

Course Profile: Organization of Knowledge

Course Number: LIS 6210

Title: Organization of Knowledge

Credits: 3

Prerequisite(s):

Rationale for Inclusion in Curriculum:

All libraries and information centers utilize the processes of acquisition and organization of materials that facilitate the retrieval process. Because success in accessing and retrieving the materials that will satisfy a patron's immediate information need is dependent upon the information specialist's comprehension of the scheme that determines the organization of materials within an information center, it is important that the student complete a survey course that will introduce the fundamental principles and concepts that facilitate the organization of materials.

Course Objectives:

The student will develop an understanding of the basic principles, objectives, and functions that underlie the organization of materials in an information center; of the nature and organization of catalogs and their role in the retrieval of materials; and of the need for standardization and authority control in the descriptive representation of materials to facilitate retrieval and support shared cataloging.

Competencies Expected:

By the end of the course students will be able to:

1. Construct catalog representations of monographic materials according to AACR2R.
2. Apply the principles of AACR2R in the identification and assignment of accessment points.
3. Utilize the process of authority control in the establishment and assignment of subject headings.
4. Classify monographic materials according to the Dewey Decimal Classification.
5. Create classification numbers using DDC and assign book numbers using Cutter-Sanborn tables.
6. Construct MARC records.
7. Access OCLC, perform searches and interpret records.

Content:

1. History of library catalogs and the development of cataloging standards.
2. AACR2R.
3. Descriptive cataloging.
4. Name authority files and shelf lists.
5. MARC records.
6. OCLC and the role of centralized cataloging resources.

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7. Dewey Decimal Classification and the basic principles of classification.
8. Assignment of subject headings.
9. Construction of the dictionary catalog.

Course Methodology:

Lectures, readings, class discussions, exercises in descriptive cataloging, MARC records, online searching in OCLC, the construction of classification and book numbers.

Bases for Evaluation of Student Performance:

Exercises, class participation, final project.

Text: To Be Determined

Revised: 8/97