

Course Syllabus - Spring 2012
LI 814XI
Cataloging & Classification
Internet, Begins 1/11

Faculty: Ann O'Neill
Email: aoNeill@emporia.edu
Primary Phone: (620) 341-5320
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Office Hours: Mon 10-12; Tues 10-11; Thur 10-11
and 2-3 & by appt.; 3-5 Friday February
12 and March 26
Online Course Login: <https://elearning.emporia.edu>
Credit Hours: 2.0
Note: Course Syllabus May Change

Important Dates for Spring 2012

<i>1/11: First day of class</i>	<i>1/16: Martin Luther King Day (ESU closed)</i>	<i>1/25: Last day to drop</i>	<i>3/6: Midterm grades due</i>
<i>3/19-3/25: Spring Break</i>	<i>3/28: Last day to withdraw</i>	<i>5/4: Last day of classes</i>	<i>5/12: Commencement</i>
<i>5/15: Final grades due by noon</i>			

Course Learning Outcomes

Course Outcomes: Upon completing this course, you will be able to:

- Describe the principles and purposes of cataloging and classification;
- Use standard descriptive cataloging tools, such as the Anglo-American Cataloging Rules (AACR2) and Machine-Readable Cataloging (MARC);
- Create basic bibliographic records for monographs in the MARC format;
- Explain the purpose of authority control in cataloging;
- Apply Library of Congress Subject Headings to bibliographic records;
- Classify items using Dewey Decimal Classification.

Instructor Contact Information

Contact Information: Email: aoNeill@emporia.edu . Phone: My office phone is 620-

341-5320.

Office Hours: My office is WAW 416. My open office hours (when I try not to schedule any meetings) are Tuesday 9-11 AM Central, Wednesday 9-11 AM Central and 1-3 PM Central, Thursday 1-3 PM Central, and Friday 9-11 AM Central. I am available by phone or email any time I am in the office. *Please note:* I reserve the right to not respond to email during evening hours or on the weekends.

You can also call, stop by or, preferably, make an appointment if these hours dont fit your schedule. Please contact me to schedule a face-to-face, phone, or online appointment.

Required Textbooks

Taylor (2007) *Introduction to Cataloging and Classification*. Libraries Unlimited, 2005. 10th edition. ISBN 1-59158-235-0

Haynes and Fountain (2005) *Unlocking the mysteries of cataloging*. Libraries Unlimited, 2005. ISBN 978-159-158-0089

Library of Congress. *Understanding MARC Bibliographic*. Available free from: <http://www.loc.gov/marc/umb/> (You can download this, bookmark it, or print it).

Assignments (4)

- Assignment # 1 Online discussion and participation (20 points)
- Assignment # 2 Exercises and homework (20 points)
- Assignment # 3 Critique paper (10 points)
- Assignment # 4 Tests (50 total points, 25 points each)

Assignment #1 Online Discussion and Participation (20 total points) throughout semester

Online discussion and participation are important aspects of the learning process in this class. You cant learn cataloging without talking to others and asking questions. I expect **at least one post** to Blackboard each week. A post may be a question, answer to a classmates question, opinion, etc.; they do not have to be substantive comments. If you miss more than 4 weeks posting to Blackboard your best course grade will be a B. Discussions will begin on January 11, 2012 in the **Discussion Board** section.

Note: As I have taught this class it is very clear to me that those who participate on a regular and frequent basis do much better than students who rarely or never participate. Participation, or lack of, has a tremendous effect on your final grade.

Evaluation criteria for online discussion participation:

- **14-20 points** Frequently makes pertinent comments or questions; consistently participates in class activities; responds to contributions of others. Consistent, regular and pertinent postings to BB; no more than 4 weeks missed.
- **8-13 points** Occasionally makes pertinent comments or questions; usually participates class activities; usually responds to contributions of others. Regular and pertinent postings to BB; no more than 8 weeks missed.
- **7 points or fewer** Seldom makes pertinent comments or questions; may not participate in class activities; may not respond to contributions of others. Very few BB postings, 9 or more weeks missed.

Assignment #2 Exercises and homework (20 points) throughout semester

You have to DO cataloging to LEARN cataloging. You also have to make mistakes to learn cataloging. I wont grade you on individual exercises and homework but I expect you to submit each of the exercises as they build upon each other. Catalogers dont work in a vacuum; therefore, you can and should talk about the exercises in the BB forums (see participation above). People may have different approaches to each exercise, use different rules, etc. This is how you will learn.

Mantra of the class : There are no cataloging police. No one will come to take your MLS from you if your answers are a bit different. Perfection is NOT expected (in this class).

Evaluation criteria for exercises:

- **14-20 points** Exercises and homework frequently turned in. Work demonstrates improvement through the semester and from previous assignments. Few, if any, exercises missed.
- **8-13 points** Exercises and homework is turned in. Work demonstrates some improvement through the semester and from previous assignments. Some exercises missed.
- **7 points or fewer** Exercises and homework is rarely turned in. Work shows little improvement through the semester and from previous assignments. Much work is missed.

Assignment #3 Critique paper (10 points)

Catalog critique : Go to any librarys online catalog within the U.S. Pretend you are a regular (not MLS student) user and search how you think he/she would search the catalog. Do different searches author, title, and subject. Describe your searches and whether or not you were successful. Explain what you did and didnt like about the catalog. How could the catalog be improved? Is the catalog easy to navigate? Include other items that you might think of.

The paper should be 3-4 pages long. Do not write just a description; be **critical and**

thoughtful.

Evaluation criteria for critique:

- **8-10 points** Essay clearly addresses the topic and all questions. Opinions are clearly and logically expressed and supported. The reader (Ann) is easily able to follow the paper. The essay is well written (no errors).
- **7-5 points** Essay clearly addresses the topic and some questions. Opinions are expressed with some support. The reader (Ann) is can follow the paper with some thought. The essay is well written (some small errors).
- **4 points or fewer** Essay does not address the topic or questions. The reader (Ann) has difficulty following the paper. There are many errors in the essay.

Assignment #4 Tests (50 points total, 25 points each)

There will be two tests in this class. They are open book/resource tests, but you must do these individually. Test number 1, the midterm, will focus on basic descriptive cataloging. (25 points)

Test number 2, the final, will include basic descriptive cataloging but will also include subject analysis (LC subject headings). (25 points)

Course Timeline is available in the Course Content area of Blackboard.

Plagiarism

If I discover that an assignment has been partially or completely plagiarized you will receive a 0 on the assignment and an F in the class. There will be no second chances on an assignment that contains plagiarism. Please see the site [Academic Plagiarism Defined](#) by I. Hexman for more information. See also the Academic Dishonesty section below.

Turning in Assignments

All assignments should be submitted electronically. You have until 11:59 PM of the due date to turn in your assignment. Assignments will be turned in and returned through Blackboard.

Notice About Late Assignments

Assignments that are turned in late without prior approval from the instructor (Ann) will automatically be docked 10% per day until the assignment is received

SLIM Grading Scale*

96 - 100 A	77 - 79 C+
90 - 95 A-	74 - 76 C
87 - 89 B+	70 - 73 D
84 - 86 B	0 - 69 F
80 - 83 B-	

**The SLIM Grading Scale does not apply to pass/fail courses. Instead, each pass/fail course instructor will determine the number of points that must be earned to pass the course successfully.*

SLIM Attendance Policy

Students must attend all face-to-face classes.

In cases of emergency, see SLIM's [Policy and Procedures for Absence from a Class Weekend due to Illness or Personal Emergency](#) (PDF).

SLIM Grade Policy

All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM's required classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.

When a student has been placed on academic probation, an administrative hold will be placed on the student's record to block future enrollment. The administrative hold can only be released by the student's academic advisor or by the SLIM dean or director of program administration. Before enrollment can be done, the student is required to meet with the student's academic advisor with the goal of developing an academic

improvement plan.

If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student's academic progress will be reviewed in light of the academic improvement plan by the student's program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM's graduate program. This policy goes into effect fall 2009 semester. This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

SLIM Incomplete Grade Policy

SLIM's Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>).

SLIM's Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean's office before the final grade change is made.

If a SLIM student's request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then **an administrative hold will be placed on the student's record to block future enrollment until** all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar's Office.

Faculty-Initiated Student Withdrawal Procedure

Students should be aware that your instructor follows the university's policy of faculty-initiated student withdrawal. It reads as follows: "If a student's absences from class or disruptive behavior become detrimental to the student's progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for

excessive absence. [*Policy and Procedures Manual 43.11*]

Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
211 S Morse Hall
Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
Phone : 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu

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Content comments for the instructor: aoneill@emporia.edu
Technical questions: slimhelp@emporia.edu