

LIS 9200: Descriptive Cataloguing Theory and Practice

Winter 2022
G. Campbell

OBJECTIVES

This course has the following objectives:

- To study the principles guiding catalogue code design for the preparation of bibliographic records;
- To develop advanced cataloguing skills through intensive practice in cataloguing both print and non-print media;
- To examine issues arising from the use of cataloguing codes in various library settings, the structure of library catalogues, and the transition to online bibliographic control;
- To consider the role, operation and capabilities of bibliographic databases and networks;
- To investigate metadata systems for networked information discovery and retrieval, and their relationship to the traditional practice of bibliographic description.

LEARNING OUTCOMES:

After successfully completing this course, therefore, you should be able to:

- **Create** bibliographic descriptions in a library environment for materials in various media, using the most current cataloguing and encoding standards;
- **Comprehend** the relationship of bibliographic description to modern metadata environments, both within and beyond traditional library settings;
- **Understand** and **respect** the work of professionals and paraprofessionals who are engaged in front-line bibliographic description;
- **Investigate** and **assess** alternative ways of providing metadata services in library settings;
- **Evaluate** the benefits and drawbacks of a library's participation, both in library-based bibliographic networks and broader metadata-based networks.

PREREQUISITE:

LIS 9002¹

¹ Unless you have the prerequisite for this course or written special permission from the Dean to enrol in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

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?
to create bibliographic descriptions in a library environment for materials in various media, using the most current cataloguing and encoding standards;	Navigate, evaluate and use multiple elements of a range of information environments, including those associated with data curation, information visualization, databases and information architectures.	Practical Assignments	The assignments will test the students in standard cataloguing and encoding techniques across a range of media, and in a variety of professional contexts.
comprehend the relationship of bibliographic description to modern metadata environments, both within and beyond traditional library settings	Discriminate among current and emerging information and communication technologies to judge effective management and use in constantly changing information workplaces.	Term Paper	The term paper will require the students to integrate their concrete skills acquisition into a holistic understanding of information environments, both within and beyond libraries.
understand and respect the work of professionals and paraprofessionals who engage in front-line bibliographic description;	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.	Practical Assignments Term Paper	The term paper will require the students to interpret their acquired skills within the context of the library's broader responsibility for progressive public service. The assignments will ensure that students have an understanding of the work of both professionals and paraprofessionals in bibliographic description.
investigate and assess alternative ways of providing metadata services in library settings	Discriminate among current and emerging information and communication technologies to judge effective management and use in constantly changing information workplaces.	Practical Assignments	The practical assignments require students to translate traditional description into non-traditional metadata descriptions and explore the consequences of that transition.
evaluate the benefits and drawbacks of a library's participation, both in library-based bibliographic networks and broader metadata-based networks.	Navigate, evaluate and use multiple elements of a range of information environments, including those associated with data curation, information visualization, databases and information architectures.	Term Paper Practical Assignments	At least one practical assignment requires the students to use the OCLC bibliographic network, and the term paper is slanted towards the library's participation in broader information environments.

INSTRUCTOR:

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 FIMS Nursing Building, Room 4083
 519-661-2111 ext. 88483
 E-mail: gcampbel@uwo.ca

OFFICE HOURS:

I will be available from 4:30-5:30 pm in person on Tuesday afternoons. I will also be available for Zoom or Skype consultation at other times, by appointment.

COURSE DELIVERY:

The course will be held in person on Tuesday evenings from 6:30-9:30 in the FIMS Nursing Building, Room 2230.

TEXTS:

There is no required text for this class. All assigned readings are available through Western Libraries, unless otherwise indicated. Students will use the following computer resources in the course:

OWL Instructional Site (for access to class readings, online lectures and class wikis)
 RDA Toolkit (for access to Resource Description and Access)
 OCLC Connexion (for MARC interface and accessing MARC records)

Other computer resources may be used as well, at least on an optional basis.

ASSIGNMENTS:

Students will be evaluated through the following:

3 practicum assignments, worth 20 % each. January 25, March 1, March 22	60 %
A paper on bibliographic control in the current library environment. February 15	30 %
1 final cataloguing exercise, worth 10 % April 5	10 %

CLASS POLICIES:

Extensions for class assignments will only be considered if there is a significant reason for needing the extensions. Requests for the extension **MUST** be received by e-mail no later than one week before the assignment is due.

Late assignments that have not been granted an extension will be penalized at the rate of 3 % per day.

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

Attendance: Due to the uncertain circumstances surrounding COVID, there is no explicit attendance requirement for this course. However, you are expected to attend classes, and if I don't see you for a length of time, I will follow up to inquire whether you're still in the course. Assignments will be tied directly to the class content.

Recording of Lectures: Unless otherwise stated, NO classes will be recorded. If you miss a class, you will need to make arrangements to get the notes from a fellow class member. However, any PowerPoint slides will be available. Also, if the white board is used, photos of the board will be mounted for further use.

Use of Electronics in the Classroom: You are urged to bring laptops to class, so that you can use the online resources. You are also encouraged to bring your phones to take pictures of white boards, should they be used. My only stipulations: **Do not record me without my permission. And do not use electronics in a way that disturbs the classroom experience for others.**

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: Students must write their essays and assignments in their own words. Whenever students take an idea or 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: for further details see Scholastic offence Policy Section 10 in the School of Graduate and Postdoctoral Studies Academic Calendar at <http://grad.uwo.calendar.html>.

Support Services:

Students who are in emotional/mental distress should refer to **Mental Health@Western**, http://www.uwo.ca/health/mental_wellbeing/index.html for a complete list of options about how to obtain help.

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.

Course Outline (Subject to Change):

Each class will be divided into two parts.

Part One will deal with the new format of Resource Description and Access (RDA).

Part Two will deal with traditional library cataloguing concepts and procedures.

January 4	Metadata Design	Bibliographic and Authority Records
January 11	Metadata Design	MARC Coding
January 18	Metadata Design	BibFrame
January 25	Application Profiles in Cataloguing	The ISBD Standard
February 1	Application Profiles in Cataloguing	The ISBD Standard
February 8	Application Profiles in Cataloguing	The Dublin Core
February 15	Application Profiles in Cataloguing	The Dublin Core
February 22	RESEARCH WEEK	
March 1	Library Reference Model	Bibliographic Description
March 8	Library Reference Model	Access Points
March 15	Library Reference Model	References
March 22	Cataloguing with the New RDA	Serials
March 29	Cataloguing with the New RDA	Music
April 5	Cataloguing with the New RDA	Course Conclusion