Course syllabus

Faculty of Arts and Humanities

Department of Cultural Sciences

1BO420 Kunskapsorganisation II: katalogisering och metadata, 7,5 högskolepoäng

1BO420 Knowledge Organisation II: Cataloguing and Metadata, 7.5 credits

Main field of study
Library and Information Science

Subject Group
Library and Information Science

Level of classification
First Level

Progression
G1N

Date of Ratification
Approved by Faculty of Arts and Humanities 2017-06-19
The course syllabus is valid from spring semester 2024

Prerequisites
General entry requirements for university studies.

Objectives
After completing the course, the student should be able to:

- explain general principles for the creation, application and use of metadata standards in various contexts,
- apply a chosen metadata standard in different contexts,
- critically discuss central conceptual models for bibliographic description (FRBR) and authority control (FRAD),
- conduct basic cataloguing in accordance with cataloguing rules for Swedish libraries.

Content
The main purpose of this course is for the student to develop basic knowledge of models, principles and applications in the field of metadata in various professional contexts. During the course, there is a discussion about the creation of metadata focusing on the end-user. The course focuses on two areas: principles for the design and

application of metadata standards in various contexts, and bibliographic description and authority control in Swedish libraries. Conceptual models and principles for metadata are discussed at a theoretical level. Metadata assignments and cataloguing are covered in practical exercises.

Seminars and practical exercises are compulsory.

Type of Instruction
Teaching is delivered in the form of lectures, seminars and practical exercises.

Parts of the teaching may be conducted in English or other Scandinavian languages than Swedish.

Examination
The course is assessed with the grades Fail (U), Pass (G) or Pass with Distinction (VG).

In order to receive the grade of Pass, the student must achieve the objectives. Grading criteria for the grade of Pass with Distinction will be specified when the course starts. The course is examined through two individual assignments of 4 credits and 3.5 credits.

Repeat examination is offered in accordance with Local regulations for courses and examination at the first and second-cycle level at Linnaeus University. If the university has decided that a student is entitled to special pedagogical support due to a disability, the examiner has the right to give a customised exam or to have the student conduct the exam in an alternative way.

Course Evaluation
During the implementation of the course or in close conjunction with the course, a course evaluation is to be carried out. Results and analysis of the course evaluation are to be promptly presented as feedback to the students who have completed the course. Students who participate during the next course instance receive feedback at the start of the course. The course evaluation is to be carried out anonymously.

Required Reading and Additional Study Material

Baca, Murtha (ed.) (the latest edition). *Introduction to metadata.* Los Angeles: Getty Publications. 72 p. (in selection)

Bowker, Geoffrey & Star, Susan (the latest edition). *Sorting things out: Classification and its consequences.* Cambridge, Mass.: MIT Press. 150 p. (in selection)

Chan, Lois Mai, & Salaba, Athena (the latest edition). *Cataloging and Classification: An Introduction.* Part 1-2. Lanham, Maryland: Rowman & Littlefield. 141 p.

Chowdhury, Gobinda G., & Chowdhury, Sudatta (the latest edition). *Organizing information: from the shelf to the web.* London: Facet publishing. 102 p. (in selection)

<div>Hider, Philip (the latest edition). *Information Resource Description: Creating and Managing Metadata.* London: Facet Publishing. 121 p. (in selection)</div>

International Federation of Library Associations and Institutions. Study Group on the Functional Requirements for Bibliographic Records (the latest edition). *Funktionella krav på bibliografiska poster: slutrapport.* Stockholm: Svensk biblioteksförening. 100 p.

Miller, Steven Jack (the latest edition). *Metadata for Digital Collections: A How-to-Do-It Manual.* New York: ALA Neal-Schuman. 200 p. (in selection)

Oliver, Chris (the latest edition). *Introducing RDA: a guide to the basics.* Chicago: American Library Association. 92 p. (in selection)

Pomerantz, Jeffrey (the latest edition). *Metadata.* Cambridge, Ma.: MIT Press. 207 p. (in selection)

Referenslitteratur:

Cristán, Ana Lupe & Tillett, Barbara B. (eds.) (the latest edition). *IFLA Cataloguing Principles: The Statement of International Cataloguing Principles (ICP) and its Glossary. In 20 Languages.* Berlin, New York: Walter de Gruyter. 304 p.

Furrie, Betty (the latest edition). *Understanding MARC Authority Records: Machine-Readable Cataloging.* http://www.loc.gov/marc/uma/. 39 p.

Furrie, Betty (the latest edition). *Understanding MARC Bibliographic: Machine-Readable Cataloging.* http://www.loc.gov/marc/umb/. 45 p.

ISBD, International Standard Bibliographic Description (Consolidated ed.). (the latest edition). Berlin: De Gruyter Saur. 284 p.

Lund University. (the latest edition). *Katalogisering.* http://libguides.lub.lu.se/c.php?g=297146&p=1983511

MARC 21 Format for Authority Data. (the latest edition). http://www.loc.gov/marc/authority/nlr/nlr.html. 40 p.

MARC 21 Format for Bibliographic Data. (the latest edition). http://www.loc.gov/marc/bibliographic/nlr/. 52 p.

SAB:s kommitté för katalogisering och klassifikation (the latest edition). *Katalogiseringsregler för svenska bibliotek.* Lund: Bibliotekstjänst. 554 p.

Willer, Mirna, & Dunsire, Gordon (the latest edition). *Bibliographic information organization in the Semantic Web.* Oxford: Chandos Pub. 350 p.