.html)