



LIS 515 CATALOGING/CLASSIFICATION COURSE SYLLABUS: Spring 2019

Instructor:	Dr. Anjum Najmi
Office Hours:	Virtual/Daily
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Preferred Form of Communication:	Q&A Forum
Communication Response Time:	24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings Textbook(s) Required:

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

This course will focus on the descriptive and subject cataloging of print and non-print materials for the school library. It will emphasize Resource Description and Access (RDA), Anglo-American Cataloging Rules (AACR), Dewey Decimal Classification (DDC), Sears Subject Headings, and Library of Congress Subject Headings (LCSH).

Student Learning Outcomes

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

Syllabus/schedule are subject to change, first day of class check for updates.

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 Brightspace D2L, an online Learning Management System (LMS). 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

Assessments

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

Assignments: The weekly assignments will focus on cataloging.

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

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discussions. Each student is required to post at least three times; the initial discussion post should be at least 150 words, and should be posted by Wednesday of the week assigned 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 once and will cover material from the assigned textbook chapter for the module.

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

TECHNOLOGY REQUIREMENTS

Browser Support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers, using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser
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		Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Table and Mobile Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)	
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

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- 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

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- Speakers or headphones.
- *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- 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](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

The following are basic requirements for this course:

- Access to a personal computer with word processing software and web browser
- Ability to do basic word processing and web navigation
- Internet access
- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
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 - 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.
- Depending on your course, you might also need a:
 - Webcam
 - Microphone
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management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](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#Browse](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browse)

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:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
- 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](https://secure.ecollege.com/tamuc/index.learn?action=technical)

ACCESS AND NAVIGATION

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: 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.

COMMUNICATION AND SUPPORT

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Brightspace Support Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance, which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

The instructor will be online daily. Place general course questions in my Virtual Office in Brightspace D2L. It will be under course home and the hours will be the same as my office hours (please allow 24 hours for a response). For personal questions, please send me an email (anjum.najmi@tamuc.edu). Questions will be answered within 24 hours on weekdays.

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 Brightspace D2L for updated information pertaining to this course, and (b) check your university (i.e. myleo) e-mail account frequently.

This syllabus/schedule are subject to change. Be sure to check the revised version first day of class in the class Brightspace D2L LMS.

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

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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.

Dropping the Class: At times we become overloaded or have unplanned events that demand our attention. If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. Please do not just disappear. If you fail to officially drop the class, a grade must be assigned at the end of the course.

Incomplete Grades: Per university policy, you must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks." You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

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.

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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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

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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/13stude>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13stude> nts/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13stude> nts/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 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 162

Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<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

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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

Monday Jan 14 – Friday Mar 01:
Made available first day of class

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ETEC ePORTFOLIO FOR MS/MED IN EDUCATIONAL TECHNOLOGY

Students pursuing the MS/MEd degree in Educational Technology Leadership (ETLD) program *and* the MS/MEd degree in Educational Technology Library Science (ETLS) are now required to submit an electronic portfolio prior to graduation.

This requirement does not pertain to students taking ETEC courses as an elective for other programs, or to those pursuing only the School Library Certification who have already earned a masters degree.

Many courses in ETEC and LIS program have identified artifact(s) that should be included in the eportfolio to provide evidence of acquired and developing knowledge, skills, and philosophical approaches.

In courses where recommended artifacts are not identified, it is the student's responsibility to *collect* artifacts throughout the course and appropriately *select* which artifacts to include in the e-portfolio. This includes courses from other departments and/or institutions for which the student is receiving credit towards the ETEC masters degree. For example, if a student takes courses in ELED, EDAD, MGMT, or TDEV and applies credits earned toward their ETEC masters degree, the student should include artifacts from those courses in their ETEC eportfolio.

For LIS 524, the required artifacts are:

- Community Analysis assignment
- Copyright and Ethical Issues scenarios assignment
- Collection Development Plan

Newly admitted majors in the program should contact Dr. Mary Jo Dondlinger, Director of the ETEC program for more information on how to get started with the ETEC e-portfolio. If you plan to major in the program, but have not yet applied you are strongly encouraged to do so as soon as possible.

Please contact MaryJo.Dondlinger@tamuc.edu for more information about the program's portfolio requirement.

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