COURSE DESCRIPTION

Official Description: The study of standards, rules and metadata formats for representing information entities in library catalogs and other bibliographic systems. Special emphasis on the Anglo-American Cataloging Rules and the MARC metadata format.

Learning Objectives: By the end of the semester, each student will have expressed in writing and by the completion of specific activities and tasks:

- An understanding of the general scope and activities of library descriptive cataloging;
- An understanding of both general and specific ideas and issues of note sufficient to write informative and useful answers to discussion questions about them;
- Familiarity with MARC data formats sufficient for working comfortably with them;
- Familiarity with the AACR2r sufficient to use it efficiently and expeditiously;
- Familiarity with how the main kinds of information entity types are treated in library cataloging.

Texts and Readings: Two texts will be used for the course--


In addition, other readings will also be made available on the Blackboard System for the class. These consist mainly of writings and other materials that the instructor has created, but also includes other key documents. Students should complete each reading by the beginning of the class for which it is listed, although some readings will apply to more than one class session and therefore completion dates are more flexible. Readings will be especially useful for writing answers to essay test questions.

Course Conduct and Tasks: The class will meet weekly from 12:00 noon to 3:00 p.m. on Tuesdays in SZB 468. The class will generally be divided into two equal sessions: 1:00-2:15 and 2:30-3:45, with a 15 minute break between them. Classes will consist of lectures, discussion, and presentations by students.

Graded Tasks for the students during the semester will consist of the following: Three (3) Exercises, a Presentation on the Descriptive Cataloging of an information entity type, and three (3) essay examinations. The exercises and presentation will be team efforts, where teams are made up of three or four class members. [There will be seven teams.] In contrast, the essay tests will be done individually. Explanations for each of these and questions for the essay tests will be forthcoming within the first week or so.

Blackboard: Class communications will be conducted using Blackboard, and students will be responsible for checking it periodically.

Grading: Grading values for the tasks will be as follows:
Exercises (3) = 30% of the course grade
Presentation (1) = 30% of the course grade
Essay tests (3) = 40% of the course grade
Total = 100%

Each task will be scored on the basis of the 100 point scale below. The resulting totals for a task type will then be averaged and then multiplied by the percentage for which that kind of task has for the course. For example,

• If the four exercises gained scores of 92, 87 and 88 respectively, their total would be 267 for an average of 89. The latter would then be multiplied by 30%, for a total of 26.7 points toward the course grade.

• If the Presentation gained a 96, it would be multiplied by 30% for 28.8 points towards the class grade.

• If three essay tests earned scores of 91, 94, and 88 respectively, their total of 273, divided by 3 would be 91. It would subsequently be multiplied by 40% for a total of 36.4 points toward the class grade.

The sum of the three scores, 26.7 + 28.8 + 36.4 would be the course grade = 91.9, which on the 100 pt scale would be an A- for the course.

Scale:

| 100-99  | A+     |
| 98-93   | A      |
| 92-91   | A-     |
| 90-89   | B+     |
| 88-83   | B      |
| 82-81   | B-     |
| 80-79   | C+     |
| 78-73   | C      |
| 70-76   | D+     |
| 72-71   | C-     |
| etc.    |        |

Office Hours, Teaching Assistant, etc.: I will maintain formal office hours on Tuesday mornings from 10:00-11:00 a.m., and on Wednesday afternoons from 4:15-5:15 p.m. It would be far easier to contact me by email, however, (miksa@ischool.utexas.edu) and either correspond about what is on your mind or at least set up an appointment at some other time than the stated office hours.

My teaching assistant this semester is Don Drumtra, a Ph.D. student. His email address is: (Drumtra@aol.com). He will be responsible for working on Blackboard pages for our class and will be able to assist students in a variety of ways. If you have questions about Blackboard, the availability of documents, etc., you should email him with a cc to me. His office hours will be announced.