



School of Information Management

INFO 546: BIBLIOGRAPHIC ORGANISATION

Trimester Two 2009

COURSE OUTLINE

Contact Details

Course Coordinator:

Name Dr Dan Dorner
Room EA 213, Easterfield Building
Tel +64 4 463-5781
Email dan.dorner@vuw.ac.nz

Programme Administrator:

Name Chris King
Room 121 Easterfield Bldg, Kelburn Pde, Wellington
Tel 463 5309
Email: chris.king@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:

Dan Dorner

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.

We are at an interesting point in time with respect to bibliographic organisation. More than 30 years ago, the second edition of the Anglo American Cataloguing Rules (AACR2) became the standard code for cataloguing among libraries in the English-speaking world. While there have been revised editions to AACR2 in 1988, 1998 and 2002 to accommodate things such as new formats of materials, the rules themselves have changed little. However, we are now at the cusp of a significant change -- the arrival of RDA, which stands for *Resource Description and Access*. RDA is based on the principles of FRBR *aka* the Functional Requirements for Bibliographic Records. RDA will be a completely online tool and it is scheduled to be available for subscription by libraries later this year. But more about that later -- in this course we will look at both the existing (AACR2) and the new (RDA) -- being at the cusp of change means that we have to understand both!

One of the most interesting and important aspects of bibliographic organisation is the degree of international cooperation among libraries. This cooperation has existed for many years and has allowed libraries to share their catalogue records, saving considerable effort and expense in the cataloguing process. It also means that library clients 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 key standards that are meant to make the cataloguing process efficient and effective, both for the users of library catalogues and those who create them.

One of these standards is the *Anglo-American Cataloguing Rules* (2nd ed., rev. 2002). Known as AACR2R, it is the standard upon which the vast majority of English-language libraries have based the description of their resources over many years. We shall spend several weeks looking at AACR2R along with RDA. RDA is still not in use, and indeed its use is not yet assured. There has been some debate about RDA and we will discuss the issues that have given rise to the debate. In essence, the course aims to provide you with a basic understanding of how the cataloguing rules work -- and their strengths and weaknesses.

In the second half of the course, we shall look briefly at two of the key English language tools for providing subject access to information resources: the Dewey Decimal Classification (DDC) and the Library of Congress Subject Headings (LCSH). In the last part of the course, our focus will be organisational considerations, such as bibliographic networks, automated systems, and staffing. We shall wrap up the course by trying to peer into the future of cataloguing.

Course learning objectives

By the end of the INFO 546 course, students should be able to:

1. Provide an overview of the major concepts and principles in bibliographic organisation.
2. Explain the purpose of, and major tasks involved in, descriptive cataloguing.
3. Demonstrate at a basic level how the three groups of entities and the relationships between entities in the FRBR model are articulated in AACR2 and RDA.
4. Apply the Dewey Decimal Classification scheme and Library of Congress Subject Headings in the provision of subject cataloguing for information resources.
5. Assess the impact of automation, networking, and co-operation on bibliographic control and the management of the cataloguing process.
6. Critically assess the impact of recent changes in bibliographic organisation on the future of bibliographic control.

Prescribed texts

This course will use the following texts:

1. Hider, P. & Harvey, R. (2008). *Organising knowledge in a global society: Principles and practice in libraries and information centres*. Rev. ed. Wagga Wagga, NSW: Centre for Information Studies, Charles Sturt University. (**Note:** to ensure you don't purchase the 1st edition, check that the ISBN of the item you are ordering is 9781876938673.) The cost from the VUW Bookstore will be \$162.95 approx.

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 online from http://www.vicbooks.co.nz/cms_display.php. You can use any of these methods to place an order.

2. Furrie, B. (1998). *Understanding MARC: Bibliographic*. (5th ed.) Washington, D.C.: Cataloguing Distribution Service, Library of Congress. You will need to print *Understanding MARC: Bibliographic* from the Library of Congress website, <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 a signed form you can download from Blackboard.** 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 (8th November 2009). 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. (Eds.) (2003). *Anglo-American Cataloguing Rules*. (2nd ed., 2003 rev.). Ottawa: Canadian Library Association. 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. RDA online resources and resources for downloading. Links to these will be provided with the weekly modules.

5. 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.

6. 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 access to the **Web version of LCSH**, at <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.

Course schedule

INFO 546 will be held in the second trimester (July-October) of the 2009 academic year. There will be no sessions for two weeks during the mid-trimester break (24 August-6 September).

- **Internal students**

There will be a seminar on Wednesdays (from 1.00-3.00 pm) in the Easterfield Building, Lecture Room EA 004.

- **Open learning students**

The weekly Internet conference sessions will be held on Wednesdays from 6.45-8.15 pm.

Week	Dates	Topic
1	13-19 July	Introduction to bibliographic organisation
2	20-26 July	Understanding cataloguing principles and their application: FRBR - a conceptual model; ISBD, AACR2R, and RDA - descriptive standards.
3	27 July – 2 Aug.	FRBR Group 1 entities for books: identifying and recording them in AACR2 and RDA
4	3-9 Aug.	FRBR Group 1 entities for information resources other than books: identifying and recording them in AACR2 and RDA
5	10-16Aug.	Introduction to MARC coding; FRBR Group 2 and 3 entities: identifying and recording them in AACR2 and RDA;
6	17-23 Aug.	FRBR relationships between entities: identifying and recording them through access points in AACR2 and RDA; MARC coding continued
Mid-term break		
7	7-13 Sept.	Subject access points: DDC
8	14-20 Sept.	Subject access points: LCSH
9	21-27 Sept.	Copy cataloguing / Bibliographic networks;
10	28 Sept.- 4 Oct	Managing cataloguing operations
11	5-11 Oct.	OPACs, WebPACs and next generation catalogues
12	12-19 Oct.	Technology and the future of bibliographic organisation

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.

Assignments	Date due	Value	Comments
1. Weekly Discussion Board Contributions	Weekly from week 2 through week 11	10%	See Blackboard
2. Test #1: Cataloguing and encoding standards; FRBR Group 1, 2 & 3 entities; AACR2 and RDA; MARC coding	11:59 pm on 26 August	30%	Approx. 120 minutes duration
3. Test #2: DDC & LCSH; MARC coding	11:59 pm on 20 Sept.	15%	Approx. 60 minutes duration
4. Report (including Report Discussion Board Contributions)	11:59 pm on 18 Oct.	45%	2200 words maximum

Each test will be made available on Blackboard the day after the classes during the week of the test. Note the due dates, which include the time that the Blackboard site for the test/assignment will be closed.

Late tests and assignments

Tests cannot be submitted after 11:59 pm on the due date. Reports submitted after the due date will be penalised 10%. Reports 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.***

Note: student work provided for assessment in this course may be checked for academic integrity by <http://turnitin.com>, which is an online plagiarism prevention tool which compares submitted work with a large database of existing material. 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.

Presentation

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

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.

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.

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation

and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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.

Course resources and delivery

The course material provided for INFO 546 includes:

- this course information section (in which the contents of the INFO 546 course are discussed along with course-specific administrative information and Internet conference or internal session details);
- all other material for this course, including additional readings and study guides, on the Blackboard website for INFO 546 (see 'Online information' for more on this). Here you will also find course information notices and 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.

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 Blackboard (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 2-2

Now go back to the three information resources you identified for Exercise 2-1. Try to explain the information resources and their characteristics using the main concepts of the FRBR model.

Come to class with questions that have arisen during this exercise.

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.

Online information

You will be required to use the online resources for this course that 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. Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on 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 conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Vista, Windows 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 'i-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 LIM Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIM 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. 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

Staff of the LIM programmes use the lim-students email discussion list to make important announcements, and to share news and ideas relating to the LIM programmes. **It is very important that you are subscribed to this list.** Please make sure that a current email address which you check regularly is subscribed. We suggest that you remain a member of this list until **after you graduate**, because the list is used as the main channel to communicate important administration messages (including those about arrangements for graduation). Emails are sent to lim-students regularly, so if you have not received any list messages for a few weeks it is a good idea to make sure you are still subscribed. If a list message is rejected by your email account you will automatically be unsubscribed from the list.

To subscribe, unsubscribe, and change your email address or options, go to

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

General University information

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

<http://www.victoria.ac.nz/home/about/policy/academic.aspx>

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/