



School of Information Sciences

Course Title: Organization of Knowledge

Course Number: INF 6210

Credits: 3

Prerequisite(s): None

Rationale for Inclusion in Curriculum:

This course introduces the fundamental principles and concepts critical to a user's ability to access information efficiently and effectively. Libraries and information centers ensure that materials are described, classified and organized so that users can find, identify, select, obtain and navigate the documents that satisfy their information needs. These fundamental principles and concepts are examined and applied in practice to develop students' understanding of the basic processes involved in providing access to information.

Learning Outcomes:

By the end of the course students will be able to:

1. Understand and articulate the role of bibliographic control in providing access to information.
2. Analyze information records, their methods of creation and how they are organized.
3. Comprehend and use authority controls to assign name and subject heading to information records.
4. Understand and apply controlled vocabulary terms to information records.
5. Recognize, comprehend and create classification numbers using *Dewey Decimal Classification* and *Library of Congress Classification*.
6. Access OCLC, perform searches and interpret records.
7. Comprehend and identify MARC, Dublin Core, XML, HTML and other standard encoding formats.
8. Identify, discuss and apply data structure standards, such as AACR2 and RDA, to information records.

Content:

1. User behaviors within the context of information retrieval.
2. Information structures.
3. Document representation and description.
4. Access to documents through names and titles.
5. Access to documents through subject.
6. Access to documents through classification.
7. Organizing information in digital and analog collections.

8. Information retrieval systems.
9. Management of knowledge systems.

Course Methodology:

Lectures, readings, class discussions, exercises, exams and a group project.

Basis for Evaluation of Student performance:

Quality assignments submitted on or before due date, and active participation in class.

Texts: To be determined.

Approved: