

School of Information Management

INFO 546 Bibliographic Organisation

Trimester 2 2006

COURSE OUTLINE



Chern Li Liew



Philip Calvert

Hello, and welcome to INFO 546 Bibliographic Organisation, which will be coordinated by Philip Calvert and Chern Li Liew.

In INFO 546, we will examine the way information resources are described and organised for retrieval and access in libraries and information centres. 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.

If you have any queries about the content of the course, you can contact us by:

Email: philip.calvert@vuw.ac.nz; chernli.liew@vuw.ac.nz

Telephone: (04) 463 6629 (PC); (04) 463 5213 (for CLL). Alternatively, call the Administration Office on (04) 463 5875.

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 (PC); EA 212 (CLL). 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 2006 academic year. There will be no sessions for two weeks during the mid-trimester break (21 August-1 September).

- Internal students

There will be a seminar on Mondays (from 1.10-3.00 p.m.) in the Hunter Building, Room HU 324.

- Open learning students

The weekly Internet conference sessions will be held on Mondays, 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

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.

It is important to realise that this course is not meant to teach you how to be a crack cataloguer — that can only be done by working in a cataloguing department and getting a chance to practise using the tools. The main function of this course is to help you understand what is going on and which issues are the important ones.

Week	Dates	Topic
1	10-14 July	Introduction to bibliographic organisation
2	17-21 July	Descriptive standards: ISBD & AACR2R
3	24-28 July	Introduction to MARC; Choice of access points; Form of entry for persons
4	31 July-4 Aug.	Form of entry for corporate bodies; Titles as access points; References and authority control; MARC coding
5	7-11 Aug.	Subject access points: DDC
6	14-18 Aug.	Subject access points: LCSH
7	4-8 Sept.	Copy cataloguing / Bibliographic networks;
8	11-15 Sept.	Managing cataloguing operations
9	18-22 Sept.	Cataloguing non-book resources
10	25-29 Sept.	Cataloguing Internet and electronic resources
11	2-6 Oct.	Cataloguing non-English language resources
12	9-13 Oct.	Technology and the future of bibliographic organisation

Required Text

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.

The prescribed text is available from Vic Books, PO Box 12-337 (or c/- Students' Union Building), Wellington, ph. (04) 463 5515 or freephone 0800 370 370, fax (04) 471 2124, email vuwtexts@vicbooks.co.nz. It is also possible to order texts through the Vic Books' online book ordering service. You can use any of these methods to place an order.

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.

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

None of the LIM courses has a formal final examination. This course will be internally assessed, and there will therefore be two assignments due during the trimester. Full details, including explanatory notes and criteria, are available under “Assignments” on Blackboard.

Assignments

	Date due	Value	Length
1. Take Home Test (available on 17 Aug.)	21 August	50%	Approx 3 hours duration
2. Written Report	16 October	50%	2000-2500 words

Late assignments

Assignments submitted or postmarked after they are due will have a 10% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted or postmarked more than one week after they are due will not be accepted unless there are exceptional circumstances and the late submission has the prior approval of the course coordinator.

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.

Terms

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 conference or seminar sessions. Oral participation in these sessions is expected of all students; your input is critical to the success of the course. To be considered in attendance at a 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.
- 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.

Online Information

In addition to the course material on CD-ROM, you will be required to use the 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 the module readings and course notes. 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 Windows XP or Windows 2000, 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.

How to subscribe to lim-students

To subscribe - send an email to

lim-students-subscribe@lists.vuw.ac.nz

To unsubscribe - send an email to

lim-students-unsubscribe@lists.vuw.ac.nz

No text in body or subject line required.

You will be sent a confirmation email. You must confirm the operation by clicking reply and send. You will then receive a welcome or goodbye email to confirm the operation.

Changing Your Email Address

If you change email addresses, you must unsubscribe from lim-students and re-subscribe with your new email address - follow the instructions outlined previously.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services 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. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education 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 is available for the following:

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

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student 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 are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy 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; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in 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 Grievances Policy which is published on the VUW website at 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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

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

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 Impairments

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as 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, 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 (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463 6070, email disability@vuw.ac.nz. The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic

progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs 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 (tel. 04 463 6983 or 04 463 6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)

This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta
Room 210, Level 2
Railway West Wing
Tel. (04) 463 8997
Email: Puawai.Wereta@vuw.ac.nz

Fa'afai Seiuli
Room 109 B
14 Kelburn Parade
Tel. (04) 463 5842
Email: Faafoi.Seiuli@vuw.ac.nz