

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK
College of Computing and Information
ISP 603 : Information Processing
Class # 4399
Spring 2008 – Wednesday 7:15 – 10:05

Instructor: Deidre Lisio
Location: Draper 147

Phone:
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Office hours: By appt.

Prerequisites:

- ISP 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. 3rd 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 (3 – 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:

		<u>Text</u>
1/23	Introduction, History & Evolution of Cataloging and Classification	Ch. 1
1/30	Description: Foundations, AACR, Dublin Core	Ch. 2,3,4
2/6	Access Points	Ch. 5
2/13	Authority Control	Ch, 6
2/20	Principles of Controlled Vocabulary, Sears Subject Headings	Ch. 7, 10
2/27	LCSH	
3/5	Midterm	
3/12	Classification and Categorization, LC Classification	Ch. 12, 14
3/19	Dewey Decimal Classification	Ch. 13

3/26 NO CLASS

4/2 MARC

Ch. 16

4/9 NO CLASS

4/16 Producing & Processing Catalog Records

Ch. 17

4/23 The Future of Catalogs and Cataloging

4/30 Final