



SYLLABUS

IS 521 Cataloging and Classification

Spring 2009

Monday, 6:30 – 9:10 p.m.

Instructor: Dr. Lorraine Normore
Office: 444 Communications Building
Availability: Monday 5:45—6:15 p.m.
Or by appointment
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GTA: Amber Conger
DE Support: Rhonda Clossum

Course Description

This course is a second level course and explores the processes underlying the creation of catalog records in a library context.

Prerequisites

IS 520 Representation and Organization of Information or equivalent.

Course Goals/Objectives

This course aims to provide students with exposure to tools and techniques central to the creation of catalog records and to introduce students to important issues and trends for cataloging professionals.

Upon satisfactory completion of the course, the student will:

1. understand the factors that influence descriptive practice in library catalog records;
2. be able to identify issues that influence the choice of access points and form of headings used in bibliographic records;
3. understand the use of authority control to effect bibliographic control;
4. be able to choose and structure verbal subject headings;
5. understand the process of creating appropriate classification numbers; and,
6. have experience with major tools used by catalogers in large academic libraries.

Methods of Teaching/Learning

The sessions of the course consist of lectures, individual and group work, in-class activities, practical exercises, written critique and analysis, and either a research paper or a final exam.

During most class sessions, the class time will be divided into lecture, interspersed with hands-on activity and related discussion that will allow you to apply material covered during the class lectures to the practice of bibliographic description and control.

Your UTK email address will be used as default for all communications in this course. It may be worthwhile for you to visit Computing @UT <http://www.utk.edu/computing/> to get familiar with the resources and support. Both the Innovative Technology Center and Hodges Library offer free workshops on basic and advanced computing and information skills (<http://itc.utk.edu/workshops/>; <http://gila.lib.utk.edu/>). If you prefer to use your personal email, you should configure forwarding messages from UTK email to your preferred email. Your UTK NetID and password are required to access online library materials. Use must make sure to visit the online class space located on the Blackboard regularly because class announcements, assignments, drop-box, and class discussion boards will be made available via that avenue.

Required texts

1. Taylor, Arlene G. *Introduction to Cataloging and Classification*. 10th ed. Westport, CT: Libraries Unlimited, 2006.
2. Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Chicago: University of Chicago Press, 1996. ISBN 0-226-81627-3
<http://www.press.uchicago.edu> [Note: this is the official style manual for the School.]

Assignments and Evaluation Criteria

Format: All assignments should be prepared using a word processor, preferably Microsoft Word, Excel or PowerPoint, unless otherwise specified. Ordinarily, assignments should be submitted via Blackboard's Digital Drop Box. Research papers should format references using either Turabian or the APA style guide.

Assignments:

5 Practical assignments	5 x 40 = 200 points	50%
4 Assignment commentaries	4 x 25 = 100 points	25%
Research paper or Final exam	100 points	25%

On Evaluation and Grading

Evaluation of your work is based on quality not quantity. Thus, assignments and commentaries should be concise, specific, well organized, and follow the instructions; they should be turned in by the deadline to ensure that you get full credit. Assignments and associated assignment commentaries are due on the same dates. If you can anticipate difficulties getting your assignments in on time, please let me know as soon as possible to avoid being penalized for late assignments.

Grading by its very nature is a subjective process, and it is virtually impossible to design exercises that can be objectively quantified with precise numeric scores. Sometimes, mathematical and administrative errors in grading occur; you are entitled to request for a review. Please make your request immediately after the distribution of the assignments, preferably in written form; after one week, the grades reported to you are final.

A	4.0	>92	Excellent	B+	3.5	86-92	Very good
B	3.0	80-85	Good	C+	2.5	75-79	Satisfactory
C	2.0	70-74	Below Standard	D	1.0	<70	Unsatisfactory

Attendance

Attendance is expected because class discussions and exercises are an important part of mastering the content of the course. If you miss a class, notify the instructor as soon as possible. You are responsible for getting notes from your classmates about any class session you miss and for viewing the class on Centra.

Academic Integrity

“The responsibility for learning is an individual matter. Study, preparation and presentation should involve at all times the student’s own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that all work presented be the student’s own work, not only on tests, but in themes, papers, homework, and class presentation. ...” (*Hilltopics 2004-2005 Student Handbook*, The University of Tennessee, Knoxville, p. 40). Cheating, plagiarism, providing unauthorized help and other acts of dishonesty violate the rule of academic honesty; the offender will be subject to penalties as set forth in *Hilltopics*.

Special Needs

If you need course adaptations or accommodations because of a documented disability or if you have emergency information to share, please contact the Office of Disability Service at 191 Hoskins Library or at (865) 974-6087. This will ensure that you are properly registered for services.

Policy on Inclement Weather & Unforeseen Circumstances

If the university is officially closed, classes will be canceled. I may revise the schedule after the missed session. Any type of arrangements will be discussed with you in advance and announced in class or via e-mail.