

# LIS9002 Information Organization, Curation and Access

Summer 2022

## Instructor

Elisabeth Davies, MLIS, PhD

[edavies3@uwo.ca](mailto:edavies3@uwo.ca)

Office hours: TBA

## Class Times

Fridays, 9:00-11:50 am, FNB 3220

## Course Enrollment

Enrollment in this course is restricted to graduate students in the MLIS program.

## 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 text for the course. Weekly readings are available either on reserve in FIMS Graduate Library or available online via Western Libraries. Cataloguing tools for completing assignments are available online or in FIMS Graduate Library.

## Topics Covered & Course Delivery

The following weekly topics will be taught via face-to-face lectures and in-class activities.

<b>May</b>	What does it mean to organize? Libraries
	Classification 1
<b>June</b>	Classification 2 Bibliographic Description 1 Bibliographic Description 2
	Encoding metadata
<b>July</b>	Recall & Precision in Retrieval Access Points & Authority Control Verbal Subject Access Archives & Records
<b>August</b>	Archival Arrangement & Description Maintaining Metadata

## 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](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 20th	15%
Dewey Decimal Classification practical	June 10th	15%
Bibliographic Description practical	June 24th	20%
Authority Control of Names practical with essay question	July 22nd	20%
Personal Information Management essay revisited	August 12th	20%
Participation in/contributions to in-class discussions & learning activities, etc.	ongoing	10%
		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, provided that 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 to me within 3 weeks of receiving the graded assignment.

--**Participation/attendance:** Attendance at and participation in classes is an essential part of the learning experience. Attendance requirements also include punctual arrival at classes. Points are awarded for substantive, constructive participation in class, including discussion, questions, engagement in class exercises, active listening, etc.

--**Support services:** Students who are in emotional/mental distress should refer to [MentalHealth@Western](mailto:MentalHealth@Western) <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

--**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.

## ***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](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf)