LIS9002 Information Organization, Curation and Access
Summer 2020

Western FIMS
Faculty of Information
& Media Studies

Instructor
Elisabeth Davies, MLIS, PhD
edavies3@uwo.ca

Course Delivery
Weekly, asynchronous modules posted online in OWL.

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 textbook for the course. Weekly readings are available freely online or via Western Libraries (Western login required).

Some cataloguing tools are available via FIMS Graduate Library (FIMS login required).

Technology requirements: web browser, apps that allow you to watch videos and listen to audio files.

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

[Assignment schedule subject to change.]

Assignment	Due	Weight
Personal Information Management short essay	May 13th	15%
Bibliographic Description practical	June 10th	15%
Library of Congress Subject Headings short essay	July 15th	20%
Dewey Decimal Classification practical	August 5th	15%
Participation in/contributions to weekly discussion forums, micro-activities, how-to tutorials, etc.	ongoing	35%
		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, if 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:** Each weekly module requires a (graded) contribution from you such as posting to a discussion forum, answering a two-question quiz, finding examples of concepts discussed, trying out a cataloguing tool introduced in the module, etc.

--**Support services:** Students who are in emotional/mental distress should refer to Western's "Health and Wellness"

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

--Student Accessibility Services: Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are encouraged to register with Student Accessibility Services, a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both SAS and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

For more information, see http://www.sdc.uwo.ca/ssd/

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