VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS-7330-Cataloging the Web - SP2012-MLIS-7330-IA
Syllabus--Spring Semester 2012
Three Credit Hours

Instructor:
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Course Description:
Methodologies and metadata developed for cataloging the Web and other digital collections, including MARC, archival XML systems, Dublin Core, and CORC.

Course Prerequisite or Corequisite:
MLIS 7300 or consent of instructor.

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.
PO 2. Use existing and emerging technologies to meet system, user, and other needs in libraries and information centers.
PO 3. Integrate relevant research to enhance their work in libraries and information centers.
PO 4. Demonstrate professionalism in their work in libraries and information centers.

Student Learning Outcomes (LO):
At the conclusion of the course, the student will be able to:
LO 1. Catalog electronic, digital, Internet (Web) resources, and other media using AACR2 and RDA cataloging codes. (PO 1, PO 2, PO 4)
LO 2. Code electronic, digital, Internet (Web) resources, and other media using MARC21, Dublin Core, MODS, and other coding systems. (PO 1, PO 2, PO 4)
LO 3. Create ISBD and FRBR descriptive bibliographic records for electronic, digital, Internet (Web) resources, and other media. (PO 1, PO 2, PO 4)
LO 4. Identify current metadata initiatives as they relate to electronic, digital, Internet (Web) resources, and other media. (PO 3)
LO 5. Discuss the impact of Intellectual property decisions on patron access to library electronic, digital, Internet (Web) resources, and other media materials. (PO 3, PO 4)
LO 6. Apply current cataloging and coding standards and documentation to electronic, digital, Internet (Web) resources, and other media. (PO 1, PO 2, PO 3, PO 4)

Required Materials:
Weber, M. B., & Austin, F. A. (2011). *Describing electronic, digital, and other media using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians*. New York: Neal-Schuman Publishers. ISBN: 9781555706685 (alk. paper) 1555706681 (alk. paper)

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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.

Recommended Materials
• Chan, L. M., & Hodges, T. L. (2007). Cataloging and classification: An introduction. 3rd ed. Lanham, MD: Scarecrow Press. ISBN-13: 9780810859449.

• Furie, B. (2009). Understanding MARC bibliographic machine-readable cataloging. 8th ed. Cataloging Distribution Service, Library of Congress, in collaboration with Follett Software. ISBN-13: 9780844495064. FREE online at: http://www.loc.gov/marc/umb.

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. Available at http://www.loc.gov/marc/bibliographic/ecbdhome.html.

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

- Library of Congress. (2011). Metadata Object Description Schema: MODS [website]. Available at http://www.loc.gov/standards/mods/.

- Yee, Martha M. (2008). Cataloging Rules. Available at http://myee.bol.ucla.edu/catrul.pdf. Yee provides rules for applying the principles of the FRBR suite of standards to build a catalog. They are more library oriented than the RDA. Yee's website (http://myee.bol.ucla.edu/catrul&rdfIntro.htm) includes her cataloging rules in several formats.

- International Federation of Library Associations (IFLA). (2010). International standard bibliographic description (ISBD). Consolidated edition. Available at http://www.ifla.org/files/cataloguing/isbd/isbd_wwr_20100510_clean.pdf.

- IFLA Study Group on the Functional Requirements for Bibliographic Records. (2008). Functional Requirements For Bibliographic Records: Final Report. Including amendments and corrections to date. (FRBR). Available at

http://www.ifla.org/files/cataloguing/frbr/frbr_2008.pdf.

- IFLA UBCIM Working Group on Functional Requirements and Numbering of Authority Records (FRANAR). (2005). Functional Requirements for Authority Records: A Conceptual Model. (FRAD). Available at http://www.cidoc-crm.org/docs/frbr_oo/frbr_docs/FRANAR-Conceptual-M-Draft-e.pdf.

- Zeng, M. L., Žumer, M., & Salaba, A. (Eds.). (2010). Functional Requirements for Subject Authority Data (FRSAD): A Conceptual Model. IFLA Working Group on the Functional Requirements for Subject Authority Records (FRSAR). International Federation of Library Associations and Institutions. Available at http://www.ifla.org/files/classification-and-indexing/functional-requirements-for-subject-authority-data/frsad-final-report.pdf.

General Course Outline
Module 1: Introduction, Issues: Location, longevity, permanence, intellectual property, authorization.
Module 2: Paradigms: ISBD & FRBR. Cataloging Codes: AACR2, RDA, Yee
Module 3: Essential Background, Work, Expression, Manifestation, Item
Module 4: Coding & Metadata Standards - MARC, Dublin Core, MODS
Module 5: Electronic Resources
Module 6: Sound Recordings
Module 7: Video Recordings
Module 8: Electronic Integrating Resources
Module 9: Digital Images; Social Media

The modules represent roughly one week of instruction time. That said, some modules will take roughly a week and others almost 3 weeks.

There will be several scheduled hour long WIMBA classroom meetings. The WIMBA classroom meetings will be listed on the calendar.

Assignments:
Each assignment will have a due date, followed by a one-day grace period (late penalty) unless otherwise specified in the assignment instructions or assignment properties in BlazeView. As a general rule, most assignments will be due before midnight (11:59 p.m.) on Saturday. The grace period will end before midnight (11:59 p.m.) on Sunday. The assignments are date/time stamped by the BlazeView system. The BlazeView system will not accept any assignment after the expiration of the grace period. If an assignment is submitted after the grace period has expired, it will have to be submitted by email. I will grade it if I have time, but I reserve the right not to accept it. To ensure yourself a chance to get at least some points for the assignment, turn it in before the grace period ends. See BlazeView for submission instructions and further details. The Assignment Calendar will be posed in BlazeView. Except as noted in the assignment instructions or assignment properties in BlazeView, assignments are due on the assigned date by 11:59 p.m. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

General Assignment List:
Assignment 01: Research paper
Assignment 02: Electronic Resources Cataloging Project
Assignment 03: Sound Recordings Cataloging Project
Assignment 04: Video Recordings Cataloging Project
Assignment 05: Electronic Integrating Resources Cataloging Project

Assignment 06: Digital Images, Social Media Cataloging Project

Exercises
There are series of ungraded exercises designed to develop awareness of and facility with using the various cataloging standards, rules and codes. A wide variety of example materials will be used to develop awareness and skill in recognizing bibliographic features, and using AACR2 and RDA cataloging rules, and MARC21 and other coding standards.

Grading Scale
The grading scale will be base 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

Course grades lower than C will not be credited to a graduate degree (VSU 2011-2012 Graduate Catalog, page 29).

You may drop the course without academic penalty on or before the official withdrawal date. As discussed on pages 30 of the VSU 2011/12 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, MS Word is the preferred format. If you are using a lower version of WordPerfect or some other word processor, save your documents in Rich Text Format (rtf). You are to use the underscore (_) instead of spaces/blanks (   ) in your file names. Spaces/blanks 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:
"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://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml. A summary statement on the policies can be found at
http://www.valdosta.edu/academic/AcademicDishonesty.shtml.

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.

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/**.

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**.