LIBR 2328: Subj Analysis & Classification [Modified for Fall 2018 term]
Credits: 4.0

Course Description:

Designed to introduce the learner to the basic concepts and principles of subject analysis, subject cataloguing and classification of bibliographic material. The focus of the activity in this practical, hands-on course will be on working with standard tools widely used for the purposes of subject cataloguing and classification. For classification, the Dewey Decimal Classification (DDC) and the Library of Congress Classification (LCC) systems are explored.

The learner will also spend time working with Sears List of Subject Headings (Sears) and Library of Congress Subject Headings (LCSH), two important standard lists of subject headings widely used by libraries in North America. Other, more specialized systems and vocabulary will also be reviewed, along with an exploration of typical thesaurus construction. This course has been designed for those who have some general understanding of library routines and practices, but have no specific background or experience in subject cataloguing or classification.

Transfer Credit: For information regarding transfer and articulation, please go to the BC-TRANSFER GUIDE, http://bctransferguide.ca/.

Learning Outcomes:

Students will be able to:

1. Understand and describe the process of subject analysis
2. Identify important issues for subject cataloguers
3. Identify and use a range of cataloguing tools used to support the subject cataloguing and classification processes
4. Understand and describe the conventions for constructing call numbers
5. Demonstrate proficiency using standard lists of subject headings (e.g., Sears and LCSH) by assigning these headings to any material for which the subject matter is known
6. Demonstrate proficiency using standard classification schemes (e.g., DDC and LCC) by assigning classification numbers to any material for which the subject is known
7. Demonstrate understanding of basic principles of vocabulary development and subject retrieval by analyzing, evaluating, and/or creating vocabulary for a library catalogue or database
8. Demonstrate understanding of basic principles of classification by analyzing, evaluating, and/or creating a scheme for a library collection

Textbook and Course Materials:

Primary text, available through the Langara Library:
Joudrey, D. N., Taylor, A. G., & Miller, D. P. Introduction to Cataloging and Classification. 11th ed. Santa Barbara, CA: Libraries Unlimited, 2015.
E-book:
https://login.ezproxy.langara.bc.ca/login?url=https://search.ebscohost.com/login.aspx?dire ct=true&db=nlebk&AN=1197794&site=eds-live&scope=site

Optional resource texts:

Chan, Lois Mai. Library of Congress Subject Headings: Principles and Applications. 4th ed. Englewood, Colo.: Libraries Unlimited, 2005.

Chan, Lois May. Guide to the Library of Congress Classification. 5th ed. Englewood, Colo.: Libraries Unlimited, 1999.

A range of cataloguing tools will be used in the course, including **Sears List of Subject Headings**, **Library of Congress Subject Headings (LCSH)**, **DDC22**, and **Library of Congress**

Classification. We will explore online versions of these, all of which are available online and through the Langara Library.

This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessment:

Homework: Working individually or in pairs, students will be expected to complete small exercises.
Participation: Including attendance, and participation in classroom activities and discussions.
Term Project: Group project creating a proposal for a classification or organization project for a real library collection.
Assignments: Students will complete four assignments that demonstrate competence with technical skills, as well as understanding of their application to the library environment.

Assignment Weighting:

15% Sears Assignment
15% LCSH Assignment
15% DDC Assignment
15% LCC Assignment
15% Homework/activities
15% Term Project
10% Participation and Activities

Grading Guidelines:

Grade	Mark
A+	96-100
A	91-95
A-	88-90
B+	84-87
B	80-83
B-	77-79
C+	71-76
C	65-70
C-	60-64
D	50-59
F	Below 50

Policies:

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

E1003 - Student Code of Conduct

F1004 - Code of Academic Conduct

E2008 - Academic Standing - Academic Probation and Academic Suspension

E2006 - Appeal of Final Grade

F1002 - Concerns about Instruction

E2011 - Withdrawal from Courses

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All course work must be completed and submitted in order to successfully complete the course.

All course work must be submitted by the due date, unless arrangements are made with the instructor **prior** to the due date.

One percent per day will be deducted from activities, assignments and projects submitted after the due date (e.g., if an assignment is worth 20% and is handed in 2 days late it will have -2% deducted before grading is done). Once answer keys are revealed late assignments will not be accepted, so generally there is only a 1 to 2 day late submission time before work will receive a mark of 0.

Course Schedule:

Week 1: Introduction, principles, Sears Subject Headings

Week 2: Sears Subject Headings

Week 3: Sears | Library of Congress Subject Headings (LCSH)

Week 4: LCSH

Week 5: LCSH

Week 6: LCSH | Dewy Decimal Classification (DDC)

Week 7: DCC

Week 8: DCC

Week 9: DCC | Library of Congress Classification (LCC)

Week 10: LCC

Week 11: LCC

Week 12: LCC

Week 13: Other classification systems | Wrap-up