

**UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**  
**Department of Library and Information Studies**  
**Stone 369**

**LIS 640**

**Organizing Library Collections**

Fall 2006  
Tuesday, 5:30-8:20 PM

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**Course Description:** Study of methods of organizing library collections for effective use. Introduces principles and techniques for cataloging and classification and investigates issues affecting organization.

**Course Objectives:**

1. to enable the student to understand the problems and prospects of bibliographic organization.
2. to familiarize the student with standards of bibliographic description.
3. to enable the student to apply bibliographic standards to specific cases.

**Textbooks:**

Arlene Taylor. *Wynar's Introduction to Cataloging and Classification*. Revised 9<sup>th</sup> ed. Libraries Unlimited, 2004.

*Anglo-American Cataloging Rules*. 2nd ed., 2002 revision, 2004 updates. Chicago: American Library Association, 2004. (AACRII)

**Grading:**

Class participation---10%  
Exercises---25%  
Mid-term---30%  
Final Exam---35%

**N.B.-Exercises are due by the beginning of the class period specified. None will be accepted later.**

## **LIS Grading Scale:**

**A:** Superior, exceeds course requirements; demonstrates the ability to: integrate concepts covered in class sessions and readings; think abstractly, logically, critically, and ethically about issues; analyze problems objectively, identify needs, set goals, and formulate original and creative solutions; and communicate clearly and concisely.

**B:** Good, meets course requirements, demonstrates the ability to: understand concepts covered in class sessions and readings; apply concepts to practical problems; and communicate clearly and concisely.

**C:** Weak; but acceptable on a limited basis for graduate credit.

**F:** Failure; does not meet course requirements.

**I:** Incomplete; indicates the inability, for reasons beyond his/her control, to complete course requirements by the end of the term in which the course is offered. (A grade of Incomplete is not encouraged, and is available only in consultation with the instructor).

**W:** Withdrawal; withdraws from the course within the time period specified by the University.

**NC:** No Credit (for those who audit the course).

## **Course Schedule: (Tentative, as is all of life)**

### **August 15: Introduction**

### **August 22: Functions of the Catalog**

Reading:

Taylor 1 & 2

*Mr. Panizzi to the Right Hon. The Earl of Ellesmere* in Michael Carpenter and Elaine Svenonius, *Foundations of Cataloging: A Sourcebook* (Libraries Unlimited, 1985), pp. 18-47.

Charles A. Cutter. *Rules for a Dictionary Catalog: Selections* in Michael Carpenter and Elaine Svenonius, *Foundations of Cataloging: A Sourcebook* (Libraries Unlimited, 1985), pp. 62-71.

Pierce Butler. *The Bibliographical Function of the Library* in Ann Painter, *Reader in Classification and Descriptive Cataloging* (NCR Microcard Editions, 1972), pp. 187-193.

Andrew D. Osborn. *The Crisis in Cataloging* in Painter, pp. 194-202.

*Statement of Principles Adopted at the International Conference on Cataloguing Principles, Paris, October, 1961* in Eva Verona, *Corporate Headings: Their Use in Library Catalogues and National Bibliographies* (IFLA Committee on Cataloguing, 1975), pp. 189-194.

**August 29; September 5, 12 : Description: What Does It Look Like:**

Readings:

Taylor Ch 4, 5

AACRII Ch 1, 2, 13 - read

AACRII Ch 6, 7, 9, 12 – familiarize yourself with the layout of these chapters

Barbara Tillett. “FRBR and Cataloging for the Future.” *Cataloging and Classification Quarterly* 39 (2005), pp. 197-205.

“What Is FRBR?”

**September 19, 26: Names as Access Points**

Readings:

Taylor Ch 6, 7, 18

AACRII Ch 21 - 26

L.H. Jeng. “What Authority? Why Control?” *Cataloging & Classification Quarterly* 34 (2002) pp. 91-7

Anita S. Coleman. “From Cataloging to Metadata: Dublin Core Records for the Library Catalog.” *Cataloging & Classification Quarterly* 40 (2005) pp. 153-181.

**October 3: Mid-Term Exam**

**October 10: Fall Break**

**October 17: The Catalog and the Machine: The MARC Format:**

Readings:

*Understanding MARC Bibliographic* (<http://lcweb.loc.gov/MARC/UMB/>)

Arlene Taylor, from *Organization of Information* Ch 5

**October 24, 31: What Is It About: Subjects**

Readings:

Taylor Ch. 8, 14 – 17

*LCSH "Introduction", Sears "Preface" & "Principles", selections from the Subject Cataloging Manual*

Steven A. Knowlton. “Three Decades since *Prejudices and Antipathies*: A Study of Changes in the Library of Congress Subject Headings.” *Cataloging & Classification Quarterly* 40 (2005), pp. 123-145.

**November 7, 14, 28 (Thanksgiving on the 21<sup>st</sup>): Where Does it Go: Classification**

Readings:

Taylor Ch 9-13

Hope A. Olson. “Sameness and Difference: a Cultural Foundation of Classification.” *Library Resources and Technical Services*. Vol. 45: 3 page 115-122.

*DDC 21*, "Introduction"

**Final Exam: Tuesday, December 5**