

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY AND INFORMATION SCIENCE
MLIS 7330 Cataloging the Web
Syllabus -- Spring Semester 1010
Three credit hours

Instructor:

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Course Description

Prerequisite: MLIS 7300 or consent of the instructor.

Exploration of the theoretical foundations of librarianship as they apply to management of electronic resources in a Web-based environment. Examines the impact of the Internet on libraries and cataloging and the potential of cataloging to enhance the value of the Web in providing access to information. Cataloging of electronic monographs (including audio and video), serials, and integrating resources will be included. The course begins with a focus on theory and moves into practical application.

Course Objectives

At the conclusion of the course, the student will be able to:

- Demonstrate an understanding of theoretical concepts and practical techniques of electronic resource description and management.
- Demonstrate familiarity with current issues and trends in electronic resource description.
- Describe and evaluate various options for integrating metadata, including crosswalks, metasearching, and metadata harvesting.
- Summarize and evaluate arguments for and against the cataloging of Web resources in library catalogs.
- Discuss the advantages and disadvantages of cataloging and metadata schemes for different types of electronic resources.
- Articulate the importance of controlled vocabulary and name and subject authority in resource description and use these effectively.
- Catalog electronic resources using AACR2 and MARC21, Dublin Core and one additional metadata scheme.

Required Materials

- Hsieh-Yee, Ingrid. *Organizing Audiovisual and Electronic Resources for Access: A Cataloging Guide*. 2nd ed. Westport, Conn: Libraries Unlimited, 2006. ISBN: 0810828391. *The specified edition is required.*
- Baca, Murtha, Ed. *Metadata*. 2nd ed. Los Angeles: Getty Publications, 2008. ISBN: 978-0-89236-896-9. *The specified edition is required.*
- Additional readings as posted in BlazeVIEW or on electronic reserve through the Odum Library.
- A headset and microphone for use with Live Classroom software. Noise reduction capability is recommended.

Recommended title: The Chan text, while not required, will be useful to help you brush up on foundational cataloging topics as we build upon them throughout the semester.

- Chan, Lois Mai, and Theodora L. Hodges. *Cataloging and Classification: An Introduction*. 3rd ed. Lanham, MD: Scarecrow Press, 2007. ISBN: 0-8108-6000-7.

Graded Course Requirements

Class participation	30 %
Written Assignments	30 %
Record Creation	30 %
Final Exam	10%

Grading Scale

There are 100 points possible in the course.
Course grades will be assigned as follows:

A = 91-100

B = 81-90

C = 71-80

D = 61-70

A of 60 points or below earns an F for this course.

Course grades of I (Incomplete) will **not** be available.

You may drop the course without academic penalty on or before March 4, 2010.

In case of extreme hardship, please review the guidelines for exceptions to the withdrawal deadline in the 2009/10 Graduate Catalog.

Graded Assignments in Brief

This is an overview only. Full details will be posted to the Assignments Board in WebCT.

Class participation:

- **Discussion.** Most of the theoretical questions we will pose have no one right answer, and many of the practical exercises we will undertake have more than one valid solution. Therefore, discussion will be of much value. Weekly readings will be assigned and questions posted. Please note that a sequence of unconnected monologues will not satisfy the discussion requirement of the course. I will be present and involved to help facilitate exchanges. Discussion posts require you not merely to read the required reading, but to read everything your classmates have said about it and to respond to their thoughts as well.
- **Live meetings with expert guests.** Throughout the semester we will have live (synchronous) meetings in the Horizon Wimba classroom. Meeting times will be set to accommodate our guests and as many of you as possible. Meetings will be archived. If you cannot attend the live meetings, you must (1) post a question for our guests ahead of time, (2) view the archived sessions and (3) submit a short written essay about each session you cannot attend to satisfy this requirement.

Written Assignments

- **Reflective essays.** Throughout the course you will be asked to submit reflective essays that supplement or elaborate on our discussion topics. These should be brief (no more than 500 words) and will not require additional research. Details will be posted in the assignment board.
- **Mini-paper.** The mini-paper is an opportunity for you to read and contribute to the body of scholarly literature on the intersection of cataloging and metadata with electronic resources or the Web. You will write a paper of no more than 1,000 words on a topic of your choice, subject to instructor approval. You will use between three (minimum) and five (maximum) peer-reviewed articles for this paper. Full details will be posted to the assignment board.

Record Creation

Theory becomes meaningful when put into practice. To understand the advantages and disadvantages of different standards of description for various types of electronic resources, we are going to dive in and catalog! You will create records for a Web pages, electronic serials, and digitized audio and video using AACR2/MARC21, Dublin Core, and one additional metadata scheme.

Final exam

The final exam will be brief, and, if you do your work throughout the semester, it will be a cakewalk. The final will be an open-book and open-note opportunity for you to demonstrate your knowledge of the language of cataloging as it applies to the Web.

Technical Requirements

All coursework will be shared through BlazeVIEW (Valdosta State's WebCT Vista 8 installation). If you are a new BlazeVIEW user, go to the help pages at http://www.valdosta.edu/vista/faq/help_students.shtml.

Login to BlazeVIEW using your BlazeNet email ID and password.

In order to open, read, share, and post required documents, you must use a word processing program compatible with Microsoft (MS) Word. WebCT requires the format for MS Word 97-2003. If you are using MS Word 2007, save it down to the 97-2003 format. If you are using WordPerfect or sharing documents with classmates who have a different version of Word, save your documents in Rich Text Format (rtf).

You must also be able to view PowerPoint files in the 97-2003 format.

Files that I cannot open will be returned to you for re-formatting. The university's Information Technology department provides step-by-step guides on how to use VSU's email and other online tools. The IT Help Desk is at

<http://www.valdosta.edu/helpdesk/guides/> and their help line is 229-245-4357.

Communication

For questions regarding the course, please communicate with me through the WebCT site for this course. If your question is personal, please use the 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.

I will keep online office hours throughout the semester. This means that I will be "in" the WebCT course at a set time each week. During this time, you can send me an invitation to "chat" and we can go into the Wimba classroom for a live discussion if needed. To begin, I will set my hours as 5:00pm – 6:00pm Wednesdays. If a change is required, I will post that information. Additional virtual meeting times may be set at your request. I do not anticipate any face-to-face meetings for this class, but if the class thinks that one would be valuable, I will explore the possibility.

Academic Honesty

"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." Please review VSU's full policy on student conduct and behavior at <http://coefaculty.valdosta.edu/trout/eced4300/Academic%20Dishonesty.doc>.

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.

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.

Special Needs 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).

Student Agreement

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.