Calendar for INLS 721 Fall 2023 (August 22–December 5)
Instructor:
Caroline Keizer (keizer@email.unc.edu)
cataloger in Davis Library (Humanities and Cartographic materials)
Guest lecturer:
Isabelle Schenkel (ischenk@unc.edu)

Class meets Tuesdays and Thursday 8:00-9:15 am in Manning 208
In case I am unable to meet in person, i.e. I am sick, but still able to teach:

Meeting ID: 955 6551 1049 Passcode: 257345

Or:

https://unc.zoom.us/j/95565511049?pwd=R2Ezc2FYQi9OSStueU5yaGk3ZEZPUT09

There are no regular office hours available, but I can meet with students when requested, either after class or on an as needed basis (be aware that I usually logoff around 5 pm and am not usually on at night)

This syllabus, except for a few firm dates, may adjust as the semester progresses. I hope that you can be flexible with me. Nothing should ever happen before the date listed, but things toward the end of the semester might adjust to accommodate our ability to get through topics. I'd rather cover fewer topics well, than more topics, but only superficially.

<u>August 22:</u>
- Introductions—me, Isabelle, and you
- Review of syllabus and expectations
- Why do we catalog?

- HOMEWORK:
  READ:
  1. "The Bodleian catalogs of 1674 and 1738 : an examination in the light of modern cataloging theory" by Carolyn O. Frost. *Library quarterly.* Vol. 46, no. 3 (1976): p. 248-70. This available online via the UNC-Chapel Hill libraries articles + https://library.unc.edu/find/articles/

  2. "On the construction of catalogues of libraries and of a general catalogue …" by Charles C. Jewett. Available in the Smithsonian Institution's report for 1852: p. 1-20 and skim the rules for cataloging. Available here:
  https://babel.hathitrust.org/cgi/pt?id=mdp.39015023260733;view=1up;seq=13

<u>August 24:</u>

- Overview of the history of cataloging, where we've been, where we are going
- RDA versus AACR2

- HOMEWORK:
    1. SET up your logins and make sure you have access to each of the tools (any Virtual Lab problems need to be addressed in the SILS lab--as they control it)

    2. EXERCISE on exploring different versions of OPACs (directions in the ASSIGNMENTS tab of SAKAI)
    -- to submit, a few paragraphs to answer my prompts in the document; <mark>submission required</mark>
    -- be prepared to discuss in the following class: what works about each OPAC, what frustrated you about each OPAC, what metadata was missing for you as a patron?

August 29:
- discuss OPACs from homework
- look at catalogers' tools: OCLC, class web, cataloger's desktop, RDAtoolkit (all require logins)
- other tools: Bibliographic formats and standards, WorldCat, OPACs, CRS (Cataloger's Reference Shelf)
- What is MARC? (explore Bib Formats and Standards)

- HOMEWORK:
    READ:
    1. What is FRBR? / Barbara Tillet
    http://www.loc.gov/cds/downloads/FRBR.PDF

    2. *Evaluation of RDA as an Implementation of FRBR and FRAD* / Pat Riva & Chris Oliver. Cataloging and classification quarterly. Vol. 50 (2012), pp. 564-586
    http://www.tandfonline.com/doi/abs/10.1080/01639374.2012.680848

    3. *Sinopia : a new linked data editing environment designed for libraries* / Philip E. Scheuer. Metadata and semantic research. Dec. 2019, pp. 425-430
    https://link.springer.com/chapter/10.1007/978-3-030-36599-8_39

August 31: **(Isabelle will lead this class)**
- What are FRBR, FISO, WEMI? What is Sinopia?
- Begin exploration of RDA and the expectations it has for a good cataloging record

- HOMEWORK:
    READ:
    1. Chapter 0.0-0.12 in RDA (see RDA toolkit)
    2. Read chapter 3 selection from Organizing Library Collections by Gretchen L. Hoffman in Sakai site under Lessons

3. Code of Ethics of the American Library Association (2008) and the Cataloging Code of Ethics (2021), both linked in your Sakai site under Lessons Tab

September 5:
- Well-being day

September 7: **(Isabelle will lead this class)**
- What are the core elements of all good cataloging?
- Metadata standards and the one catalogers use: MARC 21 (look at MARC fields)

- HOMEWORK:
  1. PRACTICE transcribing data into MARC fields (directions in the ASSIGNMENTS tab of SAKAI); **submission required**

September 12:
- Take a look at a few of the homework answers; answer questions (about 20 minutes)
- Using Connexion: searching, selecting, editing, saving records (bring 3 published objects to class)

- HOMEWORK:
  1. SKIM/READ in the Connexion Client documentation from OCLC. Look at section 4.3 (Connexion client searching guide) This document will reinforce and expand what we've discussed today
  2. EXERCISE: PRACTICE searching and selecting the right records to use (exercise in the TESTS and QUIZZES tab of SAKAI); **submission required**

September 14:
- Assign **mid-term** (directions in Sakai). The mid-term will be **due on October 17**
- More practice on searching for books in Connexion; practice identifying the correct record to use; practice saving and retrieving records (this is a participatory exercise) (exercise is in the Assignment tab)
- If we have time, we will begin looking at how to go about cataloging a book based on RDA instructions

September 19:
- cataloging a book using RDA instructions
- Assign **articles** for reading and class discussion **due September 28 and October 3**
- HOMEWORK: Begin reading your article

September 21:
- complete instructions on book cataloging
- IN CLASS PRACTICE ON CATALOGING A BOOK attendance required

September 26:

- IN CLASS PRACTICE ON CATALOGING A BOOK <mark>attendance required</mark>

- HOMEWORK: watch the documentary <u>Change the Subject</u> about what folks at Dartmouth did to try and change one offensive subject heading (The film lasts about 1 hour) https://collections.dartmouth.edu/archive/object/change-subject/change-subject-film

<u>September 28</u>: **(Isabelle will lead the class discussion of the film)**
- Class discussion of the film
- First groups present their findings about the assigned articles on subject classification <mark>attendance required</mark>

<u>October 3</u>:
- Complete discussion on articles <mark>attendance required</mark>
- If time permits, we will begin looking at Library of Congress Subject Headings

<u>October 5</u>:
- Guest speakers to speak on how UNC catalogers/librarians are dealing with outdated subject headings and critical cataloging issues <mark>attendance required</mark>

<u>October 10:</u> **(Isabelle will lead this class)**
- Subject access and why we continue to use Library of Congress Subject Headings. Are there other choices?

- HOMEWORK:
  READ:
  1. Teaching Library of Congress Subject Headings http://www.tandfonline.com/doi/abs/10.1300/J104v29n01_08

  2. Failures in Subject Retrieval http://www.tandfonline.com/doi/abs/10.1300/J104v10n01_03

  3. Interview with Barbara Tillett https://litwinbooks.com/interview-with-barbara-tillett/

<u>October 12 (University Day)</u>: **(Isabelle will lead this class)**
- more on subject access; searching for subjects in Connexion and interpreting subject records; connecting subject strings

<u>October 17</u>: **(Isabelle will lead this class)**
- IN CLASS PRACTICE ON SUBJECTS <mark>attendance required</mark>; **<mark style="background-color:#00ff00">submission required</mark>**
- **<mark style="background-color:#ff00ff">MIDTERM</mark>** is due today

FALL BREAK <u>October 19-22</u>

October 24:
- Begin to discuss Classification/Call numbers

October 26:
- Classification continues

October 31:
- IN CLASS PRACTICE ON CLASSIFICATION <mark>attendance required</mark>; **<mark>submission required</mark>**

November 2:
- Extra hard classification

- HOMEWORK: EXERCISE assessing subjects and classification numbers (directions in the ASSIGNMENTS tab of SAKAI); **<mark>submission required</mark>**

November 7:
- IN CLASS PRACTICE ON THE EXTRA HARD CLASSIFICATION <mark>attendance required</mark>; **<mark>submission required</mark>**

November 9:
- Authority control—what are access points and how do they help? How do you know if you need to create a new one? What are the elements of an authority record? What are the elements of an access point?

- HOMEWORK:
  READ:
  Understanding MARC Authority Records: Machine Readable Cataloging
  1. What is a MARC authority record (see part 4):
  http://www.loc.gov/marc/uma/pt1-7.html#pt4

  2. Are MARC authority records shared (see part 5)
  http://www.loc.gov/marc/uma/pt1-7.html#pt5

November 14:
- Authority control continued

November 16:
- IN CLASS PRACTICE ON CREATING AUTHORITIES for personal names <mark>attendance required</mark>

November 21:
- cataloging a serial using RDA instructions

Thanksgiving break: <u>November 22-26</u>

<u>November 28:</u>
- IN CLASS PRACTICE ON CATALOGING SERIALS <mark>attendance required</mark>

<u>November 30:</u>
- How is a map cataloged?

<u>December 5:</u>
- IN CLASS PRACTICE ON MAPS <mark>attendance required</mark>

FINAL EXAM:
Books, authority work, classification, etc.