Instructor: Iyer
Office: Draper 145
e-mail: hiyer@albany.edu
Class Room HS 008

Office hours:
Monday: 2:00-4:00pm
Wednesday: 11:00-Noon
and by appointment

Course Description

This course is designed to introduce the principles and practices of bibliographic control. A variety of methods, systems and tools will be used to illustrate the application of the underlying principles in practical situations.

Course Objectives

1. To understand of the concepts of bibliographic control.
2. To understand the principles of bibliographic description and of MARC (Machine Readable Cataloging) format.
3. To become familiar with the principles of authority control and other methods of maintaining consistency and clarity in bibliographic databases.
4. To learn the structure and applications of the major classification schemes, such as Dewey Decimal Classification (DDC) and Library of Congress Classification (LCC).
5. To learn the techniques and advantages and disadvantages of utilizing standard subject heading lists to define the content of bibliographic material.
6. To develop skills in applying cataloging standards, procedures, and tools to provide intellectual and physical access to information.
7. To become familiar with the issues in describing and organizing serials and other non-print materials.
8. To gain an understanding of bibliographic utilities, library consortia, workflow design, and new approaches to cataloging in the changing information environment.
8. To gain knowledge of the new approaches to cataloging in the changing information environment.

Course Design

The course will consist of lectures, assigned readings, class discussions, in-class group activities, demonstration of OCLC and practical exercises. Students will use the OCLC (Online Catalog Library Center) Connexion system. By means of a field trip students will have an opportunity for a real world orientation to library technical services.

Student Exit Competencies
Students will be able to:

1. Understand the functions of library catalogs.
2. Understand basic principles and the use of OCLC.
3. Assign call numbers using the Dewey Decimal Classification and Library of Congress Classification schemes.
4. Assign subject headings to records using the Library of Congress Subject Headings and Sears List of Subject Headings. Understand the theoretical, and practical implications of utilizing these and other standard lists.
5. Prepare catalog records for monograph materials utilizing ISBD, AACR2, RDA and the MARC format.
6. Discuss the issues relating to non-book materials and serials cataloging.
7. Search and interpret the OCLC records and also catalog using the OCLC Connexion system.
8. Understand the function of authority records; search and interpret the MARC tags in different types of OCLC authority records.
9. Evaluate library catalogs and the effectiveness of the cataloging tools and cataloging practices in meeting user needs.

**Evaluation of Student Performance**

Students are required to demonstrate an understanding of the concepts used in the organization of library materials; and have the ability to use the basic cataloging tools and the OCLC system. Homework exercises should be completed on the dates they are due.

**Final Grade**

The final grade will be based on assignments, class participation, midterm test, and a final project. They will be weighted as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Midterm Test</td>
<td>25%</td>
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<tr>
<td>Part A (concepts and terminology)</td>
<td></td>
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<tr>
<td>Part B (cataloging)</td>
<td></td>
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<tr>
<td>Assignments</td>
<td>45%</td>
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<tr>
<td>Final Project</td>
<td>25%</td>
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<tr>
<td>Class participation</td>
<td>5%</td>
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**Assignments**

Descriptive cataloging and MARC assignment (#1), Subject headings (#2), Classification (#3)

**Required Text**


**Course Schedule**

1/18 Introduction and overview of the course;
Terminology; description, access, and organization

1/23 Standards and catalog formats, bibliographic description, ISBD and AACR2
   Machine Readable Cataloging Format (MARC)
   Chap. Chap. 1 (p. 28-34), 2, 3

1/30 AACR2 and Machine Readable Cataloging format (MARC) contd.
   Choice of access, RDA
   Chap. 5

2/6 Choice of access and Authority records contd.
   Subject access to information; Subject analysis;
   Assignment 1 due
   General principles of subject cataloging;
   Guidelines for assigning subject headings;
   Chap. 7; Chap. 1 (p. 34-40)
   Chap. 6 (Name & Uniform heading)

2/13 Sears List of Subject Headings
   Chap. 10

2/20 Library of Congress Subject Headings
   Main Headings Function and Types
   Subdivisions
   Form subdivisions
   Chronological Subdivision
   Topical Subdivisions
   Free-Floating Subdivisions
   Order of Subdivisions
   Cross-References
   Subject Headings for children’s literature
   Chap. 8

2/27 Principles and types of classification
   Assignment 2 due
   Dewey Decimal Classification
   Basic Principles and Structure
   Notation; Mnemonics, Notational Structure,
   Segmentation
   Evaluation: Merits and Weaknesses
   Auxiliary Tables
   Number Building, Number Building Exercise
   Chap. 12 and 13

3/5 DDC (continued)

3/12 Classes suspended

3/19 Midterm Test (Part A)
   Part B of Midterm due
Cataloging non-print materials; Lecture and discussion; non-print materials exercise.

3/26 Serials cataloging. Guest Speaker, Maggie Horn, Systems Implementation Specialist, SUNY Central
Assignment 3 due

4/2 OCLC Connexion system

4/9 Library of Congress Classification
   Principles and Structure
   Main Classes
   Cutter Numbers
   Notation; Evaluation
   Number Building Exercise
   Chap. 14;

4/16 Issues and trends in cataloging; Student presentation of final paper/project
   Final Project Due

4/23 Student presentations of final paper/project

4/30 Field trip to University Library, Technical Services

Resources

For keeping current:

Association of Library Collection and Technical Services (ALCTS)
http://www.ala.org/ala/mgrps/divs/alcts/alcts.cfm

Library & Information Technology Association (LITA)
http://www.ala.org/ala/mgrps/divs/lita/litahome.cfm

LITA’s Information Technology and Libraries
http://www.ala.org/ala/mgrps/divs/lita/ital/italinformation.cfm

CONSERline is an electronic newsletter published at least semiannually (January and June) by the Library of Congress Serial Record Division. It contains news of the

CONSER Program and information of interest to the serials cataloging community. It can be viewed at http://www.loc.gov/acq/conser/conserline/conserline-home.html

LC Cataloging Newsline. http://www.loc.gov/catdir/lccn/ Send message to: listserv@loc.gov with the message: subscribe lccn [firstname lastname]

Books


Hagler, Ronald. The Bibliographic Record and Information Technology. Chicago: ALA.

**Codes, Schemes and Lists**


**Electronic Resources**

1) Access to Bibliographic Network: OCLC Online Computer Library Center

OCLC and LC Documentation:


- OCLC Authority Files


- Classification Web: [http://classificationweb.net/Auto/](http://classificationweb.net/Auto/)

**Online Tutorials:**


Web Dewey Tutorial:
RDA Resources:

http://www.rda-jsc.org/rdafaq.html
http://www.rda-jsc.org/rdaprospectus.html
http://www.rda-jsc.org/rdafulldraft.html

http://www.rdatoolkit.org/
http://www.rdatoolkit.org/training/guidedtour
http://www.loc.gov/marc/formatchanges-RDA.html
http://www.dlib.org/dlib/january07/coyle/01coyle.html
http://www.mail-archive.com/rda-l@listserv.lac-bac.gc.ca/msg00657.html
http://www.mail-archive.com/rda-l@listserv.lac-bac.gc.ca/info.html