

**Course Number & Name:** LIS 415 - Information Organization

**Description:** The phenomena, activities, and issues surrounding the organization of information in service of users and user communities. Topics include resource types and formats, information service institutions, markup, descriptive metadata, content standards, subject analysis and classification, and the information life cycle,. Readings, discussions, examinations, and oral and written exercises. Required course.

- **Prerequisites:** None
- **Audience (level, environment/setting):** beginning; all settings
- **Student Learning Outcomes [by number]:** 1, 4, 6
- **Topics/List of Lectures:**
  - Introduction to information organization and the information life cycle
  - Resource types and formats
  - Information service institutions and retrieval systems
  - Information retrieval systems
    - history, current, database structures
  - Markup, descriptive metadata, and content standards
    - SGML/XML, MARC, MODS, et al.
    - principles of entry convention and authority control
    - FRBR, AACR, EAD, TEI, Dublin Core
    - Interoperability (Z39.50, OAI, et al.)
  - Subject analysis (alphabetic, systematic, algorithmic)
  - The information life cycle revisited; preservation
- **Suggested Textbooks/Readings**
  - Caplan, Priscilla. (2003). *Metadata fundamentals for all librarians*. Chicago, IL: ALA.
  - Chu, Heting. (2003). *Information representation and retrieval in the digital age*. Medford, NJ: Information Today.
  - Hillman, Diane, & Westbrook, Elaine L. (Eds.). (2004). *Metadata in practice*. Chicago, IL: ALA.
  - Schwartz, Candy. (2001). *Sorting out the web: Approaches to subject access*. Westport, CT: Ablex.
  - Taylor, Arlene G. (2004). *The organization of information*. 2d ed. Englewood, CO: Libraries Unlimited.
  - Taylor, Arlene G. (2004). *Wynar's Introduction to cataloging and classification*. 9th rev. ed. Englewood, CO: Libraries Unlimited.

- **Course History:**  
December 2004: new title, new description (voted 12/04)
- **Document prepared by:** Candy Schwartz, 12/04