

INF 384C

Spring 2024



TEXAS

The University of Texas at Austin

## Course Information

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**Instructional Mode:** Face-to-face

**Meeting Time 1:** Thu 06:30 PM - 09:30 PM

**Meeting Time 2:** UTA 1.504

Unique Number 27670

## Instructor

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A. Arro Smith, PhD (pronounced like the initials "R.O.")

Office Hours: ZOOM, Mondays 4-5pm; and by appointment

Email: Arro@utexas.edu

## Catalog Description

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Introduction to the concepts of information organization; representation; and classification.

Consideration of different traditions of practice and user concerns.

## Course Description

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This course will begin with a theoretical introduction to four fundamental concepts of information organization: descriptive cataloguing, subject cataloguing, classification, access.

We will apply these concepts to a collection of personal items that each student will identify and work with.

Next, we will dive into actual MARC21 cataloguing with RDA, using the MARCedit application and adding the bibliographic records to a sand-boxed ILS that our class will have access to. We will observe in real-time how changes in bibliographic records affect patron access.

The final project will be a study of an actual library collection, evaluated through the lens of these fundamental concepts of bibliographic control.

## Learning Outcomes

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At the conclusion of this course, students will be able to:

- Separate content from metadata
- Create metadata schema
- Apply rules to create metadata, RDA
- Create basic MARC21 bibliographic records
- Select LC subject headings
- Classify with DDC or LCC
- Use an ILS for bibliographic control

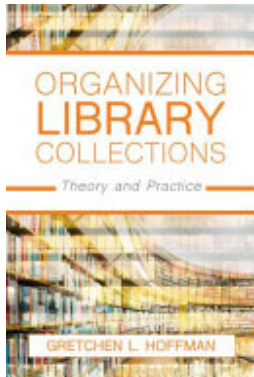
## Course Communication

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All instructions, assignments, readings, and essential information will be on the Canvas website at [utexas.instructure.com](https://utexas.instructure.com). Check Canvas regularly. Changes to the schedule may be made at my discretion if circumstances require. I will announce any such changes in class and will also communicate them via a Canvas announcement.

## Required Course Materials

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### **Organizing Library Collections**

ISBN: 9781538108512

Authors: Gretchen L. Hoffman

Publisher: Rowman & Littlefield Publishers

Publication Date: 2019-01-01

### **Organizing Library Collections : Theory and Practice**

## Canvas Assignments

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<b>Due Date</b>	<b>Assignment Name</b>	<b>Points</b>
1/25	<a href="#">Read "What makes an effective cataloging course?" and textbook Preface and Chapter 1</a>	5
2/1	<a href="#">Read Chapter 2 on Metadata</a>	10
2/8	<a href="#">Read Chapter 3, Description. Revisit last week's metadata essay</a>	5
2/15	<a href="#">Chapter 4, Subject headings</a>	5
2/22	<a href="#">Chapter 5, Classification</a>	5
2/29	<a href="#">Read Ranganathan</a>	5
3/7	<a href="#">Using MARCedit, construct bib records</a>	10
3/21	<a href="#">Revise your bib records</a>	10
3/28	<a href="#">Read Chapter 6, Standards &amp; policy</a>	
4/4	<a href="#">Read Chapter 7, Practical organization. Reflective essay</a>	10

Due Date	Assignment Name	Points
4/11	<a href="#">Read Chapter 8, Library types. Identify a library.</a>	2
4/18	<a href="#">Read Chapter 9, Ethics. Essay.</a>	5
4/25	<a href="#">Final project due; Read Chapter 10</a>	28

## Grading Policy

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The standard grading scale will be used to evaluate student work:

A 95-100

A- 90-94

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 0-59

## Attendance

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Please come to class as often as you can possibly can. **Unless you are sick; please do not come to class if you are sick.**

## Course Policies

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This class will be conducted with both lectures and seminars. I will lecture and provide examples of the difficult concepts we will read about. Then we will rearrange our class into a seminar and discuss the concepts as applied to your own examples of a collection to be organized. Each student will present their collection for the class to discuss and critique. Later, we will create original bibliographic records, which will also be critiqued and discussed as a seminar.

I expect each colleague to be polite. Some of us are more assertive than others, though. While in seminar mode, you do not have to “raise your hand” to speak; but if you do raise your hand, I will take control of the discussion and “call” on you for a turn.

## Equitable Accommodations

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Please email me at [Arro@utexas.edu](mailto:Arro@utexas.edu) with any concerns prior to the due date.

## Course Schedule

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Course Schedule

Week	Readings prior	Lecture subject	Assignment due
Jan 18		Welcome; organization of ourselves	
Jan 25	Read <a href="#">“What makes an effective cataloging course?”</a>  Read Preface  Read Chapter 1	Chapter one; expectations	2 pp reflective essay on your expectations after reading Preface and article
Feb 1	Read Chapter 2  Read Hill article on cataloguing crisis (course files)	Metadata; Marcia Bates’ Invisible substrate	2 pp. essay briefly describing the metadata for a personal hobby

Week	Readings prior	Lecture subject	Assignment due
Feb 8	Read Chapter 3  Read Myer's essay on Cutter and FRBR (course files)	Description	Revisit Metadata essay on personal hobby: What needs authority control?  What needs to be described?  Apply FRBR  Report, 2pp.  Bring an example to class for show & tell
Feb 15	Read Chapter 4  Read first chapters of my book on library history(course files)	Subject Headings	Find bib records for books on your hobby subject; note subject headings used; study the LCSH for each one; look at how sub-headings are applied; try to make sense of it all.  Report, 2pp.
Feb 22	Read Chapter 5  Read my article, "Cataloging Heresy" (course files)	Classification	Classify your hobby subject; what is on the shelf before and after? Why?  Report, 2pp.
Feb 29	Read Ranganathan	Transitioning from Theory to Practice; introduction to cataloguing applications	Using the Hypothesis application, read the first chapter of Ranganathan carefully. Annotate and comment; comment on annotations. It's a Book Club!  Skim the remaining chapters and memorize the 5 Laws.
Mar 7		Diving in to practice	Using <a href="#">MARCedit</a> , construct bibliographic records for assigned "books"
Mar 14	Spring Break		Use sunscreen, please
Mar 21		Revising, amending	Revise your bib record based on critique; add notes fields
Mar 28	Read Chapter 6	Standards & policy	Field trip to PCL
Apr 4	Read Chapter 7	Practical Organization	Reflective essay on how you might apply this knowledge (2pp.)

Week	Readings prior	Lecture subject	Assignment due
Apr 11	Read Chapter 8	Library types	Identify a library to study; contact director or tech services head  Report, 1p.
Apr 18	Read Chapter 9	Ethics	Reflective essay on ethical librarianship 2 pp.
Apr 25	Read Chapter 10	Tying it all up	Final project. Case study of a library's organization methods; interview with principal. 10-14 pp.

## Academic Integrity

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Students who violate University rules on academic misconduct are subject to the student conduct process. A student found responsible for academic misconduct may be assigned both a status sanction and a grade impact for the course. The grade impact could range from a zero on the assignment in question up to a failing grade in the course. A status sanction can range from a written warning, probation, deferred suspension and/or dismissal from the University. To learn more about academic integrity standards, tips for avoiding a potential academic misconduct violation, and the overall conduct process, please visit the Student Conduct and Academic Integrity website at: <http://deanofstudents.utexas.edu/conduct>.

Plagiarism is taken very seriously at UT and is subject to academic disciplinary action, including failure of the course. To learn more about what plagiarism is and how to avoid it, see the [Avoiding Plagiarism tutorial](#) developed by the UT Libraries in partnership with the Writing Flag program and Student Judicial Services.

## Artificial Intelligence

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The use of artificial intelligence tools (such as ChatGPT) in this class:

...is strictly prohibited. This includes using AI to generate ideas, outline an approach, answer questions, solve problems, or create original language. All work in this course must be your own or created in group work, where allowed.

...shall be permitted on a limited basis. You will be informed as to the assignments for which AI may be utilized. You are also welcome to seek my prior-approval to use AI writing tools on any assignment. In either instance, AI writing tools should be used with caution and proper citation, as the use of AI should be properly attributed. Using AI writing tools without my permission or authorization, or failing

to properly cite AI even where permitted, shall constitute a violation of UT Austin's Institutional Rules on academic integrity.

...is permitted for students who wish to use them, provided the content generated by AI is properly cited.

## University Policies and Resources for Students

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### Honor Code

The University of Texas at Austin strives to create a dynamic and engaging community of teaching and learning where students feel intellectually challenged; build knowledge and skills; and develop critical thinking, creativity, and intellectual curiosity. As a part of this community, it is important to engage in assignments, exams, and other work for your classes with openness, integrity, and a willingness to make mistakes and learn from them. The UT Austin honor code champions these principles:

I pledge, as a member of the University of Texas community, to do my work honestly, respectfully, and through the intentional pursuit of learning and scholarship.

The honor code affirmation includes three additional principles that elaborate on the core theme:

- I pledge to be honest about what I create and to acknowledge what I use that belongs to others.
- I pledge to value the process of learning in addition to the outcome, while celebrating and learning from mistakes.
- This code encompasses all of the academic and scholarly endeavors of the university community.

The honor code is more than a set of rules, it reflects the values that are foundational to your academic community. By affirming and embracing the honor code, you are both upholding the integrity of your work and contributing to a campus culture of trust and respect. For more information, visit [this site](#).

### Disability & Access (D&A)

The university is committed to creating an accessible learning environment consistent with university policy and federal and state law. Please let your instructors know if you experience any barriers to learning so they can work with you to ensure you have equal opportunity to participate fully in your courses.



If you are a student with a disability, or think you may have a disability, and need accommodations please contact Disability & Access (D&A).

Please refer to the D&A website for more information: <http://diversity.utexas.edu/disability/>. If you are already registered with D&A, please deliver your Accommodation Letter to your instructors as early as possible in the semester so you can discuss together your approved accommodations and needs in your courses.

## **Title IX Disclosure**

Beginning January 1, 2020, Texas Education Code, Section 51.252 (formerly known as Senate Bill 212) requires all employees of Texas universities, including faculty, to report to the [Title IX Office](#) any information regarding incidents of sexual harassment, sexual assault, dating violence, or stalking that is disclosed to them. Texas law requires that all employees who witness or receive information about incidents of this type (including, but not limited to, written forms, applications, one-on-one conversations, class assignments, class discussions, or third-party reports) must report it to the Title IX Coordinator. Before talking with me, or with any faculty or staff member about a Title IX- related incident, please remember that I will be required to report this information.

Although graduate teaching and research assistants are not subject to Texas Education Code, Section 51.252, they are [mandatory reporters](#) under federal Title IX regulations and are required to report a wide range of behaviors we refer to as sexual misconduct (<https://titleix.utexas.edu/what-is-title-ix>), including the types of misconduct covered under Texas Education Code, Section 51.252. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex – including pregnancy and parental status – in educational programs and activities. The Title IX Office has developed supportive ways and compiled campus resources to support all impacted by a Title IX matter.

If you would like to speak with a case manager, who can provide support, resources, or academic accommodations, in the Title IX Office, please [email](#). Case managers can also provide support, resources, and accommodations for pregnant, nursing, and parenting students.

For more information about reporting options and resources, please [visit](#), contact the Title IX Office via [email](#) at or call 512-471-0419.

## **Counseling and Mental Health Center (CMHC)**

We all benefit from support during times of struggle. Remember, you are not alone. If you are experiencing signs of stress, anxiety, depression, academic concerns, loneliness, difficulty sleeping, or any other issues affecting your well-being, we encourage you to contact the Counseling and Mental Health Center. The center is conveniently located on campus and provides a wide range of mental health services to all UT students. These services include support through assessment and referral, group and individual counseling, psychiatry, crisis services, and access to valuable well- being

resources. In addition, [CARE Counselors](#) available within each academic school and college understand the unique concerns of their respective students and offer tailored assistance. Also, [TimelyCare](#) is a virtual mental health platform offering 24/7 support, scheduled counseling, psychiatric services, health coaching and self-care content. For more information about CMHC, visit [this site](#).

## **University Health Services (UHS)**

Your physical health and well-being are a priority. University Health Services is the on-campus medical facility providing medical care and patient education to UT students. Services offered include general medicine, specialty clinics including the gynecology clinic, sports medicine, nutrition services, allergy, immunization and travel health, physical therapy, urgent care, a 24/7 nurse advice line; STI screening; and lab, x-ray, and ultrasound services. For additional information, visit [this site](#) or call 512-471-4955.

## **Sanger Learning Center**

Did you know that over one-third of UT undergraduate students use the Sanger Learning Center yearly to strengthen their academic performance? All students can take advantage of Sanger Center's classes and workshops, private learning specialist appointments, peer academic coaching, public speaking, and tutoring for more than 70 courses in over 15 subject areas. For more information, please [visit](#). (JES A332).

## **Dean of Students - Student Emergency Services (SES)**

Our staff help students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis/emergency, and your instructor requires confirmation of your absence, we can help. We will document your situation and notify your instructors.

Visit [this site](#) to learn more, or by calling 512-471-5017 to speak with our staff.

## **Behavior Concerns and Advice Line (BCAL)**

If you have concerns about the safety or behavior of fellow students, TAs, professors, or anyone at UT Austin, BCAL (the Behavior Concerns Advice Line) can help. Anyone can call BCAL (512-232-5050) 24/7 to share a concern about a UT person, or to get advice on how to talk with the person about your concern. More information and an online report form are available on [this site](#). Callers can remain anonymous, and confidentiality will be maintained as much as possible, however the university may be required to release some information to appropriate parties.

## **UT Outpost**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to visit UT Outpost for support. UT Outpost (<https://deanofstudents.utexas.edu/emergency/utoutpost.php>) , is the free on-campus food pantry and career closet for all currently enrolled UT students. Any student in need is encouraged to visit UT Outpost (2609 University Avenue, 3.108) for free groceries, personal care items, and gently-used professional clothing for interviews, internships, or other needs. To learn more, visit [this site](#).

## Additional Policies

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### **Confidentiality of Class Recordings**

Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

### **Getting Help with Technology**

Students needing help with technology in this course should contact the [ITS Service Desk](#).

### **Content Warning**

Our classroom provides an open space for the critical and orderly exchange of ideas through discussion. Some readings and other content in this course will include topics and comments that some students may find offensive and/or traumatizing. I'll aim to forewarn students about potentially disturbing content and I ask all students to help to create an atmosphere of mutual respect and sensitivity.

### **Sharing of Course Materials is Prohibited**

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. The University is aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic Integrity](#) in the Office of the Dean of Students. These reports can result in initiation of the student conduct process and include charge(s) for academic misconduct, potentially resulting in sanctions, including a grade impact.

### **Religious Holy Days**

By [UT Austin policy](#), you must notify me of your pending absence for a religious holy day as far in advance as possible of the date of observance. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

## **Names and Pronouns**

Class rosters are provided to the instructor with the student's legal name, unless they have added a chosen name with the registrar's office. If you have not yet done so, I will gladly honor your request to address you with the name and pronouns that you prefer for me to use for you. It is helpful to advise me of any changes or needs regarding your name and pronouns early in the semester so that I may make appropriate updates to my records and be informed about how to support you in this class.

- For instructions on how to add your pronouns to Canvas, visit [this site](#).
- If you would like to update your chosen name with the registrar's office, you can do so [here](#), and reference this [guide](#).
- For additional guidelines prepared by the Gender and Sexuality Center for changing your name on various campus systems, see the Resources page under UT Resources [here](#).

## **Land Acknowledgment**

I would like to acknowledge that we are meeting on the Indigenous lands of Turtle Island, the ancestral name for what now is called North America. Moreover, I would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Comanche, Kickapoo, Lipan Apache, Tonkawa and Ysleta Del Sur Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas. For resources and calls to action, visit [this site](#).

## **Important Safety Information**

### *Carrying of Handguns on Campus*

Please be aware of the following university policies:

- Students in this class who hold a license to carry are asked to review the university policy regarding campus carry.
- Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
- It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license

holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.

- Per my right, I prohibit carrying of handguns in my personal office. Note that this information will also be conveyed to all students verbally during the first week of class. This written notice is intended to reinforce the verbal notification, and is not a “legally effective” means of notification in its own right.

## **Campus Safety**

The following are recommendations regarding emergency evacuation from the Office of Emergency Management, 512-232-2114:

- Students should sign up for Campus Emergency Text Alerts at the page linked above.
- Occupants of buildings on The University of Texas at Austin campus must evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- For more information, please visit the [Office of Emergency Management](#).