

FALL 2022 TERM

LIS9002: INFORMATION ORGANIZATION, CURATION AND ACCESS

1. Course Information:

Course Website will be accessible to the enrolled students only (via OWL).

Informational website is available to the general public (via Instructor's website):

https://victoriarubin.fims.uwo.ca/teaching/information_organization/

Location: FIMS & Nursing Building (FNB), Room #3220 (3rd floor, across from the elevator)

Time: Friday mornings, 9:00 – 11:50 a.m. (in-person instruction)

Format: an in-person class. There will be face-to-face instruction which includes a mix of lectures, in-class discussions, and practical exercises.

Enrolment Restrictions: enrollment in this course is restricted to **graduate students in the FIMS MLIS Program**, as well as any graduate student that has obtained **special permission to enroll** in this course from the course Instructor as well as the Graduate Chair (or equivalent) from the student's home program.

2. Instructor Information:

Prof. Victoria Rubin, Ph.D.

Associate Professor

Faculty of Information and Media Studies

Office: FIMS & Nursing Building, Room 4046 (4th floor)

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

Prof's 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 and Timeline:

There will be 13 weeks of face-to-face instruction which includes a mix of lectures, in-class discussions, and practical exercises. The sample topics are:

1. Introduction. Objectives of Information Organization. Information Curation. Data Access. Data and Metadata. Environments: Catalogues. Archives. Records.
2. Data and Metadata Arrangement. Classification Theory.
3. Dewey Decimal Classification.
4. Library of Congress Classification.
5. Subject Analysis.
6. Verbal Subject Access. Thesaurus Construction. Library of Congress Subject Headings (LCSH).
7. Controlled Vocabularies. Folksonomies.
8. Principles of Library Cataloguing, Archival Description, and Records Management.
9. Descriptive Cataloguing. FRBR Conceptual Model. RDA: Resource Description and Access.
10. Access Points. Authority Control. Personal and Corporate Names.
11. Encoding of Metadata: MARC.
12. Metadata. Big Data. Linked Data. Natural Language Processing. Automation.
13. Digital Curation and Information Life Cycle.

See also the Instructor's [Teaching Philosophy statement](#).

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 FIMS Graduate Library and the course website. Practical assignments will be done using the tools available in the FIMS Graduate Library.

Electronic Resources for Communication and Assignment Submission:

The OWL course website will contain selected course materials such as the full course syllabus, select readings, video recordings, and classroom handouts. Access to the Classification Web, Cataloguer's Desktop and other electronic resources is via [FIMS Graduate Library Electronic Resources Page](#) (with a FIMS Internet password). The Instructors will also use OWL to communicate class announcements, hold Zoom office hours, and collect written assignments.

Class Policies:

Class **attendance** is mandatory. Participation marks may be deducted for late arrivals or unexcused missed classes.

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:

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

6. Western Policies and Regulations

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

Plagiarism: In accordance with the Western Policies, 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).

Accessible Education Western (AEW): 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 strongly encouraged to register with Accessible Education Western (AEW), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AEW 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.

Health/Wellness 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.