

**School of Information  
The University of Michigan  
Fall 2007**

**Organization of Information Resources  
SI 666 Section 001 3 credits  
Mondays, 5:00 p.m. – 8:00 p.m.  
311 West Hall**

**Syllabus**

Instructor: Bonnie A. Dede, *Adjunct Lecturer, School of Information*  
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Office Hours: Wednesdays and Thursdays 5:00-6:00 and by appointment  
CTools Site: <https://ctools.umich.edu/portal>  
Reserves: University Library Reserves (Physical Reserves and Electronic Reserves)  
<http://lib.umich.edu/reserves/>

**Course Description**

This course examines 1) the basic principles and practice in the organization, access and representation of information, 2) current metadata standards and tools that have been developed for use in libraries and other information settings, and 3) emerging metadata and organization schemes.

**Course Objectives**

- Learn basic principles of cataloging and metadata standards in current use
- Learn to apply introductory skills to print and digital media
- Become familiar with emerging metadata and organization schemes
- Learn to think critically about the use of these standards in various types of information settings and for various types of users, and to adapt the standards appropriately
- Learn basic skills and background which can lead to more in-depth knowledge needed for professional practice
- Learn about the tools and services available for help in cataloging, and how to use bibliographic records from providers such as OCLC, other bibliographic utilities and vendors
- Learn principles of how people search for information and how cataloging and metadata tools can assist in finding information

## Requirements and Evaluation

**1. Class attendance and participation (25%)** Students will attend each class session, will complete assignments and readings as assigned. Failure to complete assignments and participate in discussion can result in a reduction of your grade. Students will participate in class discussion and in the small-group in-class work throughout the term.

**2. Weekly assignments (35%)** Students will work together in teams on the weekly assignments. Weekly assignments will be due **before** class and must be submitted **electronically**. The focus of the practice will be not only on learning how to apply the cataloging tools, but also on identifying the cataloging issues involved.

**3. Individual Project and Report (40%)** Please schedule an appointment with me as soon as possible to discuss the project. You can sign up for the topic of your choice from a list of projects, or we can develop the topic together. Each individual will make a presentation to the class at the end of the term.

## Grades

|   |  |
|---|--|
| A+ (Extraordinary achievement)                      | C+ (Poor performance)  |
| A (Consistently distinguished performance)          | C (Very poor performance)                                    |
| A- (Strong, solid achievement in most aspects)      | C- through E (Minimal, Not at graduate/ post-graduate level) |
| B+ (Good performance, consistent with expectations) | D-E will not count towards fulfillment of degree credit      |
| B (Minimally Acceptable)                            |  |
| B- (Borderline)                                     |  |

## Academic Integrity/Plagiarism

SI follows the Rackham guidelines for academic integrity. Rackham defines plagiarism as follows: “taking credit for someone else's work and ideas, stealing others' results or methods, copying the writing of others without proper acknowledgment, or otherwise falsely taking credit for the work or ideas of another.” You are expected to use appropriate attribution for sources you have used in your work.

<http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/APPB.html#1>

## Students with Disabilities

If you have a disability that will affect your work in the course, please inform the instructor at the *beginning* of the term to ensure that special needs can be met in a *timely* manner.

## Required Texts

Taylor, Arlene. *Introduction to Cataloging and Classification*. 10th ed. 2006.

American Library Association. *Anglo-American Cataloguing Rules*. 2<sup>nd</sup> ed. rev. 2002.

### Course Schedule

Assignments Due and Required Readings will be posted on Course Site's Assignment Area

<https://ctools.umich.edu/portal>

- Week 1 (Sept. 10) :**        **Metadata and Cataloging Principles and Standards Part I**  
Introduction to Metadata and Cataloging Principles. Content vs. Carrier. AACR2 Description.
- Week 2 (Sept. 17) :**        **Metadata and Cataloging Principles and Standards Part II**  
DCMI Description. Choice of Access Points for AACR2 and DCMI.
- Week 3 (Sept. 24) :**        **Metadata New Models Potential and Constraints**  
RDA/DCMI. Other models.
- Week 4 (Oct. 1) :**         **Encoding/Communication Formats**  
MARC21, DCMI. Other models. Metadata standards crosswalks.
- Week 5 (Oct. 8) :**         **Authority Control of Access Points and Controlled Vocabulary**  
Authority control of access points (LC). Controlled vocabulary (LCSH). Other controlled vocabularies.
- Week 6 (Oct. 15) :**         **Fall Study Break**
- Week 7 (Oct. 22) :**         **Indexing/Tagging/Keyword vs. Controlled Vocabulary**
- Guest Speaker**  
Uncontrolled vocabulary vs. controlled vocabulary issues.  
SKOS (Simple Knowledge Organisation Systems).

- Week 8 (Oct. 29) :**                    **Classification I**
- Guest Speaker**  
Introduction to classification. DDC Part I.
- Week 9 (Nov. 5) :**                    **Classification II**  
DDC Part II. Examples of other classification schemes.
- Week 10 (Nov. 12) :**                **Library Catalogs to Databases**  
Historical overview of library catalogs. Migration to bibliographic utilities and Library Management Systems (LMS). Vendors and Cataloging Partners.
- Week 11 (Nov. 19) :**                **Browse, Search, Navigation**  
Techniques for access. LMS techniques. Web-based techniques.
- Week 12 (Nov. 26) :**                **Management Issues and Directions**
- Guest Speaker**  
Licensing. Legal issues. Digital issues. Preservation issues. Future of bibliographic control. Automation of metadata creation. Latent Semantic Indexing.
- Week 13 (Dec. 3) :**                    **Presentation of Projects**
- Week 14 (Dec. 10) :**                **Presentation of Projects**
- Week 15 (Dec. 17):**                **Written Project Reports due by 5 p.m.**