

# LIS 9002: Information Organization, Curation and Access

## Course outline for Winter 2024

### 1. Contact Information:

Course Instructor	Contact Information	Office Hours
Grant Campbell	FIMS Nursing Building 4083	Tuesdays, 5-6 pm.

### 2. Course Location:

Day	Time	Location	Delivery Mode
Tuesdays	6:30-9:20 pm.	FNB 2230	In Person

### 3. Health Emergency Contingency:

*In the event of a health emergency, during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor.*

*If university policy and public health directives necessitate additional measures to manage the spread of disease, students may be required to resume masking in instructional spaces. Students who are unable to wear a mask for medical reasons should seek accommodation through Accessible Education.*

### 4. Office Hours:

- Office hours will be held face to face on Tuesday, 5-6 pm. Students may also contact me by e-mail and arrange a meeting either in person or online at other times.

### 5. 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.

### 6. Enrolment Restrictions:

Enrollment in this course is restricted to graduate students in the Master of Library and Information Science Program, as well as any 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.

### Learning Outcomes

Upon Successful Completion of this course, students will be able to:

- 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)
- Navigate, evaluate and use current standard tools for performing very basic tasks in information classification, arrangement, description and encoding (Program-Level Learning Outcome 7);
- Communicate concepts of information organization with a clarity and style appropriate to diverse information communities (Program-Level Learning Outcome 9).

### 7. Evaluation: Assessments and Submission

Below is the provisional evaluation breakdown for the course. Any necessary changes from this schedule will be communicated to students in a timely manner.

Assessment	Format	Weighting	Due Date
Practicum 1	Cataloguing Exercise	15 %	January 23
Written Assignment 1	Written Report	20 %	February 6
Practicum 2	Catalogue Record	20 %	February 27
Written Assignment 2	Written Report	25 %	March 26
Practicum 3	DDC Exercise	10 %	April 2
Attendance/Participation		10 %	

- All assignments are due at 11:55 pm EST unless otherwise specified.
- Rubrics will be used to evaluate Written Assignments and will be posted with the instructions
- After an assessment is returned, students should wait 24 hours to digest feedback before contacting their evaluator; to ensure a timely response, students must connect with their instructor within 7 days of receiving feed back.

### 8. Evaluation: Policies and Procedures

Click [here](#) for a detailed and comprehensive set of policies and regulations concerning examinations and grading. The table below outlines the University-wide grade descriptors.

Detailed FIMS specific descriptors are included in the Notes from the Dean's Office appended to this syllabus. The following chart lists the rubric for FIMS undergraduate grading.

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

**Information about late or missed evaluations:**

- Late assessments without academic consideration will be subject to a late penalty 3 %/day
- Late assessments with academic consideration require the student to work with the Academic Advising unit in their Faculty of registration; once that has been approved, students need to contact the instructor to arrange for an alternate submission date

**9. Statement about the use of generative AI technology in this class [this may vary from course to course, ranging from zero tolerance to use of generative AI in a course, to inclusion of assessments which ask students to engage with generative AI in specified ways, the boilerplate statement below reminds students that at a minimum, they must acknowledge when they have used generative AI content – this [resource](#), from the University of Manitoba, provides examples of different kinds of statements about the use of generative AI technology and some caveats for each approach:**

Students in this class are reminded that plagiarism – using another's work, ideas, or words without giving credit -- is a serious scholastic offence. Plagiarism includes, but is not limited to, the unauthorized use of generative artificial intelligence to create content that is submitted as one's own. **Students who use AI-content generators (such as ChatGPT) to complete assignments without attribution or permission from the instructor are committing a scholastic offence.**

Should a concern about plagiarism arise, instructors may require the student to share their rough work, research notes, or previous drafts. Students are advised to retain these materials until the graded assignment is returned.

**10. Course materials and requirements [specify]:**

- All course materials will be available through OWL
- Required texts include:
- Additional required course materials (subscription to Adobe Creative Cloud, other software)

## **11. CLASS POLICIES:**

### **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.

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

The use of any AI-powered language generator such as ChatGPT is forbidden for any and all assignments.

No plagiarism-checking software will be used in this course.

### **Support 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.

### **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.

[http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)

## 12. Course Content and Schedule:

Week	Dates	Topic	Assessment Due
1	January 9	Course Introduction	
2	January 16	Descriptive Cataloguing	
3	January 23	Descriptive Cataloguing	Practicum 1
4	January 30	Authority Control	
5	February 6	Access Points	Written Assignment 1
6	February 13	MARC	
	Reading Week: Feb 17-25		
7	February 27	Archives and Records Management	Practicum 2
8	March 5	Subject Cataloguing	
9	March 12	Library of Congress Subject Headings	
10	March 19	Classification Dewey Decimal Classification	
11	March 26	Dewey Decimal Classification	Written Assignment 2
12	April 2	Library of Congress Classification	Practicum 3
13	April 9	Course Conclusion	

<b>Course Learning Outcome: Students who complete this course will be able to:</b>	<b>Related MLIS Program-Level Learning Outcomes</b>	<b>What assignments provide evidence of learning outcomes?</b>	<b>How will instructors assess mastery of learning outcome?</b>
<p>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</p>	<p>3. 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.</p>	<p>Essay assignments</p>	<p>Essays will be directed at both the history and theory of information organization, curation and access, and designed to require students to display an understanding of the basic definitions. Cited readings in the essays will provide evidence that the student has learned to place the practical skills into a broader professional context.</p>
<p>Navigate, evaluate and use current standard tools for performing very basic tasks in information classification, arrangement, description and encoding</p>	<p>7. Identify and explore opportunities to engage in experiential learning and to participate, advocate, and lead in professional development and training in professional organizations relevant to emerging specialisations and career paths.</p>	<p>Practicum assignments</p>	<p>The three practicum assignments will involve the use of standard tools: RDA, MARC, LCSH and DDC.</p>
<p>Communicate concepts of information organization with a clarity and style appropriate to diverse information communities</p>	<p>9. Differentiate among the numerous areas of LIS practice and scholarship, and demonstrate a facility across media when speaking, writing and presenting about them to diverse audiences in formal and informal professional and scholarly domains.</p>	<p>Essays</p>	<p>The written essays will be set in a contextual frame that requires the student to write for a particular community and audience. The essays will emphasize those areas where the course content intersects with professional and lay information communities</p>