

School of Information Management

**INFO 546: BIBLIOGRAPHIC ORGANISATION**

Trimester Two 2012

**COURSE OUTLINE**

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**Names and Contact Details**

**Course Coordinator:**

Name                Dr Dan Dorner  
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Tel                    +64 4 463-5781  
Email                dan.dorner@vuw.ac.nz  
Office hours:      Tuesdays: 1:00 pm – 5:00 pm, Wednesdays: 9:00 am – 4:30 pm  
(**Note:** Dr Dorner will be overseas from 8 August until 10 September)

**Course Co-lecturers:**

Name                Dr Chern Li Liew  
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Office hours:      Tuesdays: 1:00 pm – 5:00 pm; Wednesdays: 1:00 pm – 5:00 pm

Name                Ms Charlotte Stretton  
Location:           National Library of New Zealand Te Puna Matauranga o Aotearoa  
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**Programme Administrator:**

Name                Chris King  
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**Trimester Dates**

Teaching Period: From July 16 2012 (first day of trimester) to 19 October 2012

## Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before **Friday 27 July 2012.**
2. The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. **Friday 28 September.** After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an *'Application for Associate Dean's Permission to Withdraw Late'* including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks, or by emailing the IST Programmes administrator.

## Class Times and Room Numbers

Weekly Internet conference sessions will be held on Tuesdays from 6:45 pm – 8:15 pm

## Course Content

This course covers the creation of bibliographic records for library resources, including: original cataloguing using current standards, such as AACR2, RDA, MARC, DDC, LCSH; bibliographic utilities as sources for copy cataloguing; managing cataloguing operations; online public access catalogues, WebPacs and next generation systems; and the future of bibliographic organisation.

Week	Topic
1	Introduction to bibliographic organisation
2	Understanding cataloguing principles and their application: FRBR -- a conceptual model; ISBD, AACR2R, and RDA -- descriptive standards.
3	FRBR Group 1 entities for books: identifying and recording them in AACR2 and RDA
4	FRBR Group 1 entities for information resources other than books: identifying and recording them in AACR2 and RDA
5	Introduction to MARC coding; FRBR Group 2 entities: identifying and recording them in AACR2 and RDA;
6	FRBR relationships between entities: identifying and recording them through access points in AACR2 and RDA; MARC coding continued
<b>Mid-term break</b>	
7	Subject access points: DDC
8	Subject access points: LCSH

<b>9</b>	Copy cataloguing / Bibliographic networks
<b>10</b>	Managing cataloguing operations
<b>11</b>	OPACs, WebPACs and next generation catalogues
<b>12</b>	Technology and the future of bibliographic organisation

### **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.

### **Course Delivery**

This course will be delivered by online interactive seminar sessions. There will be weekly readings from the text book and from journal articles which will be discussed in the interactive seminars. For the first 8 modules in addition to the weekly readings there will be practical exercises which will be discussed in the seminar sessions. Students will be able to contribute voluntarily on Blackboard to the online discussion about the issues raised in the weekly course materials and seminars.

### **Expected Workload**

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;
- doing any assigned practical exercises provided with the readings – you are expected to have completed these before the weekly session;
- thinking about the module and taking notes on assigned practical exercises in preparation for the weekly session; and
- preparing for the tests and writing assignments.

## Readings

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:** this book is out of print, but permission has been obtained to make a PDF copy available of the book on the course Blackboard website. You may wish to borrow a copy from your library or on Inter Library Loan from another library around NZ. If you borrow a copy of this book, or arrange to purchase a second-hand copy, make sure you get the revised edition: check that the ISBN of the item is 9781876938673).
2. Furrrie, B. (2009). *Understanding MARC bibliographic: Machine readable cataloging* (8th ed.). Washington, D.C.: Cataloguing Distribution Service, Library of Congress. You can access *Understanding MARC: Bibliographic* from the Library of Congress website, <http://www.loc.gov/marc/umb/>
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.

**If you would like to borrow AACR2R from SIM, we will post a loan copy to you upon receipt of a signed form you can download from Blackboard.** Copies of this title might also be available for use in your library.

The copy 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 it is returned to SIM at the end of the Trimester in which the course is held (16th November 2012). You will be liable for the cost of replacement (approximately \$150) if the title is 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 back to the School of Information Management.**

4. Resource Description and Access (RDA). You will be provided with access to the online version of RDA via the *RDA Toolkit*. Details for logging onto the *RDA Toolkit* are provided on Blackboard in the Study Resources for Module 3.
5. Dewey, M. (2011). *Dewey Decimal Classification and Relative Index* (23rd ed.). Dublin, Ohio): OCLC. You will be given access to the online version of DDC23 for this course via *WebDewey*. Details for logging on to *WebDewey* are provided on Blackboard with the Study Resources for Module 7.
6. Library of Congress. (2011). *Library of Congress Subject Headings* (33rd ed.) Washington, DC: Cataloging Distribution Service, Library of Congress. You will be given access to the online version of *LCSH* for this course via ClassificationWeb. Details for logging on to ClassificationWeb are provided on Blackboard in the Study Resources for Module 8.

## Assessment Requirements

INFO 546 will be internally assessed, and there will therefore be two tests and one written report due during the trimester. Full details, including explanatory notes and criteria, are available under “Assignments” on Blackboard.

Assignments	Date due	Value	Length	Learning objectives
<b>1. Online Test #1 - AACR2, RDA and MARC</b>	11:59 pm on Tuesday, 28 August, 2012	35%	Approx. 3.0 hours duration	Relates to LOs 1-3
<b>2. Online Test #2 - DDC &amp; LCSH</b>	11:59 pm on Sunday, 23 September, 2012	15%	Approx. 1.5 hours duration	Relates to LO 1 & 4
<b>3. Report</b>	11:59 pm on Tuesday, 23 October, 2012	50%	2200 words maximum	Relates to LOs 5 & 6

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.

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 FCom programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

## Penalties

Penalties will be imposed for the following:

- **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 an E 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.

## Mandatory Course Requirements

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

- attend a minimum of 75% of the scheduled class sessions
- submit all of the assignments in the required timeframe.

## Communication of Additional Information

Any additional information will be made available to you via Blackboard announcements or via email to all class members.

### **Use of Turnitin**

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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

## *Course Resources and Delivery*

All course material for INFO 546, including readings and study notes, will be available on the School's Blackboard online learning environment:

**You should prepare any work listed in the relevant Blackboard section before the weekly Internet session for that module. The group discussion in the online sessions should not be regarded as a time to catch up on reading and/or exercises not done. Active participation in these sessions will be expected.**

### **Online information**

You can access the School's Blackboard online learning environment at:

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

The Blackboard pages contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. If you have any difficulties logging on please contact the Help Desk, at:

[its-service@vuw.ac.nz](mailto:its-service@vuw.ac.nz)

All students will also be automatically enrolled in the Information Studies community under 'My Organizations' 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; in order to participate, students will need an Internet-connected PC running Windows 7, Vista, or XP, 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 your course website on 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 IST Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main IST 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; further details, including screen name conventions, are also available on the Information Studies pages under 'My Organizations' on Blackboard.

For problems with the Internet Conferencing site itself, first check the online help information. If your problem is not resolved please contact our in-house IT Support, which is available only during the evening Internet Conferencing sessions:

- Freephone: 0800 116 299 (5-8 p.m. only) -- office phone forwarded directly to distance education support analyst during evenings
- Email: [simconferencing@vuw.ac.nz](mailto:simconferencing@vuw.ac.nz)

If for some reason a session does not run, check on Blackboard for an announcement of any alternative arrangements that the lecturer is making. Recordings of all distance sessions are also available for downloading from Blackboard.

### **Students email list**

Staff of the Information Studies Programmes use the **ist-students email discussion list** to make important announcements, and to share news and ideas relating to the 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 ist-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/ist-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

Find key dates, explanations of grades and other useful information at

[www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study)

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy),

except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

[www.victoria.ac.nz/home/about\\_victoria/avcacademic/default.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx)

## AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

## Faculty of Commerce Office

<http://www.victoria.ac.nz/vbs/studenthelp>

## Te Putahi Atawhai

### Maori and Pacific Mentoring Programme

<http://www.victoria.ac.nz/tpa/>