

SCHOOL OF LIBRARY AND INFORMATION STUDIES
University of Alberta
LIS 532
CATALOGUING AND CLASSIFICATION
(winter, 3-0-0)

Instructor: Linda N. Seale (Phone : 492-7943 E-mail : linda.seale@ualberta.ca)

Calendar description : To prepare students to construct a catalogue and to describe and classify various forms of materials for either manual or computerized situations.

Objectives: On completion of the course, a student should be able:

- to apply the standards used for cataloguing in North American libraries
- to understand the underlying principles used in cataloguing
- to appreciate the wider context of bibliographic control
- to implement a commitment to user access

Content: Descriptive cataloguing – *Anglo-American Cataloguing Rules, 2nd ed., rev.*
Verbal subject access – *Library of Congress Subject Headings: Sears Subject Headings: the Canadian Subject Headings*
Classification – *Dewey Decimal Classification: Library of Congress Classification*
Automation of cataloguing, including: application of *MARC* : use of automated resources : understanding of cataloguing in the context of online systems and development
Management of cataloguing with a focus on policy development

Method: Students will be expected to complete assigned readings and exercises in preparation for class. Class time will consist largely of supplementary information from the instructor, in-class exercises and follow-up on exercises. There will be two guest lectures.

Course relationships: Prerequisites: LIS 501, 502, 506: highly recommended : LIS 503
Pre/corequisite: LIS 504

<u>Assignments & evaluation</u>	Class participation		<u>10%</u>
	Individual work		<u>50%</u>
	<i>AACR2R Part I</i> project	10%	
	<i>AACR2R Part II</i> project	10%	
	<i>LCSH</i> project	15%	
	Final project	15%	
	Group work		<u>40%</u>
	<i>AACR2R Part I</i> project	5%	
	<i>AACR2R PART II</i> project	10%	
	<i>LCSH</i> project	10%	
Final project	15%		

Marks will be raw-totaled and converted to the 9-point scale at the end of the course
Late assignments will normally be penalized 4% for the first day and 2% for each day thereafter to a maximum of 20%.

Class time/date: Tuesdays, 9.00 – 11.50 am., January 5 – April 6 1999
Instructor's office hours TBA

Required text: Cataloguing and classification: an introduction/ Lois-Mai Chan, 2nd ed. New York: McGraw-Hill, 1994.

