LIS 651  
CATALOGING AND CLASSIFICATION

CLASS:
Time: 12:00 –2:00 pm, Mondays  
2:15-3:45pm (Lab 301); 3:45-5:15pm (Lab 302)  
Location: 4191F

INSTRUCTOR:  
Kyung-Sun (Sunny) KIM
Office: 4255 H.C. White Hall  
Office Hours: 1:30-3:00 pm (Tuesday)  
or by appointment
Phone: (608)263-2941  
E-mail: kskim@slis.wisc.edu

TA:  
Gilbert CHAVEZ
Office: 4258 H.C. White Hall  
Hours: TBA  
Phone: (608)263-5624

It is my desire to fully include persons with disabilities in this course. Please let me know within the first two weeks of class, if you need any special accommodations to enable you to fully participate. I will try to maintain confidentiality of the information you share with me. To request academic accommodations, you must also register with McBurney Disability Resource Center (905 University Avenue; 263-2741; http://www.dcs.wisc.edu/mcb).

COURSE DESCRIPTION

This course introduces different approaches and systems currently used for organizing information-bearing entities in libraries. Through readings, lectures and lab exercises, you will acquire practical knowledge of rules, standards, and tools used for bibliographic description and control, classification, and subject/content access.

OBJECTIVES

Upon completing this course, you will be able to

1. Demonstrate an understanding of basic concepts and principles of bibliographic control.
2. Recognize different approaches to cataloging and selected cataloging tools/resources.
3. Utilize selected key tools properly for the cataloging and classification (including AACR2r, ISBD, MARC, DDC, LCC, LCSH, and Sears’ subject headings).
4. Demonstrate an understanding of the descriptive and subject cataloging and classification of information-bearing entities, and appreciate their role and importance in information retrieval and organization.
READINGS

Required:


Workbook. (A hard copy is on reserve at SLIS library; also available online at [http://www.library.wisc.edu/libraries/slislib/reserves/public/current.html](http://www.library.wisc.edu/libraries/slislib/reserves/public/current.html)).

Recommended:


Cataloging Tools: Located in and/or near 4191F

Dewey Decimal Classification (20th and 21st eds.)
Library of Congress Classification schedules
Library of Congress Subject Headings
LC Free-Floating Subdivisions
Sears List of Subject Headings
Subject Cataloging Manual: Subject Headings
OCLC Workbook: Using the PRISM Service
OCLC Bibliographic Formats and Standards (Also available at [http://www.oclc.org/oclc/bib/toc.htm](http://www.oclc.org/oclc/bib/toc.htm); [http://www.oclc.org/bibformats/](http://www.oclc.org/bibformats/))
USMARC Bibliographic (Also available at [http://www.tldelivers.com/tlc/crs/bib0001.htm](http://www.tldelivers.com/tlc/crs/bib0001.htm))
LATE WORK & ATTENDANCE POLICY

All the assignments and exams are due on the specified due dates except in an emergency situation. If you miss the due date for an assignment or an exam, you will get no credit. If there are any problems preventing you from submitting an assignment or taking an exam on the specified date, you should contact me, and get permission at least 24 hours in advance. With my permission, you will have one more chance to make up the missed assignment or exam without penalty.

Attendance is required. If, for some reason, you cannot attend class/lab session, you are expected to notify me or the Teaching Assistant in advance, and make arrangement with another student to determine what you have missed.

PERFORMANCE EVALUATION

Students’ performance will be evaluated on the following course requirements. Academic dishonesty in any form will result in a grade of “F” for the assignment or exam in which it was demonstrated.

<table>
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<tr>
<th>Requirement</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>10%</td>
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<tr>
<td>Exercises (6)</td>
<td>30%</td>
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<tr>
<td>Exams (3)</td>
<td>50%</td>
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<tr>
<td>Paper (1)</td>
<td>10%</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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1. **Class Participation** (10%)  
You should attend each class (lecture & lab), and participate in discussions and other class/lab activities.
*Criteria* - If you attend all the classes/lab sessions and participate in class/lab activities actively, you will get full points. Missing the class more than twice may result in the reduction of points.

2. **Exercises** (5% x 6 = 30%)  
You should complete exercises designed to help you develop and apply knowledge and skills of cataloging. There will be 6 exercises and each counts for 5% of your final grade.
*Criteria* - If you submit exercises on the date due (before class starts) and answer all the questions correctly, you will get full points.

3. **Exams** (50%)  
You should take three exams on the dates indicated. Exam #1 counts for 10% of your final grade. Exam #2 and #3 count for 15% and 25% of your final grade, respectively.
*Criteria* - If you take/submit exams on the dates indicated and answer all the questions correctly, you will get full points.
4. Paper (10%)
You should write a paper on an issue related to cataloging and/or classification. Find 3-5 papers pertinent to the topic you selected, review and compare them in terms of problems addressed, context of the problems, research methods applied and solutions suggested. Discuss the implications on the organization and retrieval of information.

GRADING SCALE

A: 93 – 100
AB: 85 - 92
B: 78 - 84
BC: 71 - 77
C: 63 - 70
D: 55 - 62
F: lower than 55

TENTATIVE SCHEDULE

Sep. 9  Introduction
Bibliographic control
Catalogs and cataloging
Elements of bibliographic records

READ:
Taylor (2000) – Chapters 1, 19
Libweb (http://sunsite.berkeley.edu/libweb)

Handout: Exercise #1 (OPAC & OCLC search)

Sep. 16  Cataloging codes (AACR2r and ISBD)
Encoding (MARC)

READ:
Taylor (2000) – Chapters 2, 3
AACR2r – Preface & Introduction

Handout: Exercise #2 (AACR2r; MARC)

DUE: Exercise #1 (OPAC & OCLC search) – P/F [by 9/19 (Thu)]
Sep. 23  Descriptive cataloging: AACR2r
Bibliographic information in MARC

READ:
Taylor (2000) – Chapter 4
AACR2r – Chapters 1, 2

Sep. 30  Choice of access points
MARC

READ:
Taylor (2000) – Chapter 6
AACR2r – Chapter 21

DUE:    Exercise #2 (AACR2r; MARC)

Handout: Exercise #3 (Choice of access points)

Oct. 7   Authority control
OCLC searching

READ:
Taylor (2000) – Chapters 7, 18
AACR2r – Chapters 22-26

DUE:    Exercise #3 (Choice of access points) – P/F

Oct. 14  Exam #1 (Different approaches to cataloging, information retrieval tools,
cataloging standards and rules, descriptive cataloging, choice of access points)

Oct. 21  Subject analysis
Subject cataloging vs. classification

READ:
Taylor (2000) – Chapters 8, 9

Oct. 28  Dewey Decimal Classification (DDC) system

READ:
Taylor (2000) – Chapters 9, 10

Handout: Exercise #4 (DDC)
Nov. 4  DDC (cont’d)

**READ:**
Taylor (2000) – Chapters 10
*DDC, Vol. 1 – Introduction to the Dewey Decimal Classification*

Nov. 11  Library of Congress Classification (LCC) system

**READ:**
Taylor (2000) – Chapters 11, 12

**DUE:** Exercise #4 (DDC)

**Handout:** Exercise #5 (LCC)

Nov. 18  LCC (cont’d)

**READ:**
Taylor (2000) – Chapters 11, 12

**DUE:** Exercise #5 (LCC) → by Nov. 21 (Thu)

Nov. 25  Verbal subject access
Library of Congress Subject Headings (LCSH)

**Exam #2** (DDC; LCC): Take-home

**READ:**
Taylor (2000) – Chapters 14, 15

**Handout:** Exercise #6 (LCSH)

Dec. 2  LCSH (cont’d)
Sears List of Subject Headings

**READ:**
Taylor (2000) – Chapters 15, 16

**DUE:** Exercise #6 (LCSH) → by Dec. 5 (Thu)
Dec. 9  Technical services: organizations and functions
      Different standards of metadata
      Digital libraries

      READ:
      Taylor (2000) – Chapter 20

      Handout: Exam #3

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Dec. 16  ….  DUE:
         • Exam #3
         • Paper  (Both should be submitted no later than noon, 12/6)