

INSC 521: Cataloging & Classification Syllabus

COURSE INFORMATION

INSC 521: Cataloging & Classification, Spring 2021

University of Tennessee, Knoxville

Class Meetings: Tuesdays, 6:30-9:10 pm EST on Zoom

Zoom Course ID/Link: <https://tennessee.zoom.us/j/93142170785>

Faculty Contact Information

- Janine Pino, Catalog/Reference Librarian
- 865.694.6621
- jpino@utk.edu
- Office hours by appointment on Zoom



SIS Office Information

- 450 Communications Bldg.
- 1345 Circle Park Drive
- Knoxville, TN 37996-0341
- SIS Office: 865.974.2148
- Fax (SIS): 865.974.4667

COURSE DESCRIPTION

Catalog Description

Basic library-oriented cataloging and classification techniques, tools, and supporting operations. Descriptive cataloging, choice and form of non-subject entries, subject heading work, general classification, authority control, bibliographic utilities, online library catalogs.

Additional Information

This course is an introduction to library cataloging. We will cover bibliographic systems, standards, and procedures used to create catalog records, starting with print monographs and building up to other types of materials. More specifically, our discussions and practical exercises will explore descriptive cataloging with RDA and MARC21, use of authority control in organization, structured subject headings and classification schemes, the current state of cataloging in various environments, and resources and tools for professional work.

Student Learning Outcomes

Students who complete this course will demonstrate the following [ALCTS Core Competencies for Cataloging and Metadata Professional Librarians](#):

- Knowledge of foundational cataloging and metadata principles

- Knowledge of systems and technology
- Knowledge of trends in cataloging and metadata profession
- Application of conceptual frameworks, standards, and principles within a bibliographic system
- Various behavioral competencies (including interpersonal communication and problem solving)

Course Design

This course is delivered synchronously via ZOOM. Course content will incorporate lectures, assigned readings, exercises, and discussion. In our live sessions, you will practice in both small and large groups to apply course concepts. You will complete graded assignments as an individual and submit them via Canvas.

Required Texts

There is no textbook for this course. All required class readings and instructional materials will be available online and listed in the weekly Modules of our Canvas course site.

Recommended Texts

Hider, Philip. (2018). *Information Resource Description: Creating and Managing Metadata*. 2nd ed. Chicago, IL: ALA Neal-Schuman. ISBN: 9780838918364.

Joudrey, Daniel N., Taylor, Arlene G., and David P. Miller. (2015). *Introduction to Cataloging and Classification*. 11th ed. Santa Barbara, CA: Libraries Unlimited. ISBN: 9781598848564.

Sandstrom, John and Liz Miiller. (2015). *Fundamentals of Technical Services*. Chicago, IL: ALA Neal-Schuman. ISBN: 9781555709662.

COMMUNICATION

Email

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don't wish to check both accounts.

Instructor Availability

Please do not hesitate to email me (jpino@utk.edu) with updates, questions, or concerns. I will typically respond within 24 hours during the week and 48 hours on the weekend. I will notify you in advance of any conflicts which may delay a response.

COMPUTING REQUIREMENTS AND RESOURCES

Requirements

You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Canvas, and Zoom software. You must learn how to submit your assignments using Canvas. The [Office of Information Technology \(OIT\)](#) provides training classes in using varied technologies for students at no charge (advance registration is required).

You must obtain a UT email account and subscribe to the SIS student listserv to insure you're made aware of course-related information. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Canvas.

Technical Support

Please review the SIS Technology Introduction website for help getting started with the tools you'll need in the program: <https://sis.utk.edu/techintro/>

For assistance with technical and computing issues, contact the OIT HelpDesk by phone at (865) 974-9900, using the [Contact Form](#), or at the [Walk-in HelpDesk](#).

Course Resources

Our course Canvas site is available through [Online@UT Canvas](#)

Students will have access to the following professional tools for the duration of the course:

- OCLC Connexion: <http://connexion.oclc.org/>
- Connexion for WebDewey: <http://connexion.oclc.org/>
- Classification Web: <https://classificationweb.net/>
- Cataloger's Desktop: <https://desktop.loc.gov/jsp/login.jsp>
- RDA Toolkit: <http://access.rdatoolkit.org/>

You may also wish to consult:

- [Getting Started with Zoom](#)
- The [UT Library](#)
- The UT Library's [Information for Distance Education](#)
- UT [Research Guides](#) and [Subject Librarians](#)

COURSE ATTENDANCE AND PARTICIPATION POLICIES

Learner Expectations

- Be prepared for all classes
- Be respectful of others
- Actively contribute to the learning activities in class
- Abide by the UT honor code

Instructor Expectations

- Be prepared for all classes
- Evaluate all fairly and equitably
- Be respectful of all students
- Create and facilitate meaningful learning activities
- Behave according to university codes of conduct

Attendance and Participation

It is assumed that each student will be present and speak in class. Missing class or failing to participate will lower your grade; frequent participation will raise the grade.

Regular attendance is required and necessary for a subject as detailed-oriented as cataloging. A substantial portion of your grade will be based on in-class work and participation. Unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you will be absent from class, you must:

- Inform me in advance or as soon as possible after class
- Submit any work due from the missed class period
- Obtain notes, handouts, etc. from Canvas
- Listen to the class recording

Acceptable reasons for absence from class include:

- Illness
- Serious family emergencies
- Special curricular or job requirements (i.e., judging trips, field trips, professional conferences)
- Military obligations
- Severe weather conditions
- Religious holidays
- Participation in official university activities such as music performances, athletic competition or debate
- Obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.

Inclement Weather

“The chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the front page at <http://utk.edu>. SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

ADDITIONAL POLICIES AND POINTS OF INFORMATION

Disabilities that may Impede Learning

Any student who feels s/he may need an accommodation based on the impact of a disability should contact [Student Disability Services](#) in 2227 Dunford Hall at 865-974-6087, or by video relay at 865-622-6566 to coordinate reasonable academic accommodations.

Civility

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

CCI Diversity Statement

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

Instructor Status as a Title IX Mandatory Reporter

University of Tennessee faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources. For additional resources and information, visit titleix.utk.edu.

ASSIGNMENTS, ASSESSMENTS, AND EVALUATIONS

Academic Integrity

Students should be familiar and maintain their *Academic Integrity* described in <https://hilltopics.utk.edu/academics/>, p. 15 as: *“Study, preparation and presentation should involve at all times the student’s own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.”*

Students should abide by the **Honor Statement** (<https://hilltopics.utk.edu/student-code-of-conduct/> Section X. Honor Statement): *“As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”*

Plagiarism

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

Specific examples of plagiarism are:

- Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Collaborating on a graded assignment without the instructor’s approval.
- Submitting work, either in whole or in part, created by a professional service and used without attribution (i.e.: paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at <http://www.lib.utk.edu/instruction/plagiarism.>)

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of “F.”

Assignments and Grading

Student work is assigned a grade based on quality of thought, accuracy, and completeness. Only exceptional work will receive an “A” grade. Assignments that are received after the due date will be assigned a lower grade than would otherwise be received.

Preparation of Written Work

Unless otherwise specified, all assignments must be word-processed with your name, date, course number (INSC 521), and the title of the assignment from the syllabus. Save any file with the naming convention username_assignmentname (i.e.: jpino_exercise1.docx).

Due Dates and Late Assignments

All assignments should be submitted to Canvas on the due date listed by 11:59 p.m. EST. Some exceptions to this rule:

If a homework **Exercise** is not ready by the deadline:

- Send me an email informing me that it will be late.
- Send me an email informing me when your assignment has been submitted to Canvas.
- You will lose three percent (3%) of your final grade for each 24-hour period that it is not turned in (i.e.: 100% will become 97%, 94%, etc.).
- Late exercises will not be accepted after five days (a total of 15% will be deducted from your grade).

Please keep in mind that late work will come with a delay in grading, and feedback may be helpful for your next exercise.

Graded **Discussion Posts** will include two separate due dates. By the first date, you must submit your post, starting your own thread, according to the instructions provided. By the second date, you must respond to at least two of your classmates' threads. To develop meaningful discussion, late posts or replies will not be permitted.

Individual and group **In-Class Activities** will be part of your final participation grade. We might begin the activity in class, but you (or a member of your group) are required to submit the activity to the discussion board whenever it is complete. If you are absent from class, you are still responsible for the activity. I recommend that you complete these activities as assigned, while the class lecture is still fresh in your mind, but the final due date for all activities will be April 30. Any activity completed by then will receive full participation credit.

Incompletes

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of *I* (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to ensure sufficient time to complete the required work.

For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

Assigning Grades

Please note that I do not assign letter grades for individual assignments but will mark your work with comments and provide a score based on the possible points earned for that assignment. If you would like to compute a letter grade based on the points you have earned, divide your score by the total points possible for the assignment and refer to the 'Evaluation' scale below for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points throughout the semester.

Evaluation

Semester grades will be assigned according to the following scale:

A	93≤	(4 quality points per semester hour) superior performance.
A-	90-92.99	(3.7 quality points per semester credit hour) intermediate grade performance.
B+	88-89.99	(3.5 quality points per semester hour) better than satisfactory performance.
B	83-87.99	(3 quality points per semester hour) satisfactory performance.
B-	80-82.99	(2.7 quality points per semester credit hour) intermediate grade performance.
C+	78-79.99	(2.5 quality points per semester hour) less than satisfactory performance.
C	70-77.99	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60-69.99	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	59.99≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I		(no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the <i>Graduate Catalog</i> . The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

Course Evaluation

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

MSIS Program Outcomes

It is our vision to provide a quality educational program, and for students to have the very best educational experience possible. By the end of their time in the MSIS program, each student should be able to:

1. Describe and discuss the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information.
2. Describe and discuss the nature of leadership and management in the information professions and the importance of participation in the global information society.
3. Apply the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
4. Comply with the changing responsibilities of the information professional in a culturally diverse and networked global society.
5. Identify critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
6. Analyze and apply standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.
7. Explain the changing nature of information, information needs, and information behavior.
8. Assess and implement information technologies, systems, sources, and services that serve users effectively and efficiently.
9. Analyze research and apply it to information practice.

Assignments: Descriptions, Due Dates, and Program Outcomes for SLC

This table identifies the MSIS Program Outcome(s) addressed in course assignment(s):

Assignment	MSIS Program Outcome
Exercise 1	1
Exercises 2 and 4-10	6
Exercise 3	1, 6
Discussions 1 and 2	5

This table provides a brief summary of assignment names, due dates, and grade distribution. A fuller description of each assignment follows the table.

Assignment	Points	Percentage	Due Date
Self-Introduction	20	2%	January 25
Exercise 1	60	6%	February 8
Exercise 2	60	6%	February 15
Exercise 3	60	6%	February 22
Exercise 4	60	6%	March 1

Exercise 5	60	6%	March 8
Exercise 6	60	6%	March 15
Discussion 1	50	5%	March 22 (post) & 29 (2 replies)
Exercise 7	60	6%	March 29
Exercise 8	60	6%	April 5
Exercise 9	60	6%	April 12
Discussion 2	50	5%	April 19 (post) & 26 (2 replies)
Exercise 10	60	6%	April 26
Participation	180	18%	Continuous, due April 30
Final Exam	100	10%	May 6
TOTAL	1000	100%	

Ten Exercises 60%

Each exercise will assess your understanding and retention of the course material through short answer and fill in the blank questions. You will demonstrate the standards and tools discussed in the lectures and readings. Exercises must be completed individually and turned in by the due date above. Detailed instructions will be available on Canvas.

Two Discussions 10%

Each discussion will require you to find and share content with your peers in the context of our weekly topic. After selecting an information resource, you will provide a substantive original post by the first due date, and then reply to posts from at least two other students by the second due date. Detailed instructions will be available on Canvas.

Final Exam 10%

The final exam will be a timed individual test, which will become available on the designated day via Canvas. You will be responsible for completing it in the window of time that final exams are available (April 30—May 6). Questions may include multiple choice, short answer, and fill in the blank.

Participation 20%

Your participation grade will be based on your efforts to join the conversations in class, and your ability to demonstrate knowledge of the material we are studying in the readings and lectures. There will be several in-class activities that must be posted to the Discussion Board to receive full credit, including a Self-Introduction due before the first day of class.

For your final participation grade, I will consider:

- Required activities in the Discussion Board

- Speaking in live sessions
- Contributing to the text-based chat
- Participating in breakout groups
- Communicating with me by email or scheduled Zoom meeting
- Posting questions or comments in the Discussion Board

You do not have to participate in all these ways, but two or more will show your engagement with the course content.

DISCLAIMER

Please be aware that revisions may be made to this syllabus over the course of the semester, and as such, the content within may be subject to change. I will announce any revisions via Canvas Announcements and during live sessions.