**Valdosta State University
Master of Library and Information Science Program
MLIS-7355-Subject Cataloging and Classification
Syllabus
Three Credit Hours**

Instructor:
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Course Description:
Study of the theories, principles, and practices of subject cataloging and classification, including determining aboutness, vocabulary control, application of Library of Congress Subject Headings (LCSH), classification theory, and application of classification schemes (Dewey Decimal Classification (DDC) and Library of Congress Classification (LCC), and other systems).
Prerequisite: MLIS 7300 or consent of the instructor. .

Grade Requirements:
All students admitted fall 2012 and thereafter must earn a grade of "B" or better in these core courses: MLIS 7000, 7100, 7200, 7300, 7700, and 7800.

MLIS Program Objectives (PO)
Graduates of the MLIS Program will:

> PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information.

> PO 2. Use existing and emerging technologies to meet needs in libraries and information centers.

> PO 3. Integrate relevant research to enhance their work in libraries and information centers.

> PO 4. Demonstrate professionalism as librarians or information specialists.

Subject Cataloging and Classification Student Learning Outcomes (SLO):
Upon completion of this course, the student will be able to:

> SLO 1. Determine the aboutness of a variety of library materials (PO 1, PO 3)

> SLO 2. Assign Library of Congress Subject Headings (PO 1, PO 2)

SLO 2. Classify library materials using Library of Congress verbal and numeric schemes. (PO 1. PO 2)

SLO 3. Classify library materials using Dewey Decimal Classification. (PO 1, PO 2)

SLO 4. Use relevant documentation and tools. (PO 1, PO 2, PO 3)

Required Textbooks:
- Zumer, Maja; Zeng, Marcia Lei, and Salaba, Athena. *FRSAD: Conceptual Modeling of Aboutness.* Libraries Unlimited, 2012. ISBN-13 978-1-59884-794-9.

- Chan, Lois Mai. *Library of Congress Subject Headings, Principles and Application*, Fourth Edition. Libraries Unlimited, 2005. (Series: Library and Information Science Text Series). ISBN 978-1-59158-156-7

- Broughton, Vanda. *Essential Classification.* Neal-Schuman Publishers, Inc. 2004. ISBN-10: 1555705073; ISBN-13: 978-1555705077

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at
http://www.valdosta.edu/mlis/student_resources/documents/ILL_Textbooks.pdf

Required Materials:
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A headset with attached microphone or other microphone and speakers that work with WIMBA software. Noise-canceling properties are recommended.

• Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

Online Resource Materials:

- American Library Association. (2005). Anglo-American cataloging rules, 2nd edition, 2002 revision, 2005 update. (**AACR2R**). Available through the RDAToolkit (access instructions in course overview).

- American Library Association. (2011). Resource description and access (**RDA**). Available through the RDAToolkit (access instructions in course overview).

- Library of Congress (2011). MARC 21 format for bibliographic data. Retrieved from http://www.loc.gov/marc/bibliographic/ecbdhome.html.

- OCLC (2011). Bibliographic formats and standards. Retrieved from http://www.oclc.org/bibformats/.

- Other online resource materials will be assigned as need.

General Course Outline:
Unit 1 Aboutness
        Sub-Unit 1A Subject Analysis

Sub-Unit 2B Aboutness
Sub-Unit 2C FRSAD
Unit 2 Subject Cataloging
Sub-Unit 2A Library Of Congress Subject Heading Manual (2013-06-28)
Sub-Unit 2B Library of Congress Subject Headings
Sub-Unit 2C Sears Subject Headings
Sub-Unit 2D Other Forms of Subject Headings
Unit 3 Classification
Sub-Unit 3A Principles of Classification
Sub-Unit 3B Principles of Library of Congress Classification and Assigning
        Numbers
Sub-Unit 3C Library of Congress Schedules
Sub-Unit 3D Filing Rules and Cuttering
Sub-Unit 3E Principles of Dewey Classification and Building Numbers
Sub-Unit 3F Other Classification Systems

WIMBA Live Classroom
There will be a scheduled hour long optional WIMBA classroom meeting every two weeks from 7:00 pm to 8:00 pm eastern time on Wednesday. The first WIMBA classroom meeting will be on Thursday, August 14th. Attendance is not a requirement of the course. The sessions will be archived and made available.

Assignments: (80 points)
The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. As a general rule, assignments are due before midnight (11:59 p.m.) on Saturday. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

General Assignment List:
Assignment 01: Aboutness
        Due September 7th, 2013
        Value 20 points

Assignment 02: Subject Cataloging
        Due October 5th, 2013
        Value 20-points

Assignment 03: Library of Congress Classification
        Due November 2nd, 2013
        Value 20-points

Assignment 04: Dewey Decimal Classification
        Due November 23rd, 2013
        Value 20-points

Graded Discussions: (20 points)
There will be four graded discussions, each worth 5 points. You will be required to post an initial substantive response to the discussion topic (worth 3 points), and then post focused and amplifying commentaries to two of your classmates' substantive responses

to the discussion topic (each worth 1 point).

Grading Scale
The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

A = 90-100 % = exceptional work, exceeds expected graduate level work
B = 80-89 % = consistently good work, meets expected graduate level work
C = 70-79 % = consistently poor work, fails to meet expected graduate level work
D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work
F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

Standards for core courses:
No grade below a C will be credited toward a VSU graduate degree. To be **eligible** to receive an A in this course a student must complete every assignment.

Withdrawal:
You may drop the course without academic penalty on or before the official withdrawal date. As discussed on pages 30-31 of the VSU graduate catalog, "Students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

Attendance:
This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. The may be regularly scheduled WIMBA sessions with optional attendance.

Technical Requirements:
All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor, you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). **Work submitted in non-compatible formats will not be accepted and will not be graded.** You can obtain a copy of Microsoft Office 2010 at a reduced student price through the IT Home Use Software program (http://www.valdosta.edu/helpdesk/index.shtml). Both Windows and Mac versions are available.

You are to use the underscore " _ " instead of a space "   " in your file names. Spaces in a file name translate as %20 code and a penalty will be applied.

When reading instructions for your assignments, notice whether the instructions say to paste your response into a message box or to use a file attachment. Also notice whether the instructions say to choose Reply or to create a new message.

When the directions say to paste into a BlazeView message box, compose your response in your word processor first. This will help avoid the agony of being "timed out" and losing your work.

Grammar, punctuation, and spelling count. Use spell check. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

Communication:
For questions regarding the course, please communicate with me through the BlazeView WebCT site for this course. If your question is personal, please use the BlazeView WebCT course mail feature. If you have a general question whose answer may be of interest to your classmates, please post it to the "Questions" topic on the discussion boards.

Academic Honesty:
An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification.

Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification.

Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources.

The *Guide to Ethical Conduct* is a booklet created for VSU MLIS students (http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics.* Please acquaint yourself with the full policy at http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

Turnitin
By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW. For more information on the use of Turnitin at VSU see Turnitin for

Students (http://www.valdosta.edu/academics/academic-affairs/vp-office/turnitin-for-students.php).

Distance Learning Support:
An online guide for distance education students is on the Odum Library Web site at http://www.valdosta.edu/library/services/revised_students.pdf .

Accommodations Statement:
Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY), their website is at http://www.valdosta.edu/access/ .

Compliance Statement:
Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. **It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester**.