IRLS515-001 Organization of Information

Updated Mon, 08/24/2009 - 19:00

COURSE NAME, NUMBER AND PREREQUISITES:

Under construction 12/27/08.

Organization of Information
IRLS515 Section 001

This course is a core course, and there are no course prerequisites.

Spring 2009 Instructor: Martin Frické

This course meets Tucson: UA Campus: Soc Sci 224 (computer lab), Tuesday 3:30 - 6:00pm

COURSE DESCRIPTION:

"Face to face instructional course on the Organization of Information." (3 credit hours)

General overview

The SIRLS catalog description is:

Introduction to the theories and practices used in the organization of information. Overview of national and international standards and practices for access to information

The organization of information, as a practice, has existed for those many thousands of years that there has been recorded information. Over the years, this activity has been codified in the theories and practices of information organization in traditional libraries, and in other information environments such as archives, museums and management information systems. Some of this course studies the history, theory and practices of such traditional information organization. In the last 30 years, though, with the development of the computer, digital information, the Internet, and World Wide Web, much has changed. Many of these changes are to do with quantity (the Web, 2009, contains, ballpark figures, 2-3000 times as much information as there is in the entire print collection of the Library of Congress), and to do with the capabilities of the computer (tremendous speed, accuracy, processing volume, etc.) and networks (pretty well all resources available everywhere all the time). Organization of information 2009, and going into the future, may well be very different to library practices of the last hundred years. This course tries to educate and develop on that theme. This is a time of change for the discipline of 'organization of information'.

How this course will be taught

This is a face to face class meeting once a week in Tucson: UA Campus: Soc Sci 224 (computer lab), Tuesday 3:30 -
COURSE OBJECTIVES:

The main goal of the course is to help students become familiar with the concepts and practices of information organization across a variety of information environments. By the end of the course, the student will be able to:

- Describe the main theories and processes in library and archival cataloging including descriptive cataloging, and subject analysis
- Understand the nature and properties of databases
- Have an understanding of a sample range of information handling tools such as bibliographies, indexes, catalogs, pathfinders, search engines, registers, inventories, and finding aids
- Demonstrate basic skills and familiarity with controlled vocabularies, structured vocabularies, and thesauri.
- Demonstrate basic skills and familiarity with subject analysis
- Demonstrate basic skills and in metadata creation, including basic knowledge of at least two metadata standards
- Have a knowledge of the structure of the Web and the Deep Web
- Articulate the similarities and differences between a thesaurus, ontology, authority file, subject heading list, and library classification scheme
- Have a knowledge of different classification architectures such as hierarchical and faceted

REQUIRED COURSE MATERIALS:

Students need online access, either by way of their own computers and Internet connection, or by public access means (such as those provided in Public Libraries or in on campus labs).

There are three texts that might be used for the more library oriented part of the course.


You need one of them, any one will do. For this iteration of the course I will probably teach from Chan. [Order directly from Amazon or other vendor of your choice, such as the book publisher, Libraries Unlimited...not available through the UA Bookstore.]

For the more web oriented part of the course.

- Morville, Peter and Louis Rosenfeld [2006], Information Architecture for the World Wide Web, 3rd Ed. O'Reilly

Additionally, check through


And online materials are available either directly on the Web, or through password protected electronic reserves at the library ([http://eres.library.arizona.edu](http://eres.library.arizona.edu) with password xxx)

COURSE REQUIREMENTS:

The course requirements are

- coursework
- participation

The coursework requirement will be two Exercises and two Assignments. One Exercise will be due about 2 weeks and the other 4 weeks into the course, at times to be announced in class. The Assignments will be due toward the end of the class.

The participation requirement is that you contribute to the online discussion groups or forums. You can meet this
requirement by posting at least 5 times during the semester. We do not want these forums to be cluttered up by folk posting when they have nothing to say. But you should have something to say from time to time, and we would like to hear it.

Participation will count for 10% of the final grade; Exercise 1 20% and Exercise 2 20%; and Assignment 3 20% of the grade, and Assignment 4 is the remaining 30%.

COURSE, SCHOOL, AND UNIVERSITY POLICIES:

Academic Code of Integrity

Students are expected to abide by The University of Arizona Code of Academic Integrity, see . 'The guiding principle of academic integrity is that a student's submitted work must be the student's own.' If you have any questions regarding what is acceptable practice under this Code, please ask an Instructor.

Accommodating Disabilities

The University has a Disability Resource Center. If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me, the Instructor, official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Assignment Policies

- Submission: The papers are to be submitted usually by the d2l assignment Dropbox, which can be found as a link on the toolbar. (A less preferable alternative is by d2l internal email to the Instructor, put, for example, 'Assignment One' as the subject and send the assignment either as the message or as an attachment to the message. Pure electronic documents need to be either plain text or formatted using HTML (just 'Save As' HTML using your favourite word processor).
- Format, style and content: Content is all important in this course. Style should be plain and transparent (be guided by the classic Strunk and White Elements of Style). If English is not your native language, and you would like some assistance, please contact the Instructor. The format is unimportant, except that it should be html.
- Late papers: There will be due dates and students are expected to meet them. With an online course like this, difficulties can arise (such as computers or d2l being temporarily out of service) and appropriate decisions will be made as needed.

Incompletes

The 1997-8 University of Arizona General Academic Manual, p.23 reads

The grade of I may be awarded only at the end of a semester, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded when the student is expected to repeat the course; in such a case the grade of E must be assigned. Students should make arrangements with the instructor to receive an incompete grade before the end of the semester ...

If the incomplete is not removed by the instructor within one year the I grade will revert to a failing grade.

GRADING:

The following scales will be used

For IRLS415 students
<table>
<thead>
<tr>
<th>Internal</th>
<th>For the University</th>
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<tbody>
<tr>
<td>85-100%</td>
<td>A</td>
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<tr>
<td>65-84%</td>
<td>B</td>
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<tr>
<td>below 65%</td>
<td>C</td>
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</tbody>
</table>

For **IRLS515** students

The following scales will be used

<table>
<thead>
<tr>
<th>Internal</th>
<th>For Graduate School</th>
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</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>below 80%</td>
<td>C</td>
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</tbody>
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**General grading criteria:** For ordinary papers, and unless specified otherwise, you should write about the equivalent of four pages of ordinary text (ie about 1200 words). Grammar, style, or spelling are not central-- provided the paper is understandable and the faults are not so severe as to be a distraction. Then, important grading criteria include:-

- clear articulation of your views and arguments
- soundness of what is said
- appropriate appeal to evidence
- clear and concise exposition of the points you are making
- consideration of intellectual context and relevant literature

How to find out your grades: d2l has two main ways to help a student find grades. There is a link on the toolbar named 'Grades' which, if clicked on, will display all the grades. Second, if a student clicks on a submitted and graded assignment in the Dropbox, the grade, and feedback comments from the Instructor, will be displayed.

**INSTRUCTOR NAME AND CONTACT ADDRESSES:**

Please raise queries by email. When the course is up and running, and you are a registered student, use the course's internal email (this is best for me as it keeps material related to this course in one place). Failing that, use ordinary email to mfricke(AT)u.arizona.edu .

There will be an online office hour, during which I will be available in a Chat room. This will be at a time to suit you students, but it may well be an evening at 7pm MST.
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Guided keyword