

## **FALL 2020 TERM**

### **1. Course Information:**

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

**Course website is on Western OWL** (accessible to enrolled students).

**Location:** Online

**Classes:** TBD

### **2. Instructor Information:**

**Alex Mayhew,**

Ph.D. Candidate

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### **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.

#### **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:</b> <b>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>
<p>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</p>	<p>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.</p>	<p>Essay assignments Participation</p>	<p>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.</p>
<p>Navigate, evaluate and use current standard tools for performing very basic tasks in information classification, arrangement, description and encoding</p>	<p>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.</p>	<p>Practicum assignments Attendance and participation</p>	<p>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.</p>
<p>Communicate concepts of information organization with a clarity and style appropriate to diverse information communities</p>	<p>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.</p>	<p>Essays Participation</p>	<p>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</p>

**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 cataloguing 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 the course OWL site. Practical assignments can be done using the online tools linked to on the course OWL site and the syllabus.

**Electronic Resources and Communications:**

The course OWL site will contain selected course materials such as this syllabus, select readings, and handouts. The handouts will be posted prior to each lecture in the course of the term. Please visit the OWL site before each lecture to review the corresponding handout. Students will not be able to modify these materials electronically.

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](http://intra.fims.uwo.ca/grc/electronic_resources.htm)).

The course listserv is set up for electronic communications with the whole class (including the Instructor). Any sent messages will arrive to your 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).

### **5. Methods of Evaluation:**

2 Written Assignments @ 20% each = 40 %

3 Practical Assignments 15%, 20% and 20% = 50 %

Participation 5 %

### **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](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](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](http://www.uwo.ca/health/mental_wellbeing/index.html) for a complete list of options about how to obtain help.