



School of Information Management

INFO 546: BIBLIOGRAPHIC ORGANISATION

Trimester Two 2008

COURSE OUTLINE

Contact Details

Course Coordinator:	Name	Chern Li Liew
	Room	Easterfield Building; EA 212
	Tel	+64 4 463 5213
	Email	chernli.liew@vuw.ac.nz
Programme Administrator:	Name	Lori Parker
	Room	121 Easterfield Bldg, Kelburn Pde, Wellington
	Tel	463 5309
	Email:	lori.parker@vuw.ac.nz

If you have questions or comments about course material and activities, the preferred “channel” is the appropriate Blackboard discussion forum, so that all students can see your message, and participate in any subsequent discussion.

The Blackboard discussion forums will be checked for new messages each workday morning. However, if you prefer to send your message via email (particularly if it is sensitive or involves personal information), you should begin the subject line with

[INFO 546]

If you wish to send something by **post**, the address is:

Chern Li Liew

School of Information Management

Victoria University of Wellington

PO Box 600, Wellington

Assignments should *not* be sent to the above address; see the details under ‘Assessment’ below. Non-assignment material being delivered by courier or in person should go to the Administration Office, EA 121, Easterfield Building, Kelburn Campus, Victoria University of Wellington.

Course description

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.

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 materials

The course material for INFO 546 includes a CD-ROM containing readings and course notes associated with each of the modules, augmented by material on the Blackboard website for INFO 546, available at

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

In addition, the Blackboard Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion. See 'Online information' below for further details.

The study notes for each module include a section giving work to prepare for the weekly session. **You should make sure that you complete the work listed in this**

section, including any exercises, before the weekly session for that module.

Reading '[material] to prepare for the weekly session' **before** starting work on the module will help you to use your study time effectively. Each week, discussion will be based on both:

- readings from the material provided;
- introductory material, discussion points, and exercises.

In the course notes, you will encounter three types of boxes that separate work to be done from the body of the text. The first type of box provides details for a reading that you should do before continuing with the module text. These readings are either included as PDFs on the CD-ROM, (as in this case), are from the prescribed course texts, or are available on the Internet:



Now read Cutter, C. A. (1904). Prefatory Note to the First Edition and Preface to the Fourth Edition. In *Rules for a Dictionary Catalog* (4th ed., pp. 3, 5–7, 11–12). Washington, D.C: Government Printing Office. (Reading 1)

The second type of box contains focus questions. You should consider these, and jot down your answers or conclusions, before continuing with the text. These focus questions will usually be discussed during the weekly session for the module.

Focus question

Why did Cutter (Reading 1) say that 'no code of cataloguing could be adopted in all points by every one'? What do you think he meant when he said that 'cataloguing is an art, not a science'? Do you agree with him?

The third type of box alerts you to prepare particular work for the weekly session.

Exercise 3

The objective of this exercise is to understand the elements of a level-2 bibliographic description, and how they are determined. As you choose the elements, note down the AACR2R rules number that you based your choices on. You will get feedback from the system when you submit your answers. Note down the differences between your choices, and what is on the website.

Using or quoting course notes

The course notes used in the LIM programmes have been developed over a period of time. As a result, they are likely to include new material contributed by the coordinator and staff involved in the current offering of the course, as well as material contributed by staff involved in earlier offerings. Every effort has been made by our academic and editorial staff to ensure that all material is correctly attributed and complies with the University's copyright license obligations. If quoting or referring to material written for this course, you should treat it as being contributed anonymously rather than being attributable to the person delivering the particular module in which it appears, unless the authorship is clearly indicated.

Time commitment

To achieve satisfactory grades, you should spend approximately 10–12 hours per week on INFO 546, including time spent in the weekly sessions. The remaining time should cover:

- reading set texts and articles — you are expected to have read these *before* the weekly session;
- thinking about the module and taking notes on assigned practical work in preparation for the weekly session; and
- writing assignments.

Prescribed texts

This course will use the following texts:

1. Harvey, R. & Hider, P. (2003). *Organising Knowledge in a Global Society: Principles and Practice in Libraries and Information Centres*. Wagga Wagga, NSW: Centre for Information Studies, Charles Sturt University. The cost will be \$152.95.

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. You can use any of these methods to place an order. Please give the details of the book(s) you want, your delivery address, and your daytime phone number. There is an \$8.00 handling and

delivery charge. It is also possible to order texts through the Vic Books' online book ordering service at http://www.vicbooks.co.nz/cms_display.php

2. Furrie, B. (1998). *Understanding MARC: Bibliographic*. (5th ed.) Washington, D.C.: Cataloguing Distribution Service, Library of Congress. You can access and print *Understanding MARC: Bibliographic* from the Library of Congress website, at <http://www.loc.gov/marc/umb/>.

The School of Information Management has available for loan limited copies of the following textbooks. **If you would like to borrow any of these titles from SIM, we will post loan copies of these textbooks to you upon receipt of the signed form below.** Regretfully, we are unable to post items overseas. Copies of these titles should also be available for use in your local library.

The texts borrowed will be the responsibility of the borrowing student for the duration of the course. We ask that you take reasonable care and ensure that they are returned to SIM (EA121) at the end of the Trimester in which the course is held (10th November 2008). You will be liable for the cost of replacement if the titles are not returned. The School of Information Management will arrange and cover the cost of postage to your address. **The borrowing student will be responsible for the cost of return postage of titles back to the School of Information Management.**

3. Gorman, M. & Winkler, P. (2003 rev.). *Anglo-American Cataloguing Rules*. (2nd ed.) Ottawa: Canadian Library Association, 1988. You will need to make considerable use of AACR2R during the course. The School of Information Management 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, M. (2003). *Dewey Decimal Classification and Relative Index*. (22nd ed., 4 vols.) Albany, N.Y.: Forest Press. 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. (2003). *Library of Congress Subject Headings*. (26th ed., 5 vols.) Washington, D.C.: Cataloging Distribution Service, Library of Congress. 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.

There is also the alternative access to the Web version of LCSH. The username and password are:

- Username: vuwwweb
- Password: rb101cw

You must logout when you have finished using it at the end of each session.

IMPORTANT: As this is a shared access with the VUW Library Acquisitions Team, we would prefer that you use it after 4.00 pm and before 9.00 am. If this arrangement does not suit you, make sure you have access to the print version.

Course schedule

INFO 546 will be held in the second trimester (July-October) of the 2008 academic year. There will be no sessions for two weeks during the mid-trimester break (18-31 August).

- **Internal students**
Wellington-based students will have a weekly face-to-face class (2.10–4.00 p.m. on Thursdays) in the Easterfield Building, EA 004. **Please note** that the internal face-to-face classes are dependent on sufficient enrolments in internal mode.
- **Open learning students**
The weekly Internet conference sessions will be held on Thursdays from 6.45–8.15 p.m.

Schedule

Week	Dates	Topic
1	7-11 July	Introduction to bibliographic organisation
2	14-18 July	Descriptive standards: ISBD & AACR2R
3	21-25 July	Introduction to MARC; Choice of access points; Form of entry for persons
4	28 July-1 Aug.	Form of entry for corporate bodies; Titles as access points; References and authority control; MARC coding
5	4-8 Aug.	Subject access points: DDC
6	11-15 Aug.	Subject access points: LCSH
7	1-5 Sept.	Copy cataloguing / Bibliographic networks; Evaluating OPACs and WebPACs
8	8-12 Sept.	Managing cataloguing operations
9	15-19 Sept.	Cataloguing non-book resources
10	22-26 Sept.	Cataloguing Internet and electronic resources
11	29 Sept-3 Oct.	Cataloguing non-English language resources
12	6-10 Oct.	Technology and the future of bibliographic organisation

You are expected to have read the relevant course readings and have undertaken the practical exercises **before** each weekly session. Comments and questions pertaining to the material under discussion for the sessions are expected. You should also be prepared to answer questions based on the readings.



INFO 546 Course Textbooks for Loan from the School of Information Management

The School of Information Management has available for loan limited copies of the following textbooks. If you would like to borrow any of these titles from SIM, we will post loan copies of these textbooks to you upon receipt of this signed letter. Regretfully, we are unable to post items overseas. Copies of these titles should also be available for use in your local library. Please indicate which resources you would like to borrow by placing a tick next to the title.

- Anglo-American Cataloguing Rules.** 2nd edition, 2003 revision. Edited by Michael Gorman and Paul Winkler. Ottawa: Canadian Library Association, 1988.

- Dewey, Melvil. **Dewey Decimal Classification and Relative Index.** 22nd edition. 4 volumes. Albany, N.Y.: Forest Press, 2003.

- Library of Congress Subject Headings (LCSH).** 27th edition. Volumes. 1-5. Washington, D.C.: Cataloguing Distribution Service, Library of Congress, 2004.

- There is also the alternative access to the **Web version of LCSH** (<http://classificationweb.net/>).*

The username and password are as below:

- Username: vuwweb
- Password: rb101cw

You must logout when you have finished using it at the end of each session.

IMPORTANT: As this is a shared access with the VUW Library Acquisitions Team, we would prefer that you use it after 4.00 pm and before 9.00 am. If this arrangement does not suit you, make sure you have access to the print version.

The texts borrowed will be the responsibility of the borrowing student for the duration of the course. We ask that you take reasonable care and ensure that they are returned to SIM (EA121) at the end of the Trimester in which the course is held (**10th November 2008**). You will be liable for the cost of replacement if the titles are not returned. The School of Information Management will arrange and cover the cost of postage to your address. **The borrowing student will be responsible for the cost of return postage of titles back to the School of Information Management.**

Name: _____ ID Number: _____

Complete Postal Address: _____

I have read and understood the conditions listed above

Signed: _____ Dated: _____

Please return this completed form to:

**Posted: INFO 546 Textbook Loan
School of Information Management
Victoria University of Wellington
PO Box 600
Wellington**

**In Person: SIM Administration
Easterfield Building
Room 121, Level 1**

Assessment

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

Test/Assignment	Due	Value	Length
1. Take Home Test (available on 14 August).	19 August	50%	Approx. 3 hours duration
2. Report and presentation on a reading	Allocated week (starting from Week 7)	50%	5 minute presentation + report of 1500 words approx.

The test set will be made available on Blackboard as a PDF file from 4.00 pm on Thursday, 14 August 2008. After completing the test, please write your name on the back of the last page. The completed test should be placed in the LIM Assignment Box (1st Floor, Easterfield Building) or posted to the School Administration Office.

Late assignments

Assignments submitted after the due date will be penalised 5%. Assignments more than one week late will be given a zero grade.

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.

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism on the University website at <http://www.vuw.ac.nz/home/studying/plagiarism.html> and also in the *Administration Handbook*; you *must* acknowledge all sources you use. While you are encouraged to work together while preparing for the weekly sessions, assessed work must be completed individually, and collaboration confined to discussion of general points. You are expected to present information in your own words, based on your understanding of the background material you read. ***Any assignment which is extensively plagiarised will receive an automatic fail grade.***

Presentation

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook*.

Submission

Remember to keep a hard and soft copy of each assignment you send us, just in case the original goes astray. Unless electronic submission via Blackboard is required, assignments should be submitted as follows:

Open learning students:

- **Post:** To LIM O.L.—INFO 546, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Courier:** To LIM O.L.—INFO 546, Administration Office, Easterfield Building, Kelburn Parade, Wellington.

Internal students:

- **Post:** To LIM INTERNAL—INFO 546, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Deliver:** To the LIM Assignment Box, Box 114, 1st floor, Easterfield Building. This box is cleared as soon as the Administration Office opens on the morning following the due date. Any late assignments should be delivered to the following address:
- **Courier or late delivery:** To LIM INTERNAL—INFO 546, Administration Office, Easterfield Building, Kelburn Parade, Wellington.

Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;
- complete all of the assignments in the required timeframe.

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 Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion. You should also 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:

its-service@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 Vista, XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

<https://conferencing.sim.vuw.ac.nz/>

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.

The `lim-students` email discussion list is used to make important announcements and to share news and ideas relating to the LIM programmes. It is vital that all staff and students are subscribed. Please make sure that your current email address is subscribed -- one that you check regularly. It is very important that students remain a member of this list until after graduation as the list is used as a main form of communication of important administration messages (including graduation messages).

Emails are sent to `lim-students` often, so if you have not had contact for a few weeks it is a good idea to check if you are still subscribed. If an email is rejected by your email account, you will automatically be unsubscribed.

To subscribe, go to:

<http://lists.vuw.ac.nz/mailman/listinfo/lim-students>

General University information

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 on the ground floor (EA005). This counter is the first point of contact for :

- 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 Office on (04) 463 5376.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied

from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the School, handwritten work may be copy typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

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 or go to www.victoria.ac.nz/home/about/policy/students.aspx.

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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 students 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 penalized 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:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone