

WINTER 2019 TERM

1. Course Information:

Name and number: **LIS9002: INFORMATION ORGANIZATION, CURATION AND ACCESS**

Informational website: http://victoriarubin.fims.uwo.ca/teaching/information_organization/ (accessible to all)

Course website: <http://courses.fims.uwo.ca/rubin/9002> (accessible to enrolled students)

Location: FIMS & Nursing Building, Room 3220

Classes: Tuesdays, 9:00- 11:50 a.m.

2. Instructor Information:

Prof. Victoria Rubin, Ph.D.

Associate Professor

Faculty of Information and Media Studies

Office: FIMS & Nursing Building, Room 4046

E-mail: vrubin@uwo.ca Tel. : 661-2111 ext. 88479

Website (*with a video self-introduction*): <http://victoriarubin.fims.uwo.ca/about/>

3. Course Description:

Principles and techniques for the organization and representation of information as exemplified in classification and classification schemes, subject representation with controlled vocabularies, and contemporary bibliographic description.

Objectives:

- To develop an understanding of general principles and techniques for the organization and representation of information.
- To develop an understanding of general principles and techniques of classification and classification schemes, subject representation with controlled vocabularies, and contemporary bibliographic description.
- To develop an ability to communicate the concepts of information organization clearly and effectively to users, colleagues, paraprofessionals and other stakeholders in information communities.

Course Content:

- Introduction. Objectives of Information Organization. Information Curation. Data Access. Data and Metadata. Environments: Catalogues. Archives. Records.
- Data and Metadata Arrangement. Classification Theory.
- Dewey Decimal Classification
- Library of Congress Classification
- Subject Analysis
- Verbal Subject Access. Thesaurus Construction. Library of Congress Subject Headings (LCSH).
- Controlled Vocabularies. Folksonomies.
- Principles of Library Cataloguing, Archival Description, and Records Management
- Descriptive Cataloguing. FRBR Conceptual Model. RDA: Resource Description and Access
- Access Points. Authority Control. Personal and Corporate Names.
- Encoding of Metadata: MARC.
- Metadata. Big Data. Linked Data. Natural Language Processing. Automation.
- Information Organization Tools Demonstration. Examples of Metadata Project.
- Digital Curation and Information Life Cycle.

Assignments:

- **2 Essay Assignments:** reflecting on the nature and comprehensiveness of library classification systems
- **3 Practicum Assignments** include original descriptive cataloging of several items and transferring the catalogue records into the standard MARC format.

4. Course Materials:

There is **no required textbook** for the course. Readings will be assigned from a selection of books and articles on reserve in the Graduate Resource Centre and on the course website. Practical assignments can be done using the tools available in the Graduate Resource Centre.

Electronic Resources and Communications:

The course website (<http://faculty.fims.uwo.ca/rubin/lis9002>) will contain selected course materials such as this syllabus, select readings, and classroom handouts. The handouts will be posted prior to each lecture in the course of the term. Please visit the web-site before each lecture to **print the corresponding handout and bring it to class with you**. Students will **not** be able to modify these materials electronically. There will be **no** electronic submissions of assignments via this website.

Several other electronic resources (such as **Classification Web** and **the Cataloguer's Desktop**) are available at the GRC Electronic Resources via FIMS Intranet (http://intra.fims.uwo.ca/grc/electronic_resources.htm).

The course listserv (fims-lis-9002@uwo.ca) is set up for electronic communications with the whole class (including the Instructor). Any sent messages will arrive to you regular UWO e-mail inbox. The Instructors will also use the listserv for announcements.

Class Policies:

Class **attendance** is mandatory. Marks may be deducted for late arrivals or unexcused missed classes, etc. Extra marks are not awarded for attending tutorials.

Academic accommodation will be made only on medical or compassionate grounds and for religious holidays. For religious holiday accommodation, the student must notify the Instructor at least one week in advance (please check all class dates and assignment deadlines and notify us as soon as possible if there is any conflict).

Laptops, cell phones, and other hand-held electronic devices are permitted in the classroom, provided that you **do not disturb** your colleagues or disrupt the class. Students are **not** permitted to carry on a cell phone conversation in the classroom. If you anticipate an important call, please make appropriate arrangements (e.g., set the phone to vibrate, sit close by the door, leave the room with minimum disturbance to the class).

5. Methods of Evaluation:

• 2 Written Assignments	@ 20% each	= 40 %
• 3 Practical Assignments	15%, 15% and 20%	= 50 %
• Participation		10 %

6. Statement on Academic Offences:

Plagiarism: In accordance with policy at UWO, students must write their assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see The Section on The Scholastic Discipline for Graduate Students from the Rights and Responsibilities in the Academic Handbook http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf).

Statement on 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

7. Support Services

Statement on Mental Health: Students who are in emotional/mental distress should refer to Mental Health@Western http://www.uwo.ca/health/mental_wellbeing/index.html for a complete list of options about how to obtain help.