LITE 506 Organization of Information

3 semester hour course
Spring 2020 Semester

Instructor: Cynthia Houston, Ph.D.
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Required Texts and Instructional Materials:

Houston, Cynthia. (2016). *Organizing information in school libraries.* Santa Barbara, CA: Libraries Unlimited. ISBN 9781440836862

Glushko , Robert J. (2013). *The discipline of organizing*. Cambridge, MA: MIT Press.
ISBN 9780262518505

Course Description/Rationale:

This course will introduce students to the standards and resources for organizing information for school libraries. Topics covered include: organizing systems in libraries, subject analysis using Sears Subject Headings, the Dewey Decimal Classification system, descriptive cataloging for print and non print resources using Resource Description and Access (RDA) standards. The course will use the MARC record format to instruct students in cataloging school library materials. Curating information for virtual catalogs, Metadata issues, and the future of organization in libraries will also be discussed.

This course supports the conceptual framework of the School of Teacher Education. The overriding goals and objectives of the major unit are integrated into the program, course content, and assignments.

Course Goal:

The students will develop the knowledge and skills to use organization principles to curate virtual resource collections in educational settings

The student will develop the knowledge and skills to use electronic cataloging programs and resources to create local catalog records, evaluate them for accuracy, and edit them to serve local library purposes.

Course Objectives:

KFT Standards Addressed: 1,2
KETS Standards Addressed: 2
CAEP/AASL Standards Addressed: 1-4
CEBS Dispositions Addressed: A-L

-The student will be able to use subject analysis resources (Library of Congress, Sears, and

Folksonomy) to assign headings to library materials
-The student will be able to distinguish between the classification systems used in worldwide library cataloging (Universal Decimal Classification, Dewey Decimal Classification, Library of Congress Classification)
-The student will be able to use electronic resources to catalog library materials (Library of Congress, Library World)
-With guidance, the student will be able to catalog materials using professional standards for cataloging (, RDA, MARC21)

Instructional Methods:

Electronic self-instruction; individual inquiry and assessments; and group discussion

Course Topics:
- Information Organization and Libraries
- Cataloging Standards and Practices
- Discovery Tools in the Library and on the Web
- Curating a Virtual Collection-Tools, Standards, and Practices

Disability Accommodations:

In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Misconduct Policies:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding
WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at
https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and

Discrimination and Harassment Policy (#0.2040) at
https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Course Requirements and Expectations:

Students will be required to review the course modules, submit DB postings and assignments on time, submit assignments on time, and actively participate in on-line collaborative activities and discussion groups. Late postings on discussion boards will not be given credit. Late assignments will not be accepted unless arrangements are made between the instructor and student prior to the assignment deadline. Assignments more than a day late are subject to a letter grade reduction. On-line Discussion Board Activities will be held weekly. Students will be expected to participate regularly in the discussions with substantive comments related to the topic. Full credit on discussion boards is given to students who participate regularly and actively over the duration of the discussion board activity.

Grading 1000 points possible (Review Course Calendar for Due Dates):

- 25 Quiz Questions and Answers for 10 modules (10 quizzes 25 points each = 250 points)
- Discussion Board Activities (6 DBs at 25 points each = 150 points)
- Discovery Tools Assignment (200 points)
- Final Project Virtual Collection (200 points)
- Library World Cataloging Assignment (10 LW cataloging assignments at 10 points each = 100 points)

Course Evaluation:
% Grade Range- Grade Point Range

- **A**= 90-100

- **B**=80-89.9

- **C**= 70-79.9

Syllabus may be changed during the course of the semester. Students will be notified of any syllabus revisions.