LIS 414

Organization of Knowledge

This course provides an introduction to the organization of print and electronic resources. Topics to be covered include cataloging and classification of resources, use of controlled vocabularies, and intellectual access to those resources. (3 credits)

**Course Outcomes**

- Synthesize the theories and accepted national standards for cataloging description and subject analysis.
- Organize information using online bibliographic networks (such as OCLC and LC) and their data and other records.
- Apply MARC format, Dublin Core and other metadata schema.
- Appraise controlled and uncontrolled vocabulary access to information resources.
- Evaluate the social and moral issues regarding equitable physical and intellectual access to information resources.

**Course Assessments**

- Students will summarize theories and standards through a short essay exam.
- Students will apply cataloging standards by completing copy cataloging exercises.
- Students will demonstrate knowledge by cataloging titles using each format and then comparing and contrasting the resulting records.
- Students will compare controlled and uncontrolled vocabulary by researching a topic and writing a paper describing the strengths and weaknesses of each mode of access.
- Students will write a paper exploring social and ethical implications of equitable access to information resources.

For more information or to apply for a program, visit: http://www.lib.cwu.edu/Library-Information-Science-Programs
Diversity Statement

The success of this course is shaped by everyone's mutual goal of creating a respectful, inclusive, equitable, and welcome environment for diverse ideas and individuals. Be respectful of different ideas, beliefs, opinions, and experiences by avoiding language that is derogatory toward an individual, group, culture, or demographic. Diverse voices are integral to growth and learning, but are not the sole responsibility of a single individual or group. We are all responsible for building knowledge diversity.

Academic Integrity

Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others. Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term "academic dishonesty" in all its forms including, but not limited to:

- cheating on tests;
- copying from another student's test paper;
- using materials during a test not authorized by the person giving the test;
- collaboration with any other person during a test without authority;
- knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test;
- bribing any other person to obtain an unadministered test or information about an unadministered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit;
- "collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

Documented incidences of Academic Dishonesty will be referred to Office of the Vice President of Student Affairs.

Note: This is only a course outline and not intended to replace the actual syllabus for this course.