LIS 9201:
Classification and Indexing
Winter 2021

INSTRUCTORS

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Office Hours: Thursdays 12:00 – 1:00 p.m	Office Hours:

COURSE TIMES

Classes: Online via Zoom , **Wednesdays, 1:30 – 2:30 pm**

COURSE DESCRIPTION

Classification and indexing within a broader perspective of human intellectual activity. Current research trends in the subject control of information. Further opportunities to practice classifying, subject cataloguing and indexing of documents. Ways in which classification and indexing principles are affecting, and affected by, new information technologies

COURSE OBJECTIVES

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

1. Contextualize classification and indexing as both a human social and intellectual activity and as a suite of professional skills and practices (PLLO 5);
2. Research topics related to classification and indexing within the body of LIS scholarly and professional literature (PLLO 2);
3. Recognize, use and evaluate classification and indexing practice within a variety of traditional and emerging technologies (PLLO 4);
4. Use standard library tools and standards to index and classify information accurately and effectively (PLLO 6)

LEARNING OUTCOMES

Course Learning Outcome: Students who complete this course will be able to:	Related MLIS Program-Level Learning Outcomes	What assignments provide evidence of learning outcomes?	How will instructors assess mastery of learning outcome?
1. Contextualize classification and indexing as both a human social and intellectual activity and as a suite of professional skills and practices	5. Relate the practices and roles of individual librarians and information professionals to broader organizational, professional, political, economic, social and technological contexts	Mid-Term Paper Practicum Assignments Final Term Project	The mid-term paper will require students to investigate the intellectual dimensions of the course material; the term project will emphasize the social dimensions, and the practicum assignments will concentrate on acquiring the tangible skills.
2. Research topics related to classification and indexing within the body of LIS scholarly and professional literature	2. Explain, analyse and interpret professional and scholarly literature, research data and information resources to articulate their implications for LIS and related fields of knowledge and practice	Mid-Term Paper	The mid-term paper will require students to use standard scholarly databases to research relevant literature from both the scholarly and professional knowledge organization communities.
3. Recognize, use and evaluate classification and indexing practice within a variety of traditional and emerging technologies	4. Discriminate among current and emerging information and communication technologies to judge effective management and use in constantly changing information workplaces.	Mid-Term Paper Final Term Project Participation	Much of the class discussion will center on evaluating existing professional practices, assessing both their problems and their virtues, in the context of traditional library materials and also extending them to other technological and administrative contexts.
4. Use standard library tools and standards to index and classify information accurately and effectively	6. Navigate, evaluate and use multiple elements of a range of information environments, including those associated with data curation, information visualization, databases and information architectures.	Practicum assignments Participation	the use of the standard tools in both in-class and take-home exercises, the students will learn the basics of using DDC, LCC and LCSH, as well as other systems such as Universal Decimal Classification.

TEXTS
There is no required textbook for the course. Readings will be assigned from a selection of books and articles on reserve on the OWL Course Website. Practical assignments (i.e., practica) can be done using the tools available online via the OWL site or the Graduate Library.

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

ELECTRONIC RESOURCES
The OWL Course Website will contain course materials such as this syllabus, select readings, and lecture videos.

Classification Web, RDA Toolkit, and **the Cataloguer's Desktop** and several other electronic resources are available at the Graduate Library Electronic Resources via FIMS Intranet (https://intranet.fims.uwo.ca/graduate/services_groups/electronic_resources.html).

EVALUATION

A series of short practicum exercises	30 %
1 Mid-Term Paper (Due date to be determined by the student within the month of February)	30 %
1 Final Term Project (Due date to be determined by the student within the month of March)	30 %
Participation (substantive, constructive participation in class: discussion, questions, etc)	10 %
Total	100 %

ASSIGNMENTS
Due dates for the Mid-Term Paper and Final Term Project are to be determined by the student in consultation with the instructor by the following dates:
Mid-Term Paper: due date must be confirmed by January 21.
Final Term Project: due date must be confirmed by February 25.
The student must confirm the due dates with the instructor, at which point the late penalty policy comes into effect for any papers delivered after the confirmed due date.
Assignments are to be **uploaded to OWL by the end of the day of the class (at 11:55 p.m.)** on the indicated agreed.

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. Appeals regarding graded assignments must be made within 2 weeks of receiving the graded assignment.

COURSE OUTLINE

Lecture	Date	Practice	Topics/Readings
1	Jan 13		Theory of Subject Analysis: Introduction
2	Jan 20	Practice: DDC	Theory: Document vs Depth Indexing
3	Jan 27	Practice: DDC	Theory: Ontological vs Epistemological Approaches
4	Feb 3	Practice: DDC	Theory: The Facet
5	Feb 10	Practice: UDC	Theory: The Concept of "Equivalence"
--	Feb 17		**No class. Research Week.**
6	Feb 24	Practice: BC	Theory: "Taxonomic" vs. "Associative" Relationships
7	Mar 3	Practice: LCC	Theory: The Concept of "Warrant"
8	Mar 10	Practice: LCC	Theory: The Concept of "Bias"
9	Mar 17	Practice: LCC	Theory: The Concepts of "Voice" and "Marginalization"
10	Mar 24	Practice: LCSH	Theory: The Concept of "Dialectic"
11	Mar 31	Practice: LCSH	Theory: The Concept of Folksonomies
12	Apr 7	Practice: LCSH	Theory: The Concept of Linked Data
13	Apr 14		Course Conclusion

Expectations for Written Assignments

1) The written report length is **8 double-spaced pages** maximum. References/Bibliography should be provided and do not count towards the page limit. Use 1-inch margins and one of standard 12-pt fonts (e.g., Times New Roman or Calibri).
2) Identify course, date, and your name at the top of your assignment. Do **not** attach a cover page.
3) Pay attention to paragraphing, sentence structure, and punctuation as these may be considered in the marking.
4) The style should be that appropriate to a report, the gist easily and quickly ascertained (e.g., each part of the paper should be labelled with an appropriate section heading to aid the flow and presentation of a coherent narrative of ideas).
5) Consider starting your report with an introductory statement and concluding with a summary.

6) Citations should conform to one of the major style guides, e.g., MLA, APA, Chicago, etc. Citations are required whenever you borrow someone else's ideas or comments either through direct quotation or by paraphrasing.
7) The bibliography or reference list should show evidence of readings beyond those that have been assigned. All citations and sources of reading should be listed in Reference List/Bibliography.
8) Writing should be non-sexist and bias-free.
9) You may use first person.
10) Include print-outs of displays from the OPAC or photocopies of pages from relevant cataloguing tools as appendices, if necessary. If attaching appendices, make sure that you number them and refer to them in the text of your report. Appendices that are not numbered and referred to are relatively useless for the reader.
11) Assignments should be professional in form and content. At a minimum, this includes word-processing, legible font with suitably dark impression, correct grammar and spelling (at a minimum, use the spell-checker), proper indentation and spacing, adequate section headings, and citations and references, as above.
12) **PROFESSIONAL PRESENTATION IS NOT GRADED. HOWEVER, ASSIGNMENTS THAT ARE NOT PRESENTED IN A PROFESSIONAL MANNER WILL BE RETURNED TO THE STUDENT UNMARKED.**
13) You must avoid plagiarism with great care. Please take note of the FIMS policy on plagiarism and make sure you credit ideas and sources meticulously.

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.

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).

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 13.01 Appeals and Discipline Policy in Section 13 of the Western Graduate Calendar at https://grad.uwo.ca/administration/regulations/1.html).

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/handbook/appeals/scholastic_discipline_grad.pdf

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