

LIS9002 Information Organization, Curation and Access

Summer 2018

Instructors

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Office hours: FNB 4118, time TBA

Class Times

Thursdays, 6:30-9:20 pm, FNB 3320

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.

Course-level learning outcomes

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

1. 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);
2. Navigate, evaluate and use current standard tools for performing very basic tasks in information classification, arrangement, description and encoding (Program-Level Learning Outcome 7);
3. Communicate concepts of information organization with a clarity and style appropriate to diverse information communities (Program-Level Learning Outcome 9).

Course materials

There is no required text for the course. Weekly readings are available on reserve in the FIMS Graduate Library or available online via Western Libraries.

Evaluation

Evaluation of assignments is based on the MLIS

Guidelines to the Grade Range, available at:

https://intranet.fims.uwo.ca/graduate/academic_programs/mlis/mlis_grading.html

2 Essay Assignments @15 & 20%	35%
3 Practical Assignments @20, 20 & 15%	55%
Participation/Attendance @ 10%	<u>10%</u>
	100%

Class Policies

--**Late assignments** that have not been granted an extension will lose 5% per day or any portion of a day, until the assignment is submitted. Late assignments will not be accepted after one week, and the grade will be recorded as zero.

--**Extensions** for assignments will be considered, provided that you notify me by e-mail at least one week in advance of the due date. Accommodation will also be made for religious, medical, or compassionate grounds.

--**Appeals** regarding graded assignments must be made within 3 weeks of receiving the graded assignment.

--**Participation/attendance:** Class attendance is mandatory. Points are deducted for late arrivals or missed classes, etc. Points are awarded for substantive, constructive participation in class, including discussion, questions, engagement in class exercises, active listening, etc.

Support Services

Students who are in emotional/mental distress should refer to Mental Health@Western

<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Scholastic 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