GLIS 607
Organization of Information

Class: Thursday September 6 to December 6, 2018
Time: 8:35 am to 11:25 am
Room: EDUC 129

Contact

E-mail: jonathan.dorey@mcgill.ca
Available by appointment only

Description (from McGill catalogue)

Introduction to the theory, principles, standards, and methods of information organization. Students learn to provide intellectual and physical access to information. Topics include principles of information representation, tools for information access, metadata, controlled vocabulary.

Learning outcomes

Upon successful completion of this course, the student will be able to:

• Explain principles of information organization, standards, methods and important concepts related to information organization, including cataloguing, authority control, controlled vocabularies, indexing and abstracting, and classification.
• Discuss the concepts behind rules and systems that provide bibliographic and intellectual access to documents.
• Interpret metadata records effectively.
• Use appropriately the vocabulary commonly associated with information organization, metadata, and cataloguing.
• Demonstrate an understanding of the principles underlying the process of indexing or classification.
• Analyse the advantages and disadvantages of a number of organizing tools.

Methods

• To achieve a satisfactory understanding of the course material and to meet the learning outcomes, students are expected to attend the lectures, read and comment on the readings, participate in discussions and in-class exercises, and explore examples and tutorials.
• Some classes may be given online.

General Information

- McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/students/srr/honest/ for more information.

- *L'université McGill attache une haute importance à l'honnêteté académique. Il incombe par conséquent à tous les étudiants de comprendre ce que l'on entend par tricherie, plagiat et autres infractions académiques, ainsi que les conséquences que peuvent avoir de telles actions, selon le Code de conduite de l'étudiant et des procédures disciplinaires (pour de plus amples renseignements, veuillez consulter le site www.mcgill.ca/students/srr/honest/).*

- In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded.

- *Conformément à la Charte des droits de l'étudiant de l'Université McGill, chaque étudiant a le droit de soumettre en français ou en anglais tout travail écrit devant être noté (sauf dans le cas des cours dont l'un des objets est la maîtrise d'une langue).*

- If you have a disability or require a specific accommodation, you may contact me to arrange a time to discuss your situation. It would be helpful if you contact the Office for Students with Disabilities at 514-398-6009.

- *Si vous êtes en situation de handicap ou si vous nécessitez un accommodement particulier, vous pouvez communiquer avec moi pour en discuter. Je vous invite à prendre contact avec le Bureau pour les étudiants en situation de handicap au 514-398-6009.*

- Instructor generated course materials (e.g., handouts, notes, summaries, exam questions, etc.) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures.

- Guidelines for the use of mobile computing and communications (MC2) devices in classes at McGill have been approved by the APC. Please note that disruptive behaviour will not be tolerated in the classroom.

- End-of-course evaluations are one of the ways that McGill works towards maintaining and improving the quality of courses and the student's learning experience. You will be notified by e-mail when the evaluations are available on Mercury, the online course evaluation system. Please note that a minimum number of responses must be received for results to be available to students.

- McGill has policies on sustainability, paper use and other initiatives to promote a culture of sustainability at McGill.

- In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.

- Additional policies governing academic issues which affect students can be found in the Handbook on Student Rights and Responsibilities page of the McGill website: http://www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities.

Attendance

- Attendance to the lectures is mandatory.
- As a matter of courtesy, please arrive before class starts (before 8:35am).
- Please turn off all electronic devices during the class period and disable all sounds and vibrations.

Absence and late assignments

- No extension, delay or late assignments will be accepted. The only acceptable circumstances for an extension or a delay are personal illness and illness in the immediate family (e.g. physician's certificate required).
- Late assignments, except when an extension has been granted (supported by a medical certificate), will be penalized by downgrading the final mark one letter grade per day (e.g. from A to A- or from B+ to B) or at the rate of five per cent (5%) per day.

Email Policy and Procedures

- All emails to the instructor must be sent at: jonathan.dorey@mcgill.ca.
- To avoid lost emails, please include GLIS 607 and your full name (FIRST NAME and SURNAME) in the object box of any message sent to this address.
- All emails will be answered as quickly as possible.
- Emails posted in the evening will not be answered the same evening.
- Emails posted on Friday night will be answered no earlier than the following Monday.
- Email posted on a holiday will be answered no earlier than the first working day following the holiday.
- Students will be responsible for checking their email account regularly.
- Students should use their McGill University address at all time. Emails sent with other addresses will not be answered.

Evaluation

Mid-term exam	30%
Final exam	30%
Group paper	40%
Total	**100%**

Validation of learning outcomes

Learning outcomes	Midterm exam	Term paper	Final exam
Explain principles of information organization, standards, methods and important concepts related to information organization.	X	X	X
Discuss the concepts behind rules and systems that provide bibliographic and intellectual access to documents		X	
Interpret metadata records effectively.	X		X
Use appropriately the vocabulary commonly associated with information organization, metadata, and cataloguing.	X	X	X
To demonstrate an understanding of the principles underlying the process of indexing or classification		X	X
Analyse the advantages and disadvantages of a number of organizing tools.		X	X

Course Schedule

Date	Week	Topics	Mandatory Readings *Additional Readings*	Evaluation
Sept. 6 2018	01	Introduction to GLIS 607 Introduction to organization of information	Rowley & Hartley: chap. 1 *Chatterjee: chap. A, E*	
Sept. 13 2018	02	Tools and systems for organizing and retrieving information The McGill Library Catalogue	Rowley & Hartley: chap. 4 and 11 *Chatterjee: chap. B, C, D*	
Sept. 20 2018	03	Metadata principles Encoding standards Document representation	Rowley & Hartley: chap. 2 and 3 (pp. 55-71) *Chatterjee: chap. B, C, D*	
Sept. 27 2018	04	Principles of descriptive cataloguing AACR2, MARC, RDA RAD, EAD, ISAD(G)	Rowley & Hartley: chap. 3 (pp. 71-86)	
Oct. 4 2018	05	Access points Authority control	Rowley & Hartley: chap. 8	

Study week: no class on October 11

Date	Week	Topics	Mandatory Readings *Additional Readings*	Evaluation
Oct. 18 2018	06	**8:35 am-11:25 am in class** Mid-term exam [3 hours]		**Mid-term [30%]**
Oct. 25 2018	07	Subject analysis Controlled vocabularies	Rowley & Hartley: chap. 5 and 7 (pp. 193-206) *Chatterjee: chap. K*	
Nov. 1 2018	08	Taxonomies & Ontologies Social tagging and folksonomies Introduction to indexing	Rowley & Hartley: chap. 7 (pp. 222-235), 9 and 10 *Chatterjee: chap. I, J, L, M, N*	
Nov. 8 2018	09	Categorisation and classification Overview of the classification process	Rowley & Hartley: chap. 6	
Nov. 15 2018	10	Classification schemes	Rowley & Hartley: chap. 7 (pp. 206-222)	
Nov. 22 2018	11	Archival information organization and Records management		**Paper [40%]**
Nov. 29 2018	12	Trends and issues in organization of information	Rowley & Hartley: chap. 9, 11, 12	
Dec. 6 2018	13	Final exam [3 hours] **Exact time and room to be confirmed**		**Final exam [30%]**

References:

Chatterjee, A. (2017). *Elements of Information Organization and Dissemination.* Cambridge, MA: Chandros Publishing. https://mcgill.on.worldcat.org/oclc/962412353.

Rowley, J. and R. Hartley (2008). *Organizing Knowledge: An Introduction to Managing Access to Information.* Burlington, VT: Ashgate Publishing Limited. https://mcgill.on.worldcat.org/oclc/987910876.