

**UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK  
Department of Information Studies  
IST 603: Information Processing  
Spring 2012 Wednesday 12:20-3:10pm**

Instructor: Iyer  
Office: Draper 145  
e-mail: [hiyer@albany.edu](mailto:hiyer@albany.edu)

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

**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:

Midterm Test	25%
Part A ( concepts and terminology)	
Part B (cataloging)	
Assignments	45%
Final Project	25%
Class participation	5%

### **Assignments**

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

### **Required Text**

Chan, Lois Mai. (2007). *Cataloging and Classification: An Introduction. Third Edition*. Scarecrow Press.

### **Course Schedule**

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

- 1/25 Standards and catalog formats, bibliographic description, ISBD and AACR2  
Machine Readable Cataloging Format (MARC)  
Chap. Chap. 1 (p. 28-34), 2, 3
- 2/1 AACR2 and Machine Readable Cataloging format (MARC) contd.  
Choice of access, RDA  
Chap. 5
- 2/8 Choice of access and Authority records contd. **Assignment 1 due**  
Subject access to information; Subject analysis;  
  
General principles of subject cataloging;  
Guidelines for assigning subject headings;  
Chap. 7; Chap. 1 (p. 34-40)  
Chap. 6 (Name & Uniform heading)
- 2/15 Sears List of Subject Headings  
Chap. 10
- 2/22 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
- 2/29 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
- 3/7 **DDC (continued)**
- 3/14 **Classes suspended**
- 3/21 **Midterm Test (Part A)** **Part B of Midterm due**  
  
Cataloging non-print materials; Lecture and discussion;

non-print materials exercise.

3/28 Serials cataloging. Guest Speaker, Maggie Horn, Systems Implementation Specialist, SUNY Central  
**Assignment 3 due**

4/4 OCLC Connexion system

4/11 Library of Congress Classification  
Principles and Structure  
Main Classes  
Cutter Numbers  
Notation; Evaluation  
Number Building Exercise  
Chap. 14;

4/18 Issues and trends in cataloging; Student presentation of final paper/project

**Final Project Due**

4/25 Student presentations of final paper/project

5/2 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 Newslines. <http://www.loc.gov/catdir/lccn/> Send message to: [listserv@loc.gov](mailto:listserv@loc.gov) with the message: subscribe lccn [firstname lastname]

**Books**

Furrie, Betty. Understanding MARC. Washington D.C.: Cataloging Distribution Service, library of Congress.

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

Taylor Arlene. Introduction to Cataloging and Classification. 9<sup>th</sup> ed. Libraries Unlimited, 2004.

### Codes, Schemes and Lists

Anglo-American Cataloging Rules. 2nd. ed., 2002 revision. 2005 update. Chicago: American Library Association.

Library of Congress Rule Interpretations. Washington: Cataloging Distribution Service, Library of Congress.

Library of Congress. Subject Cataloging Division. Classification. Washington: Library of Congress, 1901-. Library of Congress. Subject Cataloging Division. LC Classification--Additions and Changes. Washington: Library of Congress, 1928-.

Library of Congress. Subject Cataloging Division. Subject Cataloging Manual: Subject Headings. Washington: Cataloging Distribution Service, Library of Congress.

Dewey, Melvil. Dewey Decimal Classification and Relative Index. John P. Comaromi, ed. Albany, N.Y.:Forest Press, Division of OCLC Online Computer Library Center, Inc.

Sears List of Subject Headings. Martha T Mooney, ed. New York: H.W. Wilson Company.

Library of Congress. Library of Congress Subject Headings. Washington: Library of Congress.

### Electronic Resources

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

- *Bibliographic Formats and Standards*, 3<sup>rd</sup> ed. Dublin, Ohio: OCLC Online Computer Library Center, Inc. 2002. Also available at <http://www.oclc.org/bibformats/>
- MARC 21 Concise Formats. Prepared by Network Development and MARC Standards Office. 2006 Concise edition with updates through February 2010. Washington, DC: Network Development and MARC Standards Office, Library of Congress. <http://www.loc.gov/marc/bibliographic/ecbdhome.html>
- *Understanding MARC*: <http://www.loc.gov/marc/umb/>
- OCLC Authority Files
- Library of Congress Authorities.  
<http://www.authorities.loc.gov>
- WebDewey  
<http://www.oclc.org/dewey/versions/webdewey/default.htm>
- Classification Web: <http://classificationweb.net/Auto/>

### Online Tutorials:

OCLC Connexion Browser Tutorial:

<http://www5.oclc.org/downloads/tutorials/connexion/browser/cboverview/index.html>

Web Dewey Tutorial:

<http://www.oclc.org/dewey/resources/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://alcts.ala.org/crgwiki/images/1/10/RDA\\_CLA\\_Presentation.pdf](http://alcts.ala.org/crgwiki/images/1/10/RDA_CLA_Presentation.pdf)

<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>