

School of Information Management

INFO 546 Bibliographic Organisation

Trimester 2 2005

COURSE OUTLINE

In INFO 546, we shall examine the way materials are described and organised for retrieval and access. The principal focus will be on cataloguing and the library catalogues.

One of the most interesting and important aspects of bibliographic organisation is the degree of international cooperation among libraries in the English-speaking world. This allows libraries to share their catalogue records, saving considerable effort and expense in the cataloguing process. It also means that library customers are able to understand the information contained in a catalogue, no matter which library's catalogue they are searching. With the Internet, this could mean that people in Wellington, Rotorua, or Timaru might be searching the catalogue of the Library of Congress in Washington, D.C., or the Bibliothèque Nationale de France in Paris, and fully understand what is being described to them.

We shall commence the course by looking at the various types of bibliographic control, and at the development of library catalogues. We shall then examine the standards that ensure transferability of records between libraries.

One of these standards is the *Anglo-American Cataloguing Rules* (2d ed., rev. 2003). Known as AACR2R, it is the standard upon which the vast majority of English-language libraries base the description of their resources. We shall spend several weeks looking at AACR2R in detail, so that you will get a basic understanding of how the rules work. In the second half of the course, we shall look at organisational considerations, such as bibliographic networks, automated systems, and staffing.

We shall also examine how to catalogue specialised types of resources, and wrap up the course by trying to peer into the future of cataloguing.

Contact Details

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- Telephone:** (04) 463 6629 (for Philip); (04) 463 5213 (for Chern Li).
Alternatively, call the Administration Office on (04) 463 5103.
- Freephone:** 0800 11 62 99 (for open learning students or internal students calling from outside Wellington).
- Fax:** (04) 463 5446
- Room:** Easterfield Building, EA 219 (Philip); EA 212 (Chern Li). If you would like to see either of us at a specific time, it is advisable to email in advance.

Class Times and Room Numbers

INFO 546 will be held in the second trimester (July–October) of the 2005 academic year. There will be no sessions for two weeks during the mid-trimester break (15–26 August 2005).

- **Internal students**

There will be a seminar on Thursdays (from 9.00 a.m.– 12.00 p.m.) in the Easterfield Building, Lecture Room EA 206.

- **Open learning students**

The weekly Internet conference sessions will be held on Thursdays, from 5.00–6.30 p.m.

Course Objectives

By the end of the INFO 546 course, students are expected to:

1. Understanding the major concepts and principles in bibliographic organisation.
2. Understand the purpose of, and major tasks involved in, descriptive cataloguing.
3. Understand the use of main international standards for bibliographic description, and apply them competently in the creation of bibliographic records in a variety of formats.
4. Understand and apply the principles of cataloguing for print, audio-visual, and electronic sources.

5. Understand the arrangement of the Dewey Decimal Classification scheme and Library of Congress Subject Headings, and apply them competently in the provision of subject cataloguing for bibliographic resources.
6. Be aware of the impact of automation, networking, and co-operation on bibliographic control and the cataloguing process.
7. Solve simple problems in the management of the cataloguing process.
8. Reflect on the future of bibliographic control.

Course Content

Week	Dates	Topic
1	4-8 July	Introduction to bibliographic organisation
2	11-15 July	Descriptive standards: ISBD & AACR2R
3	18-22 July	Introduction to MARC; Choice of access points; Form of entry for persons
4	25-29 July	Form of entry for corporate bodies; Titles as access points; References and authority control; MARC coding
5	1-5 Aug.	Subject access points: DDC
6	8-12 Aug.	Subject access points: LCSH
7	29 Aug.-2 Sept.	Copy cataloguing / Bibliographic networks; Evaluating OPACs and WebPACs
8	5-9 Sept.	Managing cataloguing operations
9	12-16 Sept.	Cataloguing non-book resources
10	19-23 Sept.	Cataloguing Internet and electronic resources
11	26-30 Sept.	Cataloguing non-English language resources
12	3-7 Oct.	Technology and the future of bibliographic organisation

Readings

This course will use the following texts:

1. Harvey, Ross, and Philip Hider. *Organising Knowledge in a Global Society: Principles and Practice in Libraries and Information Centres*. Wagga Wagga, NSW: Centre for Information Studies, Charles Sturt University, 2003. The cost will be \$109.95.
2. Furrie, Betty. *Understanding MARC: Bibliographic*. 5th ed. Washington, D.C.: Cataloguing Distribution Service, Library of Congress, 1998. You will need to print *Understanding MARC: Bibliographic* from the Library of Congress website:

<http://lcweb.loc.gov/marc/umb/>

3. *Anglo-American Cataloguing Rules*. 2d ed., 2003 rev. Edited by Michael Gorman and Paul Winkler. Ottawa: Canadian Library Association, 1988. You will need to make considerable use of AACR2R during the course. The School has enough copies of this text to allow each student to borrow a copy for the duration of the course. You may, however, prefer to borrow a copy from the library in which you work.

All copies of AACR2R which are borrowed must be returned at the end of the course, otherwise you will be charged for them. The price is approximately \$150.

4. Dewey, Melvil. *Dewey Decimal Classification and Relative Index*. 22nd ed. 4 vols. Albany, N.Y.: Forest Press, 2003. The School has enough sets of DDC22 to allow each student to borrow a set during the course.

Each set of DDC22 which is borrowed must be returned by the end of the course, otherwise you will be charged for it. The replacement price is approximately \$650 per set.

5. *Library of Congress Subject Headings*. 26th ed. 5 vols. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 2003. The School has several sets of LCSH, but not enough to loan sets to individual students. Arrangements will be made during the course for student access to LCSH.

Assessment Requirements

Test/Assignment	Date due	Value	Length
1. Take Home Test (available on 11 August)	15 August	50%	Approx. 3 hours duration
2. Written report	12 October	50%	2000–2500 words

Late assignments or tests

The policy on late assignments or tests for INFO 546, including penalties, is the same as that in the *Administration Handbook*.

Word count

All written assignments submitted MUST contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the verso of the last page of the assignment.) A penalty of up to 5% will be imposed for going over the maximum word count or for not including a word count with your paper.

Mandatory Course Requirements

Terms are the minimum course requirements that must be satisfied in order to earn the right to be assessed for a final grade.

- Students in INFO 546 are expected to attend all the Internet conference¹ or seminar sessions. Oral participation in these sessions is expected of all students; your input is critical to the success of the course
- Each week you will be expected to read that week's module in the coursebook and complete the questions and exercises as preparation for the session.
- You must submit the two assignments required for assessment within the time allowable.

¹ To be considered in attendance at an Internet conference session, an open learning student must be able to contribute orally to the session using the Internet conferencing software; that is, the student must have a working microphone attached to his or her computer making it possible to respond to questions, and to contribute ideas orally.

Communication of Additional Information

Online information

In addition to the coursebook, you will be required to use the online resources for this course which are available in the School's Blackboard online learning environment:

<http://blackboard.vuw.ac.nz/>

The Blackboard environment will contain a web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. You should read the appropriate module web pages in conjunction with this coursebook.

Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

scs-help@vuw.ac.nz

All LIM students will be automatically enrolled in LIM Programmes Information on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Win98 or better, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

<http://www.sim.vuw.ac.nz/conferencing/>

There is also an 'Internet Conferencing' button linking to this page in Blackboard.

Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times.

For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

LIM Students email list

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

To subscribe: send an email to

`lim_students-subscribe@vuw.ac.nz`

To unsubscribe: send an email to

`lim_students-off@vuw.ac.nz`

No text in the body or subject line is required. You will be sent a confirmation email, and must confirm the operation by clicking reply and send. You will then receive a welcome or goodbye email.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Please note:

There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) and from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Adviser. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at: www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

Maori and Pacific Mentoring programme (Manaaki Pihipihinga)

This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:

- A computer suite hooked up to cyber commons for students to use to produce their assignments.
- Regular skill-based workshops with a learning adviser from Student Learning Support Services.
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:

Melissa Dunlop, Programme Coordinator

Ph: 463 6015 or Email: Maori-Pacific-Mentoring@vuw.ac.nz