LIS 791 Resource Description

Syllabus (revised 9-9-2010)

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Online Fall 2010

COURSE DESCRIPTION

Application of standards and rules to the construction of tools for information retrieval, primarily digital resources and catalogs in library and information environments. Overview of concepts of knowledge organization. Anglo-American Cataloguing Rules and Machine Readable Cataloging (AACR2 and MARC21), Functional Requirements for Bibliographic Records (FRBR), Library of Congress Rule Interpretations (LCRI), and RDA (Resource Description and Access). Special problems in the organization of resources (library materials in various forms). Includes descriptive detail for different forms of material; choice and form of entry for names and uniform titles; provision of authority control for names and titles.

PREREQUISITES

Required:

Successful completion of L&I SCI 511 Organization of Information

Basic computer literacy as outlined in the SOIS policy:
http://www.uwm.edu/Dept/SOIS/academics/MLIS/mliscomplit.htm

SOIS technology requirements for distance learning:
http://www.uwm.edu/Dept/SLIS/academics/DE/deptechreq.htm

Recommended:

Completion of L&I SCI 571 Information Access and Retrieval

COURSE REQUIREMENTS

Homework 65% of the grade

Blogging 15% of the grade

Written final exam 20% of the grade

COURSE OBJECTIVES

Upon completion of the course, students will:
1) Become conversant with concepts of description of and access to knowledge records;
2) Become conversant with the principles and standards for description and access and authority control;
3) Understand the broader theoretical context in which these principles function
4) Acquire the ability to create bibliographic records; and,
5) Cite authorities, synthesize opinions, and defend work in written and oral form.

METHOD

The course begins with a theoretical overview of the role of resource description in the larger spheres of knowledge organization and bibliographic control. We then will proceed to techniques for description and access of all sorts of materials collected in libraries. Entity-relationship concepts will be introduced, and FRBR will be studied in detail. Resource description will be honed through homework assignments. Students will submit a project consisting of a complete set of bibliographic and authority records for a cogent set of resources, accompanied by a mock-up integrated index of the access points. A written final exam will cover principles in the models, rules and interpretations for resource description.

TEXTS REQUIRED FOR THIS COURSE:

Anglo-American Cataloguing Rules 2d edition.

AACR2 is available to you online within Catalogers' Desktop, which we will use for the course. But, if you had a paper copy at hand it would probably also be helpful.


You will need to read this entire book, so you can acquire a copy any way that works for you. It is not on reserve in the library (at least, not for this course).

ARTICLES available online:


E-Reserves (I'm told this link works but I wouldn't know: [http://d2ltipsandtricks.blogspot.com/2010/03/content-ereserve.html](http://d2ltipsandtricks.blogspot.com/2010/03/content-ereserve.html))


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**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Readings</th>
<th>Due</th>
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<tbody>
<tr>
<td>September 2, 2010</td>
<td>Getting acquainted</td>
<td>Smiraglia, &quot;Rethinking what we catalog&quot;</td>
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<tr>
<td></td>
<td>About this course</td>
<td>Howarth, &quot;Metadata and bibliographic control&quot;</td>
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<td>An overview of resource description</td>
<td>Campbell, &quot;Metadata, metaphor, and metonymy&quot;</td>
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<td>Smiraglia, &quot;Bibliographic control theory and nonbook materials&quot;</td>
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<td>Smiraglia, &quot;The Continuous Revision Process&quot;</td>
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<td>September 9, 2010</td>
<td>Elements of resource description</td>
<td>Smiraglia, &quot;Bibliocentrism&quot;</td>
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<td></td>
<td>Bibliographic precedents</td>
<td>AACR2 Introduction, Chapter 1</td>
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<td></td>
<td>Technical reading</td>
<td><em>LCRI</em> as appropriate</td>
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<td></td>
<td>Eschew bibliocentrism</td>
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<tr>
<td>Date</td>
<td>Task</td>
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<td>September 16, 2010</td>
<td>Transcription</td>
<td>AACR2, chapters 2-12 LCRI for chapters 1-12</td>
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<td>September 23, 2010</td>
<td>Physical description</td>
<td>Assignment 1: transcription</td>
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<tr>
<td>September 30, 2010</td>
<td>Annotating the description</td>
<td></td>
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<tr>
<td>October 7, 2010</td>
<td>Siting the work</td>
<td>Canadian Thanksgiving is this week ... relax a bit ....</td>
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<td>October 14, 2010</td>
<td>Selecting access points</td>
<td>Assignment 2: annotated description</td>
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<td>Formulating access points</td>
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<td>Authority work</td>
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<td>Authority control</td>
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<td>October 21, 2010</td>
<td>MARC-ing it all up</td>
<td>Assignment 3: Bibliographic reference work</td>
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<td>October 28, 2010</td>
<td>FRBR</td>
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<td>November 4, 2010</td>
<td>FRAD, etc.</td>
<td>Assignment 4: MARC21 bibliographic records</td>
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<td>November 11, 2010</td>
<td>This is the real Veteran’s Day (Remembrance Day in Canada). So let’s take a week off.</td>
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<td>Date</td>
<td>Topic</td>
<td>Assignment</td>
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<td>November 18, 2010</td>
<td>RDA</td>
<td>Assignment 5: MARC21 authority records</td>
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<td>MARC21 for RDA</td>
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<td>November 25, 2010</td>
<td>American Thanksgiving; time for pumpkin pie</td>
<td>eat turkey; go shopping; help the economy</td>
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<td>December 2, 2010</td>
<td>Ethical considerations in resource description</td>
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<td>December 9, 2010</td>
<td>Summary and overview of the experience</td>
<td>Assignment 6: Index to cataloged records</td>
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<tr>
<td>December 16, 2010</td>
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<td>final exam</td>
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**COURSE REQUIREMENTS AND POLICIES**

Software.

This course requires use of the following software and file formats:

Microsoft Word 2003 or 2007 or Open Office Writer for text documents; acceptable file formats: .doc, .docx, .rtf, or .odt.

Contacting the Professor

I reside in Philadelphia, Pennsylvania, and I often work in both Amsterdam and Toronto. So I will always be available to you online, but time delays have to be taken into account. It is always easiest to reach me via email.

D2L and Student Privacy Statement:

Certain SOIS courses utilize the instructional technology Desire to Learn (D2L) to facilitate online learning. D2L provides instructors the ability to view both individual
data points and aggregate course statistics, including the dates and times individual students access the system, what pages a student has viewed, the duration of visits, and the IP address of the computer used to access the course website. This information is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), but may be used for student evaluation.

UWM AND SOIS ACADEMIC POLICIES

The following links (note these are not linked directly; please copy the link into your browser) contain university policies affecting all SOIS students. Many of the links below may be accessed through a PDF-document maintained by the Secretary of the University: http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf. Undergraduates may also find the Panther Planner and Undergraduate Student Handbook useful (http://www.uwm.edu/Dept/OSL/DOS/Handbook2005-06.pdf). For graduate students, there are additional guidelines from the Graduate School (http://www.uwm.edu/Dept/Grad_Sch/StudentInfo/), including those found in the Graduate Student and Faculty Handbook: http://www.uwm.edu/Dept/Grad_Sch/Publications/Handbook/.

Students with disabilities. If you will need accommodations in order to meet any of the requirements of a course, please contact the instructor as soon as possible. Students with disabilities are responsible to communicate directly with the instructor to ensure special accommodation in a timely manner. There is comprehensive coverage of issues related to disabilities at the Student Accessibility Center (http://www.uwm.edu/Dept/DSAD/SAC/MainOffice.html), important components of which are expressed here: http://www.uwm.edu/Dept/DSAD/SAC/SACltr.pdf.

Religious observances. Students' sincerely held religious beliefs must be reasonably accommodated with respect to all examinations and other academic requirements, according to the following policy: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S1.5.htm. Please notify your instructor within the first three weeks of the Fall or Spring Term (first week of shorter-term or Summer courses) of any specific days or dates on which you request relief from an examination or academic requirement for religious observances.

Students called to active military duty. UWM has several policies that accommodate students who must temporarily lay aside their educational pursuits when called to active duty in the military (see http://www3.uwm.edu/des/web/registration/militarycallup.cfm), including provisions for refunds, readmission, grading, and other situations.

Incompletes. A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantial cause beyond the student's control, has been unable to take or complete the final examination or some limited amount of other term work. An incomplete is not given unless the student proves to the instructor that s/he was prevented from completing course requirements for just cause as indicated above (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf).
Discriminatory conduct (such as sexual harassment). UWM and SOIS are committed to building and maintaining a campus environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding, and mutual respect, and encourages the members of its community to strive to reach their full potential. The UWM policy statement (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S47.pdf) summarizes and defines situations that constitute discriminatory conduct. If you have questions, please contact an appropriate SOIS administrator.

Academic misconduct. Cheating on exams and plagiarism are violations of the academic honor code and carry severe sanctions, ranging from a failing grade for a course or assignment to expulsion from the University. See the following document (http://www.uwm.edu/Dept/OSL/DOS/conduct.html) or contact the SOIS Investigating Officer (currently the Associate Dean) for more information.

Complaints. Students may direct complaints to the SOIS Dean or Associate Dean. If the complaint allegedly violates a specific university policy, it may be directed to the appropriate university office responsible for enforcing the policy.

Grade appeal procedures. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow SOIS appeals procedures or, in the case of a graduate student, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S28.htm).

Examinations, Finals. The Secretary of the University is authorized to prepare the final examination schedule. The time of the final examination for an individual or a class may be changed only with the prior approval of the dean or director of the respective college/school. The change will involve a postponement to a later date. For individuals with exam conflicts, a separate week at the very end of the exam week will be reserved to take one of the conflicting exams (http://www.uwm.edu/Dept/SecU/acad+admin_policies/S22.htm).

Selective Bibliography of Resource Description (being updated 9-14-2010)


Clack, Doris Hargrett. Authority Control: Principles, Applications, and Instructions. Chicago: ALA,
1990.


Smiraglia, Richard P. "Cataloging Music and Sound Recordings," in Policy and Practice, pp. 106-


SELECTIVE BIBLIOGRAPHY OF DESCRIPTIVE CATALOGING TOOLS (to be updated 9-14-2010)

General


Archives, Manuscripts, Etc.


Fox, Michael J. Peter L. Wilkerson and Susanne R. Warren. Introduction To Archival Organization And Description. [Los Angeles, Calif.] : Getty Information Institute, c1998.


Cartographic Materials


Computer Files and Internet Resources


Government Documents


Graphic Materials


Looseleaf Publications

Music and Sound Recordings


Nonbook Materials


Rare Books


Examples to Accompany Descriptive Cataloging of Rare Books. Chicago: ACRL, 1999.


Standard Citation Forms for Published Bibliographies and Catalogs Used in Rare Book Cataloging. Washington: Library of Congress, 1982.

Serials


Visual Materials
