

LIS9002 Information Organization, Curation and Access

Summer 2024

Instructor

Elisabeth Davies, MLIS, PhD

edavies3@uwo.ca

Office hours: TBA

Class Times

Tuesdays, 1:30-4:20 pm, FNB 3220

Course Enrollment

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

Course description

This course is 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.

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

[Assignment schedule subject to change.]

Assignment	Due	Weight
Personal Information Management short essay	May 14th	15%
Bibliographic Description practical	June 11th	20%
Authority Control of Names practical	June 25th	20%
LCSH short essay	July 23rd	20%
Dewey Decimal Classification practical	Aug 6th	15%
Attendance & Participation	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:** Class attendance is **mandatory**. I will record attendance at every class meeting. Email me within a week of your absence to report your absence. If you have one unreported absence, your course final grade will be reduced by 10%. Two unreported absences will result in a 30% reduction of your course final grade. More than two unreported absences will result in a course final grade of 0%.

Points are awarded for substantive, constructive participation in class, including discussion, questions, engagement in class exercises, active listening, etc. Points will be deducted for unreported absences (see above), repeated late arrivals, etc. See the *MLIS Guidelines for Participation Grades* for more details.

--**Support services:** Students who are in emotional/mental distress should refer to MentalHealth@Western <https://www.uwo.ca/health/psych/index.html> 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