

Fall 2012

IS 590: NON-PRINT CATALOGING

The School of Information Sciences, The University of Tennessee

Class Meetings: Wednesdays, 6:30-9:10 p.m. ED/ST, Blackboard Collaborate

Alan May

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PREREQUISITES

IS 520, IS 521

COURSE DESCRIPTION

This class will be an introduction to non-book cataloging. We will focus on following AACR2 and RDA rules for cataloging using MARC. We will discuss the cataloging of all non-book materials including maps, videos, recorded music, realia, graphic materials, electronic resources, continuing resources, microforms and three-dimensional artifacts.

COURSE OBJECTIVES

Upon completion of the course, you should:

- be familiar with all AACR2 and RDA rules for non-book cataloging
- understand and be able to use MARC code for non-book cataloging
- be able to create original records for all non-book formats

REQUIRED TEXTS

In lieu of a textbook, we will be using the AACR2 and other online resources.

POLICIES

COMMUNICATION AND TECHNOLOGY

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don't wish to check both accounts.

Email is the most expedient way to get in touch with me. If I will be unable to check my email for a significant period of time (less than once/24-hour period) I will provide you with an alternative method of contacting me.

COMPUTING REQUIREMENTS

You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Blackboard, and Centra software. You must learn how to submit your assignments using Bb. The [Office of Information Technology \(OIT\)](#) provides training classes in using varied technologies for students at no charge (advance registration is required).

You must obtain a Tmail account and subscribe to the SIS student listserv. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Blackboard.

CLASS ATTENDANCE POLICY

It is assumed that each student will miss no more than one session and will speak in class -- the equivalent of a "B" grade for "participation." Missing more classes or failing to participate will lower your grade; frequent participation will raise the grade.

Regular attendance is required and necessary. A substantial portion of your grade will be based on in-class work and participation. Unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you must be absent from class, 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 Bb
- Watch the archived class meeting.

Acceptable reasons for absence from class include:

- Illness
- Serious family emergencies,
- Special curricular or job requirements (e.g., judging trips, field trips, professional conferences),
- Military obligation,
- Severe weather conditions,
- Religious holidays and
- Participation in official university activities such as music performances, athletic competition or debate
- Obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Other reasons may also be approved.

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

CLASS CANCELLATIONS

Should it be necessary to cancel a class meeting, every effort will be taken to do so in advance. Look for e-mail announcements via **Bb**.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students who may need course adaptations because of a disability are welcome to make an appointment to speak with me. Students with disabilities must be registered with the Office of Disability Services, 2227 Dunford Hall, Knoxville, TN 37996-4020, before accommodations can be made. If you have a disability, but have not contacted the Office of Disability Services, please call (865) 974-6087 or email ods@utk.edu to inquire about the registration procedure. If you are registered with the Office of Disability Services, please make an appointment with me as soon as possible to discuss any course accommodations that may be necessary. See also, "Student Support," below.

CLASSROOM DIVERSITY

An essential component of your learning experience will come from the contributions of your fellow students. In order for everyone to feel comfortable sharing their opinions and thoughts, we must show each other respect and courtesy. We will not judge each other based on gender, race, ethnicity, religion (or lack thereof), age, sexuality, physical ability, political and ideological beliefs, or any other difference in our classroom.

ASSIGNMENTS AND GRADING

Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received. All sources must be cited, quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.

ACADEMIC HONESTY

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:

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

Infractions of academic integrity are penalized according to the severity of the infraction but **may include a course grade of "F" and the instructor's recommendation to the UTK Dean for Graduate Studies that the student be dismissed from the University.**

Each student's work is to be the product of his/her own study and/or research, not a joint effort of any sort unless previously approved. The UTK Honor Statement, adopted in 1987, and subscribed to, *de facto* by all entering students reads in part: "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." (See [Student Judicial Affairs](#) for more information).

EVALUATION

Grades in graduate study have the following meanings:

A	90≤	(4 quality points per semester hour) superior performance.
B+	87.5-89	(3.5 quality points per semester hour) better than satisfactory performance.
B	80-87	(3 quality points per semester hour) satisfactory performance.
C+	77.5-79	(2.5 quality points per semester hour) less than satisfactory performance.
C	70-77	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60-69	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	60≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
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/ N C		(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 <i>Graduate Catalog</i> . 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.

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.

PREPARATION OF WRITTEN WORK

The standard SIS resource for matters of documentation is

Turabian, Kate L. 2007. *A manual for writers of research papers, theses, and dissertations : Chicago style for students and researchers*. 7th ed, *Chicago guides to writing, editing, and publishing*. Chicago: University of Chicago Press.

"Turabian" is derived from the Chicago Manual of Style. For matters not covered in Turabian or where there is ambiguity, the latest edition of the Chicago Manual of Style is ultimately authoritative.

It is also permissible to use either the APA or MLA style of documentation.

- All sources must be cited, quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.

- Grades for assignment submissions that include incomplete in-text citations or reference lists will be lowered by one-half grade level (e.g., an assignment that would have received 17/20, or an 85/100: B, will be lowered to 16/20, 80/100: B-).
- All assignments must be word-processed and include your name, the date, class number (i.e., IS 530) and the title of the assignment from the syllabus.
- Please follow the document naming scheme provided in the assignment quick-reference table.
- Please adjust the font size for the “comments” function in your word processing program to 12 pt. (see instructions).

DUE DATES AND LATE ASSIGNMENTS

Assignments should be submitted to the “assignments” area of Bb and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the submissions from Bb early the next morning. **I will ONLY download assignments from Blackboard 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.
- 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.

GRADED ACTIVITIES

Presentations (50%)

Students will be expected to do a presentation on cataloging a type of media or library material. The subjects for presentation are as followed:

- cartographic materials
- music
- sound recordings
- motion pictures
- videorecordings
- graphic materials
- electronic resources
- three-dimensional artifacts and realia
- microforms
- continuing resources.

Students will do their presentations in pairs.

Class Participation (50%)

Much of the course material will be presented in the readings, discussions, and in-class assignments. You are expected to do the reading assigned for class and come to class prepared to complete the assignments. To participate in class you must be in attendance, so being present (physically and mentally) is pretty important. If you are not the type of student who feels comfortable speaking in class, it’s possible to participate online by posting comments and questions to our discussion board, sharing supplementary readings and web pages of interest with classmates, etc. Missing class will have a negative impact on your participation grade.