



Library and Information Science Program

Summer 2005

LSC605--Basic Cataloging and Classification

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Time: 1:00 - 3:40 p.m. July 5th to July 22nd.

Classroom: Bilger 319

Course Description	Course Objectives	Textbooks	Class Schedule
Grading Policy	Reserve Readings	Resources	WebCT

Course Description

An introductory course in cataloging and classification. Covers basic application of AACR2, Library of Congress and Dewey Decimal classification systems, and Library of Congress subject headings, as well as use of OCLC. Includes field component. (LIS [Course Description](#)).

Purpose: To introduce the basic concepts and principles of cataloging and classification; provide an understanding and application of AACR2R, Dewey Decimal Classification, Sears Subject Headings, Library of Congress Subject Headings, Library of Congress Classification, and OCLC; and to give an overview of technical services and their relationship to library operations in general.

Course Objectives

Familiarity with

- (1) Bibliographic networks such as OCLC including searching, editing, and creating records on OCLC and using MARC formats

- (2) Authority control

Ability to

- (1) Perform descriptive cataloging

- (2) Assign classification numbers using DDC and LCC

(3) Construct subject headings using Sears Subject Headings and Library of Congress Subject Headings

(4) Create cataloging cards in card and MARC formats

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Texts and Requirements

Read assigned readings; attend classes promptly and regularly; complete assignments and pass the quizzes. The final project will be completed by cataloging one item including a complete MARC record, at least one LCSH, a DDC classification number with a Cutter number, and authority work for the item. All graded quizzes and projects are required to be completed independently.

Required Textbooks (They are available at the University Bookstore and the EMA Campus Copy Center).

Anglo-American Cataloging Rules 2004. (2004). Chicago: American Library Association. ISBN 083893546X (Required).

Ma, Yan. (Current). *LSC505 Course Package*. (Required). **[It has to be purchased at the EMA Campus Copy Center]**.

Taylor, Arlene. (2004). *Wynar's Introduction to Cataloging and Classification* (Rev. 9th ed.). Englewood, Colo.: Libraries Unlimited. (Required).

Saye, Jerry D. and Bohannon, April, J. (1999). *Manheimer's Cataloging and Classification: Revised and Expanded*. 4th ed. New York: Marcel Dekker (recommended)

Chan, Lois, Comaromi, John, & Satija, Mohinder (1996). *Dewey Decimal Classification: a practical guide*. Albany, NY: Forest Press. (Recommended).

Furrie, Betty. (1998). *Understanding MARC*. (5th ed.). Washington, D.C.: Library of Congress. (Recommended). Or: <http://www.loc.gov/marc/umb/>

Maxwell, Robert L. (2003). *Maxwell's Handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloging Rules Through the 2003 Update*. Chicago: American Library Association. ISBN: 0838908756. (Recommended)

You May Purchase the books from:

University of Hawaii--Manoa Bookstore

<http://www.bookstore.hawaii.edu/manoa/>

EMA Campus Copy, located in Campus Center. [Course pack has to be purchased here. Call to make sure that the course pack is ready before you go to the store.]

Campus Center First Floor

2465 Campus Road
Honolulu, HI 96822
Tel: (808) 941-1098

You can order them from [Amazon.com](http://www.amazon.com). <http://www.amazon.com>

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Required Readings on Electronic Reserve: ([Instruction on Accessing E-Reserve Items](#))

1. Boll, John. (1990). The future of AACR2. *Cataloging & Classification Quarterly*, 12(1), 3-34.
2. Manning, Ralph W. (2000). The Anglo-American Cataloging Rules and Their Future. *Library Resources & Technical Services*, v44 n3 p129-34.
3. Huthwaite, Ann. (2000). AACR2 and Its Place in the Digital World: Near-Term Solutions and Long-Term Direction.
In: *Bicentennial Conference on Bibliographic Control for the New Millennium: Confronting the Challenges of Networked Resources and the Web* (Washington, DC, November 15-17, 2000). ERIC Identifier: ED454865
4. Carpenter, Michael. (2000). Main and added entries In: *The Future of cataloging*, (p. 60-71). Chicago: American Lib. Association.
5. Takawashi, Tadayoshi (1989). The Japanese No Main-Entry Code. In Svenonius, Elaine (Ed.). *The conceptual foundations of descriptive cataloging* (pp. 65-72). San Diego, Calif.: Academic Press. ISBN 0126782105
6. Chan, Lois. (1998). Subject Cataloguing and Classification. In Gorman, Michael. *Technical services today and tomorrow*. 2nd ed. (pp. 94-109). Englewood, Colo.: Libraries Unlimited. ISBN 1563085909
7. Gorman, Michael. (1998). Descriptive Cataloging: Its Past, Present, and Future. In Gorman, Michael. *Technical Services today and tomorrow*. Englewood, Colo.: Libraries Unlimited. 2nd ed. (pp. 79-93). ISBN 1563085909
8. Gorman, Michael. (1998). Technical Services Budgeting and Financing. In Gorman, Michael. *Technical Services today and tomorrow*.

Englewood, Colo.: Libraries Unlimited. 2nd ed. (pp. 183-198). ISBN 1563085909

9. Younger, Jennifer. (1998). Technical Services Organization. In Gorman, Michael. *Technical Services today and tomorrow*. Englewood, Colo.: Libraries Unlimited. 2nd ed. (pp. 165-182). ISBN 1563085909

Recommended Books on Reserve at the University Library

1. Olson, Hope A. and Boll, John. (2001). *Subject analysis in online catalogs*. Englewood, Colo.: Libraries Unlimited. Z699.35 S92 A46 2001.

2. Boll, John. (1990). The future of AACR2. *Cataloging & Classification Quarterly*, 12(1), 3-34. (It is on E-reserve).

3. Carpenter, Michael and Svenonius, Elaine (Eds.) (1985). *Foundations of cataloging: a sourcebook*. Littleton, Colo.: Libraries Unlimited. Z693 F68 1985

4. Svenonius, Elaine. (2000). *The intellectual foundation of information organization*. Cambridge, Mass. ; London : MIT Press. Z666.5.S92 2000

5. Gorman, Michael. (1998). *Technical services today and tomorrow*. (2nd ed.). Englewood, Colo.: Libraries Unlimited. Z688.5 T43 1998

6. Lubetzky, Seymour. (2001). *Seymour Lubetzky : writings on the classical art of cataloging*. Englewood, Colo.: Libraries Unlimited. Z694 .L84 2001

7. Maxwell, Margaret F. (1997). *Maxwell's Handbook for AACR2R: explaining and illustrating the Anglo-American Cataloging Rules*. Chicago: American Library Association. Z694.15 A56 M39 1997

8. Saye, Jerry D. and Vellucci, Sherry L. (1989). *Notes in the catalog record based on AACR2 and LC Rule Interpretations*. Chicago: American Library Association. Z693.3 N68 S25 1989

9. Svenonius, Elaine (Ed.). (1989). *The conceptual foundations of descriptive cataloging*. San Diego, Calif.: Academic Press. Z694 A15 C66 1989

10. Hicks, Warren B. and Tillin, Alma M. (1970). *Developing multi-media libraries*. New York, R. R. Bowker Co. Z688.N6 H5.

11. King, Robert C. (1965). *Genetics*. New York, Oxford University Press. QH431 .K52 1965

12. Duckett, Kenneth W. (1970). *Modern manuscripts*. Nashville : American Association for State and Local History. CD950 .D8

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Grading Policy

Assignments	%	Due Date	Individual
Quiz 1 (Introduction)	5%	July 6	x
Quiz 2 (OCLC)	5%	July 7	x
Quiz 3 (Authority File)	5%	July 8	x
Quiz 4 (Access Points)	5%	July 11	x
Quiz 5 (Form of Headings)	5%	July 12	x
Quiz 6 (Descriptive Cataloging)	5%	July 14	x
Quiz 7 (MARC and DDC)	5%	July 15	x
Quiz 8 Graded DDC Due	20%	July 21	x
Quiz 9 LSCH	5%	July 21	x
Final project	30%	July 22	x
Assignments and class participation	10%	Every week	x

QUIZZES WILL BE RELEASED AT 4:00 P.M. AFTER EACH CLASS AND CLOSED AT 1:00 P.M. THE NEXT DAY. IF THE QUIZ IS ON MONDAY, THE QUIZ WILL BE RELEASED AT 6:00 P.M. ON SATURDAY AND CLOSED AT 1:00 P.M. ON MONDAY.
QUIZ # 8 HAS BEEN GIVEN 4 DAYS TO FINISH.

Resources

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OCLC: http://www.oclc.org *	OCLC Participating Institutions search http://www.oclc.org/contacts/libraries/
OCLC Connexion *(Available June 30, 2002) http://connexion.oclc.org/ Connexion Login page: http://connexion.oclc.org/	OCLC Access Suite: (downloadable) * http://www.oclc.org/oclc/menu/suite/ http://www.oclc.org/oclc/man/9370p4w/frames_man.htm
Connexion Documentation http://www.oclc.org/support/documentation/connexion/browser/	Connexion and WebDewey Tutorial http://www.oclc.org/dewey/resources/tutorial/ WebDewey User GUIDe http://www.oclc.org/support/documentation/dewey/webdewey_userguide/
OCLC Documentation http://lis.oclc.org/oclc/doc_pubs.htm	Cataloger's Desktop* http://desktop.loc.gov

OCLC Cataloging Service Reference Card http://oclc.org/oclc/man/5710ctrf/index.htm	Classification Web * http://classificationweb.net/
OCLC-MARC Code Lists http://www.oclc.org/oclc/man/code/codetoc.htm	Cataloger's Reference Shelf http://www.tlcdelivers.com/tlc/crs/CRS0000.htm
Bibliographic Formats and Standards http://www.oclc.org/oclc/bib/about.htm	International Conference on the Principles and Future Development of AACR http://www.nlc-bnc.ca/jsc/index.htm
Cutter-Sanborn Table online: http://librarian.or.kr/reference/mark/cutter1.htm	Technical Services Unlimited http://tpot.ucsd.edu/TSU/
* means fee-based databases.	Cataloger's Toolbox http://www.mun.ca/library/cat/index.html

Computer Facilities on Campus

You can finish your projects in any computer labs on campus or at home.

- [Computing and Internet Support at UH.](#)
- Free [Virus Protection Software](#) for UH Students and Faculty.
- [Downloading shareware at UH](#)

** Students with special test and note-taking needs should contact the instructor as early as possible for accommodations.

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Class Schedule:

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Session 1 7/5	Session 2 7/6	Session 3 7/7	Session 4 7/8	Session 5 7/11	Session 6 7/12	Session 7 7/13
Session 8 7/14	Session 9 7/15	Session 10 7/18	Session 11 7/19	Session 12 7/20	Session 13 7/21	Session 14 7/22

Note: Some exercises provided in the course package are not listed in the course syllabus as required assignments. You may use them as extra practice items. Readings should be done by the date assigned except Session 1. Assignments are to be completed after each lecture.

Session 1

(July 5)

1. Introduction to the course
Introduction to the function of the catalog
Readings: Wynar p. 3-34

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Session 2

(July 6)

Quiz 1 (Introduction)

1. Introduction to OCLC

2. Searching OCLC

Readings: Wynar p. 37-48; p. 445-482.

About OCLC: <http://lis.oclc.org/oclc/index.htm>

WorldCat Facts and Statistics: <http://www.oclc.org/worldcat/statistics/default.htm>

OCLC Connexion Tutorial: <http://connexion.oclc.org/>

OCLC Connexion Documentation: <http://connexion.oclc.org/>

Finding Bibliographic Records in Connexion:

http://www.oclc.org/support/documentation/connexion/browser/cataloging/find_bib_records/

Or: use the HELP in Connexion Cataloging-->Searching the WorldCat

Connexion Login page: <http://connexion.oclc.org/>

Assignments: OCLC Searching in course package p. 2.1-2.3 (Will discuss your answers in class next time).

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Session 3

(July 7)

Quiz 2 (OCLC)

1. Discuss OCLC Searching Exercise

2. Authority control

OCLC authority file searching

Readings: Wynar p. 180-210; Wynar p. 429-441

OCLC Connexion Documentation: <http://connexion.oclc.org/>

Finding Authority Records in Connexion:

http://www.oclc.org/support/documentation/connexion/browser/authorities/find_auth_records/

Or: use the HELP in Connexion Authority File

Assignments: OCLC Authority File Searching in course package p. 2.7; Choice of Access Points (I), p. 3.3-3.5.

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Session 4

(July 8)

Quiz 3 (Authority File)

1. Choice of access points

Readings: Scan AACR2 Chapter 21; Boll, Takawashi, and Carpenter's articles in E-Reserve.

Assignment: Choice of Access Points (II) in course package, p. 3.6-3.8 (Will discuss and work on the assignments in class).

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Session 5

(July 11)

Quiz 4 (Access Points)

1. Choice of access points. Discuss your assignments.

2. Form of headings

Readings: Scan AACR2 Chapters 22, 26, 23-25; read Wynar p. 211-271.

Assignments: Form of Headings (I, III), p. 3.9-3.10; 3.12-3.13 (Will discuss your answers in class next time).

3. Demonstration of Cataloger's Desktop software

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Session 6

(July 12)

Quiz 5 (Form of Headings)

1. Review form of headings.
Discuss your assignments
2. Descriptive cataloging
Readings: AARC2 Chapters 1-2, Wynar p. 51-171
Assignments: Descriptive Cataloging (I-IV) in course package, p. 4.6-4.4.13
(Will discuss your answers of II-IV in class next time).

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Session 7

(July 13)

1. Descriptive cataloging
Discuss your answers to Descriptive Cataloging assignments I-IV
Readings: Gorman's article on descriptive cataloging in E-Reserve.
2. Introduction to MARC and OCLC editing
Readings: Wynar p. 37-48; p. 447-458.
OCLC Bibliographic Formats and Standards: <http://www.oclc.org/bibformats/>
Understanding MARC at: <http://www.loc.gov/marc/umb/>
Assignment: MARC and OCLC Tagging, p. 4.23 (Will discuss your answers in class next time).

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Session 8

(July 14)

Quiz 6 (Descriptive Cataloging)

1. Review MARC records

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Session 9

(July 15)

Quiz 7 (MARC and DDC)

1. Introduction to classification

Dewey Decimal Classification

Readings: DDC Introduction and general examination of DDC; Wynar p. 292-312.

WebDewey: http://www.oclc.org/support/documentation/dewey/webdewey_userguide/

Assignments: DDC (I-IV), p. 5.59-5.62 (Will discuss your answers in class next session).

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Session 10

(July 18)

1. Dewey Decimal Classification
2. Introduction to Cutter-Sanborn book numbers
Reading: Wynar p. 334-341.
3. Introduction to Cutter-Sanborn book numbers
Reading: Wynar p. 334-341. Cutter-Sanborn Table: <http://librarian.or.kr/reference/mark/cutter1.htm>
Assignments: **Graded DDC Assignment (Quiz 8)**, p. 5.63. Cutter Assignment, p. 5.64

Work on Your Practice Final cataloging project in course package, p.5.82-5.85

(Note: you can start to work on this project at the beginning of the course.)

Distribute final project items

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Session 11

(July 19)

1. Discuss your answers to DDC assignments III-IV
2. Library of Congress Classification
Readings: Wynar p. 313-341.
Assignment: LCC in course package, p. 5.81.
3. Demo of Classification Web: <http://classweb.loc.gov>

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Session 12

(July 20)

1. Introduction to subject headings
2. Sears Subject Headings and Library of Congress Subject Headings
Readings: Wynar p. 363-409; Chan's article in E-Reserve.
Assignments: Sears and LCSH Assignments I-II in course package, p. 5.77-5.78. (Will discuss your answers in class next time).

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Session 13

(July 21)

Quiz 9 (LSCH) and Quiz 8 (Graded DDC) Due

1. Discuss your answers to the Sears and LCSH assignments
2. Present and Discuss Practice Final.
3. Other Resources for Organizing Information: Wynar p. 477-479.

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Session 14

(July 22)

Technical Services Operations

A tour of a technical services department in a library. (Pending)

Readings: Younger's article in E-Reserve.

Assignment: Technical Services Operations in course pack p. 6.1-6.2. (Read the instruction and bring your questions to the class).

Final project is due today.

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