

## **COURSE DESCRIPTION**

Conceptual foundations of bibliographic organization and resource development. Includes basic principles and methods of description, organization, and access; bibliographic lists; and the principles, methods, issues and trends of resource selection for user populations.

## **OBJECTIVES**

1. To familiarize the student with the economic, social, political, and ethical contexts of information resource production and distribution.
2. To provide students with an understanding of the problems of bibliographic control within the context of information resource production and organization.
3. To provide a background sufficient to allow the student to evaluate various mechanisms of bibliographic organization.
4. To enable students to understand the relationship between information needs of the population being served and the universe of available resources, including principles of selection and evaluation.
5. To create a level of familiarity with OCLC and typical A&I databases.
6. To prepare students to speak and write on the problems of bibliographic control.
7. To provide students with a basic understanding of how collections of information bearing objects are formed and organized.

## **OFFICE HOURS**

Monday 5:30 to 6:30 and by appointment  
Phone: 578-1480      Email: [bpaskoff@lsu.edu](mailto:bpaskoff@lsu.edu)

## **TIMELINE**

January 14: INTRODUCTION  
Overview of course

January 21: NO CLASS: Martin Luther King Holiday

January 28: PRODUCTION AND DISTRIBUTION OF INFORMATION  
RESOURCES IN THE INFORMATION AGE  
Nature of information in society  
Characteristics of information-bearing entities  
Nature of bibliographic organization/control  
Role of information professionals

READ: Evans, Chapters 1 and 5

NEEDS ASSESSMENT  
User Studies

READ: Evans, Chapter 2

February 4: NO CLASS: Mardi Gras Holiday

February 11: INFORMATION POLICIES  
Collection Development Policies  
Intellectual freedom, censorship and labeling  
Copyright

READ: Evans, Chapters 3, 17 and 18

February 18: SELECTION OF INFORMATION RESOURCES  
Principles of selection  
Theory  
Selection criteria (all formats)  
Internet, digital libraries and other electronic resources

READ: Evans, Chapters 4, 6, 7, 8, and 9

February 25: ACQUISITION S

Descriptive Sources in the selection process  
National and trade bibliographies  
Working with vendors  
Fiscal management

READ: Evans, Chapters 10, 11 and 12

ASSIGNMENT DUE: Collection Development Policy Evaluation

March 3: ISSUES AND TRENDS IN COLLECTION MANAGEMENT

Gifts  
Collection Evaluation  
Weeding  
Preservation  
Resource Sharing, Document Delivery

READ: Evans, Chapters 14, 15, 16 and 17

March 10: GROUP PRESENTATIONS: Selection Assignment  
ASSIGNMENT DUE: Selection Assignment

March 17: NO CLASS: Spring Break

March 24: MIDTERM EXAM

March 31: ORGANIZATION OF INFORMATION  
Theoretical aspects  
Categorization

READ: Taylor, Chapters 1, 2 and 3, Chapter 11, pp 297-214

April 7: ENCODING SURROGATE RECORDS and BIBLIOGRAPHIC CONTROL

Item representation  
Encoding standards  
Authority control  
Database/catalog structure

READ: Taylor, Chapters 4, 5, 6, and 7

ASSIGNMENT DUE: Certificates from Web Module

April 14: BIBLIOGRAPHIC UTILITIES

READ: Taylor, Chapters 10 and 12

Read about OCLC (history, mission and vision, products and services, etc. at <http://www.oclc.com>)

April 21: DOMAIN -SPECIFIC ORGANIZATION

READ: Taylor, Chapters 2, 8 and 9; also Chapter 11, pp. 215-230  
ASSIGNMENT DUE: Bibliographic Exercise

April 28: GROUP PRESENTATIONS: ORGANIZATION ASSIGNMENT  
ASSIGNMENT DUE: Organization Assignment

May 5: FINAL EXAM  
3:00 5:00 pm

## READINGS

Evans, G. Edward. *Developing Library and Information Center Collections*. 5<sup>th</sup> ed. (Englewood, CO: Libraries Unlimited, 2005)

Taylor, Arlene G. *The Organization of Information*. 2<sup>nd</sup> ed. (Englewood, CO: Libraries Unlimited, 2004)

Additional readings and useful websites will be assigned as appropriate.

## **ASSIGNMENTS AND GRADES**

All assignments are to be turned in by the beginning of class on the specified date, either to the Digital Dropbox on BlackBoard or to the instructor in the classroom. Work submitted after the assigned time without approval by the instructor will be downgraded by at least 10%.

### **COLLECTION DEVELOPMENT POLICY EVALUATION (10% of grade) Due Feb 25**

Students will work individually to identify and evaluate an existing Collection Development Policy.

### **GROUP SELECTION ASSIGNMENT (15% of grade) Due March 10**

Students will work in assigned groups to develop a recommended list of items for a collection, identifying selection criteria, sources of information about the items, and acquisitions information.

### **MID-TERM EXAM: (15% of grade) Due March 24**

This exam will cover the course material covered to this date, both in class and in the readings. There will be both short answer and essay questions.

### **WEB MODULE (5% of grade) Due April 7**

Students will work individually to complete the web-based modules on *Organization of Information, Item Representation, and Encoding Surrogate Records* (certificates of completion required).

### **BIBLIOGRAPHIC EXERCISE (15% of grade) Due April 21**

Students will follow instructions posted on BlackBoard to answer questions using appropriate bibliographic utilities.

### **ORGANIZATION ASSIGNMENT (15% of grade) Due April 28**

Students will work in assigned groups to develop and present a plan for organizing a collection of information-bearing items.

### **FINAL EXAM: (20% of grade) May 5**

This exam will cover everything in the course, with an emphasis on the second half of the course. There will be both short answer and essay questions.

### **PARTICIPATION (5% of grade)**

Each student is expected to participate actively in the in-class and web-based discussions and exercises. Participation in group activities will also be considered in determining this grade.

## **GRADING**

For most assignments, average work will receive a “B,” and outstanding work, demonstrating special effort, insights, etc. will receive an “A.” All assignments are to be turned in at the beginning of class on the specified date. Grades will be reduced by at least 10% on all late assignments.

GRADING SCALE:	93-100	A
	85-92	B
	77-84	C

**ATTENDANCE:** The LSU *General Catalog* states: “Students are expected to attend all classes regularly and punctually, and to observe any special attendance regulations stated by their college, school, division or the instructor.” The SLIS attendance policy (SLIS PS-18) states that students missing three or more consecutive classes may be placed on attendance probation.

**STUDENTS WITH DISABILITIES:** Any student who has a disability should contact me privately as soon as possible, and, in the case of pre-existing disabilities, within the first week of the class. LSU policy requires a student who claims a disability status to make a formal request for accommodation through the Office of Disability Services, 112 Johnston Hall, phone 225-578-5919. This office provides the necessary evaluation and recommendations to ensure full participation in the course.

**DISCLAIMER:** The professor may change the syllabus as required to meet the instructional objectives of the course.