

Spring 2018
INSC 521: Cataloging and Classification
The School of Information Sciences
The University of Tennessee
Class Meetings: Mondays, 6:30-9:10 pm EST on ZOOM
ZOOM Course ID/Link: <https://tennessee.zoom.us/j/185106665>
UTK Syllabus, Provost's Office:
<http://tenntlc.utk.edu/the-syllabus/>

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I. COURSE DESCRIPTION

Catalog Description

Basic library-oriented cataloging and classification techniques, tools, and supporting operations. Descriptive cataloging, choice and form of non-subject entries, subject heading work, general classification, authority control, bibliographic utilities, online library catalogs.

Prerequisites

INSC 520 Representation and Organization of Information

II. STUDENT OUTCOMES

This course is an introduction to cataloging and classification. We will cover the systems and resources used to create catalog records with emphasis on printed materials. We will also consider the past, present, and future of cataloging as new forms of material enter the library.

Upon successful completion of the course, students will:

- have developed skills in descriptive cataloging and metadata
- understand how authority control is used in organization
- be able to apply structured subject headings and classifications
- understand the current state of cataloging in various environments
- be familiar with various cataloging resources and tools

III. REQUIRED TEXT AND TOOLS

Required Textbook

Mering, M. V. (Ed). (2014). *The RDA workbook: Learning the basics of Resource Description and Access*. Santa Barbara, CA: Libraries Unlimited. ISBN: 9781610694896.

Any additional course readings and videos will be listed on Canvas.

Recommended for Additional Reading

Joudrey, Daniel N., Taylor, Arlene G., and David P. Miller. (2015). *Introduction to Cataloging and Classification*. 11th ed. Santa Barbara, CA: Libraries Unlimited. ISBN: 9781598848564.

Sandstrom, John and Liz Miiller. (2015). *Fundamentals of Technical Services*. Chicago: Neal-Schuman. ISBN: 9781555709662.

Online Tools

Students will have access to the following professional tools for the duration of the course:

- OCLC Connexion: <http://connexion.oclc.org/>
- Connexion for WebDewey: <http://connexion.oclc.org/>
- Classification Web: <https://classificationweb.net/>
- Cataloger's Desktop: <https://desktop.loc.gov/jsp/login.jsp>
- RDA Toolkit: <http://access.rdatoolkit.org/>

IV. POLICIES

Communication and Technology Requirements

This course relies on synchronous learning technology. We will meet online using the Zoom platform (<https://tennessee.zoom.us/>). Class announcements, updates, assignments, and discussion boards will be available through the Canvas site (<https://utk.instructure.com/>). It is essential that you listen to lectures and actively participate in class activities. Listen to the playback if you must miss class. Occasionally, we may also have asynchronous class sessions, in which you will listen to the pre-recorded lecture and perform any assignment or activities by the specified deadline.

You are required to use a computer microphone and speakers (internal or external) to participate in class. It is your responsibility to insure your technology is working.

This class requires you to have adequate computing skills, including word processing, web browsers, e-mail and attachments, and listservs. The Office of Information Technology (OIT) provides a variety of training classes for students at no additional charge; see their website for more information: <https://oit.utk.edu/Training/Pages/default.aspx>. Advance registration is required.

All correspondence will be sent to your UTK email address (although you may configure Outlook to forward messages to another address). **Email will be the most expedient way to reach me, and I will respond in less than twenty-four hours.**

Class Attendance

Each student must be present and capable of communication in class – the equivalent of a “B” grade for participation. Missing class or failing to participate will lower your grade; frequent participation will raise it. Regular attendance is required and necessary. Unexplained absences will affect your final grade. If you are unable to attend, you must:

- inform me in advance or as soon as possible after class

- submit any work due from the missed class period
- obtain notes, handouts, etc. from Canvas
- listen to the recording

Acceptable reasons for absence from class include:

- illness
- serious family emergencies
- special curricular or job requirements
- military obligations
- severe weather conditions
- religious holidays
- participation in official university activities such as music performances, athletic competition or debate
- obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.

Inclement Weather

“The chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the front page at <http://utk.edu>.” (Hilltopics, p. 55)(<http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf>).

SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

Accommodations for Disability

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.

Civility

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

CCI Diversity Statement

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

Academic Integrity

Students should be familiar and maintain their *Academic Integrity* described in <http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf>, p. 15 as: "*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 the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.*"

Students should abide by the ***Honor Statement*** described in the same Hilltopics, p. 73:

"An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

Plagiarism

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

Specific examples of plagiarism are:

- Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Collaborating on a graded assignment without the instructor's approval.
- Submitting work, either in whole or in part, created by a professional service and used without attribution (i.e.: paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at <http://www.lib.utk.edu/instruction/plagiarism>.)

Infractions of academic integrity are penalized according to the severity of the infraction but **may include a course grade of "F."**

V. GRADING AND EVALUATION

Preparation of Written Work

Unless otherwise specified, all assignments must be word-processed with **your name, date, course number** (INSC 521), and the **title of the assignment** from the syllabus. Save any file with the naming convention `username_assignmentname` (i.e.: `jpino_assignment1.docx`).

Due Dates and Late Assignments

Assignments should be submitted to Canvas and are due (officially) by 11:59 p.m. EST on the date listed on the course schedule. I will download the submissions from Canvas early the next morning. **I will ONLY download assignments from Canvas ONCE.** Therefore, if your assignment is not ready by the deadline...

- You must send me an email informing me that your assignment will be late. **Not doing so will result in a one-point deduction for each day I don't hear from you.**
- When it's ready, you must submit it to me via email, as an attachment
- One point will be deducted for each 24-hour hour period the assignment is not turned in.

Incompletes

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of I (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to insure sufficient time to complete the required work.

For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

Assigning Grades

Please note that I do not assign letter grades for individual assignments, but will mark your work with my comments and provide a point score based on the possible points earned for that assignment. If you'd like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the grading scale on the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points over the course of the semester.

Grading Scale

A	93-100 pts	(4 quality points per semester hour) superior performance.
A-	90-92.75 pts	Intermediate grade performance (3.7 quality points per semester hour).
B+	88-89.75 pts	Better than satisfactory performance (3.5 quality points per semester hour).

B	83-87.75 pts	Satisfactory performance (3 quality points per semester hour).
B-	80-82.75 pts	Intermediate grade performance (2.7 quality points per semester hour).
C+	78-79.75 pts	Less than satisfactory performance (2.5 quality points per semester hour).
C	70-77.75 pts	Performance well below the standard expected of graduate students (2 quality points per semester hour).
D	60-69.75 pts	Clearly unsatisfactory performance and cannot be used to satisfy degree requirements (1 quality points per semester hour).
F	0-59 pts	Extremely unsatisfactory performance and cannot be used to satisfy degree requirements (0 quality points per semester hour).
I		(no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the Graduate Catalog. The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

Course Evaluation

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

VI. ASSIGNMENTS

This table provides a brief summary of assignment names and grade distribution. A more detailed description of each assignment follows the table.

Requirements	Percentage of Grade	Due Dates
Assignment 1	10%	Feb. 11
Assignment 2	10%	Feb. 25
Assignment 3	15%	Mar. 4
Assignment 4	15%	Mar. 25
Assignment 5	15%	Apr. 1

Workbook Exercises	15%	Feb. 4, Feb. 18, Mar. 18
Final Exam	10%	May 8
Discussion Board	5%	Jan. 21, Mar. 18, Apr. 22
Attendance and Participation	5%	ongoing
TOTAL	100%	

Five Assignments 60%

Each assignment will assess student understanding and retention of the lectures through short answer and fill in the blank questions. These must be completed individually and turned in by the due date and time on the course schedule. Detailed instructions will be available on Canvas.

Workbook Exercises 15%

Students will complete three exercises from the workbook that must be turned in. These will not be graded for correctness; we will go over the answers in class discussion. Full points will be awarded if each exercise is submitted to Canvas on time.

Final Exam 10%

The final exam will be a timed, individual test, which will become available on the designated day via Canvas. Students will be responsible for completing it in the window of time that final exams are available (May 1—May 8). Questions will include multiple choice, fill in the blank, and the creation of at least one catalog record.

Discussion Board 5%

Students are expected to participate in online discussion via Canvas. At least five specific posts must be completed throughout the semester:

- **By January 21:** Post a personal introduction and respond to the questions listed.
- **By March 18 and April 22:** Post **at least two messages** (one by March, and one by April) discussing a topic in class or sharing an article of some relevance. You must provide, in addition to any summary, your thoughts or comments in at least 150 words. Materials for discussion can include articles from scholarly journals, content on websites from authoritative sources (including librarian bloggers), professional description of information resources, current news items on information organization concepts, etc. Any source of information must be cited in APA format.
- **By March 18 and April 22:** Post **at least two responses** to material posted by another student (one by March and one by April). Your responses (at least 150 words) may include your reactions to each other's shared materials, pros/cons to arguments presented, etc. Your responses should be more substantial than an agreement or disagreement; share your rationale and critical insight. If you refer to any additional source of information, it must be cited in APA format.

I will not give separate comments (and grades) on these contributions beyond checking that each post meets the criteria above (i.e.: word count). The purpose of this assignment is to promote information exchange, develop expertise, and build a community of sharing amongst the student body. You will receive full points as long as you make the required number of posts on time.

Attendance and Participation 5%

Your participation grade will be based on your *efforts to join* the conversations in class (beyond text chat), and your ability to demonstrate knowledge of the material we are studying in the readings and lectures.

If you have more than one absence, it will affect your **class participation grade** unless you have contacted me with a valid reason for missing class (you will lose 100% of the maximum class participation grade; i.e., 5% of your final grade). If you are absent for any reason, you are expected to listen to the class playback via Canvas (although your absence will still be counted against you). Let me know as soon as possible if you cannot attend.

VII. DISCLAIMER

Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within may be subject to change.