# LIS 515 CATALOGING/CLASSIFICATION
COURSE SYLLABUS: Fall 2016

## INSTRUCTOR INFORMATION

**Instructor:** Sandra Hayes
**Office Location:** Gee Library, 147C
**Office Hours:** M-F 8-5
**Office Phone:** 903-886-5137
**Office Fax:** 903-886-5434
**University Email Address:** sandy.hayes@tamuc.edu
**Preferred Form of Communication:** email

## COURSE INFORMATION

### *Materials – Textbooks, Readings, Supplementary Readings*

### *Textbook(s) Required*:

Kaplan, Allison G. 2016. *Catalog It! A Guide to Cataloging School Library Materials*. 3rd
    ed. Santa Barbara, CA: Libraries Unlimited.
    ISBN 9781440835803, eISBN 9781440835810.

** A copy of the eBook is available at TAMUC-Libraries; however, as with all technology, there might be down times or technical problems when it is unavailable.

### *Course Description*

Descriptive cataloging of print and non-print materials for the school library. Emphasizes Anglo-American Cataloging Rules (AACR), Resource Access and Description (RDA), Dewey Decimal Classification (DDC), and Sears Subject Heading.

### *Student Learning Outcomes*

1. The student will be able to demonstrate an understanding of the organization and maintenance of current bibliographic records.

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2. The student will be able to use standard classification and cataloging tools in the effective organization of collection holdings.
3. The student will demonstrate the application of the Dewey Decimal System to the classification of information in several media—print and non-print.
4. The student will demonstrate an understanding of the development and application of controlled vocabularies and syndetic structures.
5. The student will be able to identify appropriate methods for evaluating and selecting resources for cataloging, classifying, and processing resources.

# COURSE REQUIREMENTS

### *Instructional / Methods / Activities Assessments*

This course is web based and will require you to work on Pearson LearningStudio (eCollege), an online course program.  You will be required to connect at least twice a week and participate in class discussions. Students are expected to make an active and personal effort to contribute to class. This will include such basic commitments as prior preparation, regular attendance (logging in), and participating appropriately in discussions and other class activities.

There are many elements that go into class participation:

1. You will be required to log in at least twice a week.
2. Stay on top of your readings.
3. Frequent and intelligent contributions to class discussions.
4. Polite and civil interactions with all members of the class.
5. Online discussions require special consideration in the way we write, so please take the time to state your point of view in a way that shows respect for the other party.

# GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

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## *Assessments*

Assignments      50%
Discussions      30%
Chapter quizzes     10%
Final           10%

**Assignments:** The weekly assignments will focus on cataloging and students will be working on the activities in the textbook and other activities as assigned by the instructor.

**Discussions:** Students are required to participate in the online discussions each week. In general, these assignments are designed to augment your comprehension of the material. For obvious reasons, there are absolutely no make-ups for these online class discussions. Each student is required to post at least 3 responses; the first one must be posted by Wednesday to allow time for feedback and discussion by all students. The postings must be substantive and thoughtful responses, to receive full credit. A substantive response includes content and adds something to the discussion.

**Chapter quizzes** can only be taken <u>once</u> and as soon as they're available and you are ready to take them.

**The final** will be based on the chapter quizzes and will be available the last week of class.

# TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

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- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system.  The most current version of Java can be downloaded at: JAVA web site  http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check    http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.
>    Pop-ups are allowed.
>    JavaScript is enabled.
>    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  o Adobe Reader  https://get.adobe.com/reader/
  o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  o Adobe Shockwave Player   https://get.adobe.com/shockwave/
  o Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

# ACCESS AND NAVIGATION

## *Pearson LearningStudio (eCollege) Access and Log in Information*

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege.  Then on the upper left side of the screen click on the My Courses tab.   http://www.tamuc.edu/myleo.aspx

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You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

**Note**: It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

**Pearson LearningStudio Student Technical Support**

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site   http://247support.custhelp.com/

The student help desk may be reached in the following ways:

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the *'Tech Support'* icon on the upper left side of the screen inside the course.  Then you will be able to get assistance via online chat or by phone.

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## *Policy for Reporting Problems with Pearson LearningStudio*

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.

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2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.

4. I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk.  Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

**myLeo Support**
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

**Learner Support**
The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

The Academic Success Center provides academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

# FREE MobilE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device.  Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

| PEARSON COURSES | App Title: | iPhone – Pearson LearningStudio Courses for iPhone<br>Android – LearningStudio Courses - Phone |
|---|---|---|
| | Operating System: | iPhone - OS 6 and above<br>Android – Jelly Bean, Kitkat, and Lollipop OS |
| | iPhone App URL: | https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8 |
| | Android App URL: | https://play.google.com/store/apps/details?id=com.pearson.lsphone |

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Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list.  Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

• View titles/code/Instructor of all Courses enrolled in online
• View and respond to all discussions in individual Courses
• View Instructor Announcements in individual Courses
• View Graded items, Grades and comments in individual Courses
• Grade to Date
• View Events (assignments) and Calendar in individual Courses
• View Activity Feed for all courses
• View course filters on activities
• View link to Privacy Policy
• Ability to Sign out
• Send Feedback

## LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear.  This cannot be changed in LearningStudio.  Additional email addresses may be added by clicking the Add button.  After all of the other selections are completed be sure to click the Save and Finish button.

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# COMMUNICATION AND SUPPORT

## *Interaction with Instructor Statement*

The best way to contact me is via e-mail since I check it daily. A reply will be sent within 12 hours (depending upon the time your message was received). Please limit phone calls to urgent situations.

Another way to interact with me is through a "Virtual Office" in eCollege that I will set up. It will be under course home and the hours will be the same as my office hours (please send email if I don't answer within 12 hours). However, if you want to be assured of my presence, please set up a time/appointment with me in advance.

A "Student Lounge" will also be set up allowing a space for connecting and chatting with your classmates. This space is not limited to discussion about the class. It can be used for socializing. Keep in mind that the rules of Netiquette ("Netiquette") will still be in force in this space, as well as in any communication in this class.

Periodically review (a) updated announcements in eCollege for updated information pertaining to this course, and (b) check your university (i.e. myleo) e-mail account frequently.

# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## *Course Specific Procedures/Policies*
There are seven modules corresponding to the weeks in the course. To complete a module you will read the textbook chapters and other readings as assigned, and complete the assignments, discussions and quizzes by 11:59 pm, central time on the designated deadlines.

In the case of an emergency, late work will be accepted, but you must contact me as soon as possible and an excused absence must be approved by me. In non-emergency cases where an assignment cannot be completed on time, please contact me to let me know. Coursework will be accepted, but with penalties -- 5% will be taken off each day beyond the assigned deadline.

**Note:** Late quizzes and discussion board posts will not be accepted.

## Syllabus Change Policy
The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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## University Specific Procedures

## Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.  The Code of Student Conduct is described in detail in the Student Guidebook. http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

## TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01. http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

## Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work.  For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

## ADA Statement

### Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a

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learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

## Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

## *Nondiscrimination Notice*

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## *Campus Concealed Carry Statement*

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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# COURSE OUTLINE / CALENDAR

Readings are from required course text:
Kaplan, Allison G. 2016. *Catalog It! A Guide to Cataloging School Library Materials*. 3<sup>rd</sup>
　　ed. Santa Barbara, CA: Libraries Unlimited.

**Tentative; subject to change:**

| Module | Dates | Topic | Readings | Assignments |
|--------|-------|-------|----------|-------------|
| Module 1 | Aug. 29-Sept. 4 | Introduction; Brief History of Cataloging; Copy Cataloging; MARC Concepts | Textbook ch. 1-3 | - Discussion board<br>- Chapter quiz<br>- Assignment |
| Module 2 | Sept. 5 - 11 | Subject Headings | Textbook ch. 4 | - Discussion board<br>- Chapter quiz<br>- Assignment |
| Module 3 | Sept. 12 - 18 | Classification | Textbook ch. 5 | - Discussion board<br>- Chapter quiz<br>- Assignment |
| Module 4 | Sept. 19 - 25 | Access Points | Textbook ch. 6 | - Discussion board<br>- Chapter quiz<br>- Assignment |
| Module 5 | Sept. 26 – Oct. 2 | RDA | Textbook ch. 7 | - Discussion board<br>- Chapter quiz<br>- Assignment |
| Module 6 | Oct. 3 - 9 | Future of Cataloging; Processing Information Packages | Textbook ch. 8-9 | - Discussion board |
| Module 7 | Oct. 10 - 14 | Final | -- | Final exam |

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