IRLS530-010 Cataloging and Metadata Management

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

COURSE NAME, NUMBER AND PREREQUISITES:

[Prerequisite: IRLS 515.]

Instructor: Bonnie Parks

COURSE DESCRIPTION:

Study of the theories, principles and practices of bibliographic description, authority control, and resource discovery for print and non-print resources.

Topics covered include

- Introduction to cataloging and metadata
- Descriptive cataloging codes and standards
- Choice of access points
- MARC encoding
- Authority control
- Subject access
- Classification

We also will examine some of the current trends and future directions in cataloging including RDA and FRBR.

COURSE OBJECTIVES:

At the end of the term you will

- Understand the principles, objectives for descriptive cataloging codes and standards, access points, authority control and subject access
- Understand the broader context in which these principles function
- Know the major cataloging and metadata content standards
- Understand the concepts of copy and original cataloging and the use of bibliographic utilities
- Create MARC-encoded bibliographic records according to AACR2R
- Assign appropriate subject headings and classification numbers
- Have fun!

REQUIRED COURSE MATERIALS:

Textbook:

Additional reading materials will be posted by the instructor. You will need Adobe Reader to view the documents as most will be PDF files.

**COURSE REQUIREMENTS:**

Students are expected to

- Read assigned readings and watch/listen to lectures for each session
- Complete homework assignments on time
- Fully participate in class discussions via D2L
- Turn in graduate-level work

If you have questions at any time, do not hesitate to email me.

**Attendance and Participation:**

Since this class takes place in an online learning environment, attendance will be based on your participation on D2L. I expect you to participate weekly with substantive comments in discussions so that I know you understand the material.

**Quizzes:**

Quizzes will be given periodically throughout the semester and posted to D2L. Questions will be straightforward and designed to make sure you understand the material. Quizzes must be submitted by the due date and time in order to count.

**COURSE, SCHOOL, AND UNIVERSITY POLICIES:**

**Academic Code of Integrity**

Students are expected to abide by The University of Arizona [Code of Academic Integrity](#). '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**

All class materials will be posted and administered via D2L.

Assignments and quizzes must be turned in on time in order for you to receive credit.

**Incompletes**

I do not encourage a grade of (I) Incomplete as it becomes more difficult to complete a course as time goes on. However, the current Catalog reads...
The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term ...

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

GRADING:

A = 90-100
B = 80-89
C = 70-79

"Be well, do good work, and keep in touch." - Garrison Keillor

INSTRUCTOR NAME AND CONTACT ADDRESSES:

Bonnie Parks
Technology and Catalog Librarian
W.W. Clark Memorial Library
University of Portland
Portland, OR 97303
503.943.8876
parks@up.edu
parksb@arizona.edu

Navigation

- Browse Site
- For Authors

Courses

- Syllabi
  - Fall 11
  - Summer 2011
  - Spring 11
  - Fall 10
  - Summer 10
  - Winter 10-11
  - Spring 10
  - Winter 09 10
  - Fall 09
  - Summer 09
  - Spring 09