

School of Information Management

## **INFO 546 BIBLIOGRAPHIC ORGANISATION**

Trimester 2, 2013

### **COURSE OUTLINE**

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#### **Names and Contact Details**

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*Phoning from outside Wellington:* **Freephone** 0800 116 299 and ask to be connected to the appropriate staff member.

#### **Trimester Dates**

From Monday 15 July to 27 October.

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 26 July 2013.
2. The standard last date for withdrawal from this course is Friday 27 September 2013. 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.

### **Class Times and Room Numbers**

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

### **Course Delivery**

The weekly modules in this course will be delivered primarily by online interactive seminar sessions. Several of the weekly modules may be delivered asynchronously with the inclusion of some online discussion on Blackboard. There will be weekly readings from text books and journal articles, and some video material on webinars, all of which will be discussed in the interactive seminars or in the online discussion. For the first 8 modules there will be practical exercises, with the model answers discussed in the seminar sessions or in the online discussion.

### **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.

### **Prescription**

Creation of bibliographic records for library resources, including: original cataloguing using current standards, such as AACR2, RDA, MARC, DDC, LCSH; cataloguing digital resources using metadata schemes such as the Dublin Core; evaluation of bibliographic utilities as sources for copy cataloguing; and managing cataloguing operations.

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

### **Readings**

This course will use the following texts:

1. Furrie, 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/>
2. 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.**

3. 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.
4. *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.
5. Library of Congress. (2012). *Library of Congress Subject Headings* (34th 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

INFO 546 will be internally assessed. There will 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 Wednesday, 28 August, 2013	40%	Approx. 3.0 hours duration	Relates to LOs 1-3
<b>2. Online Test #2 - DDC &amp; LCSH</b>	11:59 pm on Sunday, 22 September, 2013	20%	Approx. 1.5 hours duration	Relates to LO 1 & 4
<b>3. Report</b>	11:59 pm on Wednesday, 23 October, 2013	40%	2200 words maximum	Relates to LOs 5 & 6

Each test will be made available on Blackboard on the day after the last class preceding 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.

### **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 submitted to Turnitin. A copy of submitted materials will be retained 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.

### **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.

If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

### **Communication of Additional Information**

#### **Student feedback**

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

#### **Link to general information**

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

### **Note to Students**

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

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