

**UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK  
College of Computing and Information  
IST 603 : Information Processing  
Class # 4272  
Spring 2009 – Thursday 7:15 – 10:05**

Instructor: Deidre Lisio  
Location: Draper 146

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Office hours: By appt.

**Prerequisites:**

- IST 602
- A presumption of basic word processing skills, internet searching and use of e-mail is held.

**Required Text:**

Chan, L.M. Cataloging and Classification: An Introduction. 3<sup>rd</sup> ed. Lanham: Scarecrow Press, 2007.

**Course Description:**

This is an introduction to the principles and practices of bibliographic control, including cataloging and classification. A variety of methods, systems, and tools are used to illustrate the application of underlying principles in practical situations.

**Course Objectives:**

- Comprehension of the basics of information processing.
- Develop an understanding of the principles of bibliographic description and MARC format.
- Become familiar with the principles of authority control and their impact and challenges to consistency and clarity.
- Gain knowledge of the major classification schemes, (i.e. Dewey and LC).
- Build awareness of bibliographic networks and utilities, and new approaches to cataloging in the changing information environment.

**Course Design:**

The course will consist of lectures, assigned readings, class discussions, demonstration of bibliographic utilities, a short paper, (approximately 5 pgs.), and practical exercises. There are two examinations--a midterm and a final.

## **Final Grade:**

Evaluation is based on:

- 10% general class participation
- 30% midterm examination
- 20% class assignments
- 10% brief paper
- 30% final examination

## **Student Exit Competencies:**

Upon completion of this course students will be able to:

- Understand the functions of library catalogs in both a manual and an automated environment
- Prepare basic catalog records which comply with cataloging standards and comprehend the practical application of these standards to multiple material formats
- Assign subject headings to records using LCSH and Sears, as well as understand the implications of using these and other standardized lists.
- Understand the function of authority records
- Understand online bibliographic data, such as OCLC WorldCat records
- Evaluate the effectiveness of library catalogs and cataloging practices in meeting user information needs.
- Understand the relationship between bibliographic control and library automation, reference work and collection development.

## **Course Schedule:**

		<b><u>Text</u></b>
1/22	Introduction, History & Evolution of Cataloging and Classification	Ch. 1
1/29	Description: Foundations, AACR, Dublin Core	Ch. 2,3,4
2/5	Access Points	Ch. 5
2/12	Authority Control	Ch. 6
2/19	NO CLASS – Winter Break	
2/26	Principles of Controlled Vocabulary, Sears Subject Headings	Ch. 7, 10
3/5	LCSH	Ch. 8
3/12	Midterm	
3/19	Classification and Categorization, LC Classification	Ch. 12, 14

3/26	Dewey Decimal Classification (papers due)	Ch. 13
4/2	MARC	Ch. 16
4/9	NO CLASS – Spring Beak	
4/16	Producing & Processing Catalog Records	Ch. 17
4/23	Producing & Processing Catalog Records	Ch. 17
4/30	The Future of Catalogs and Cataloging	
5/7	Final	