LIS 664 Abstracting and Indexing for Information Services - Fall, 2001

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Class hours: On Tuesdays 4:00 p.m. - 6:40 p.m.
Office hours: After the sessions and on appointment

Course Description

Prerequisite: LIS 605 or LIS 670

Discusses the roles of indexing and abstracting in information retrieval. Provides practical experience in evaluating and creating abstracting/indexing records, writing and editing abstracts, assigning index terms through a real-life project of preparing A/I records of Social Process in Hawaii essays for Sociological Abstracts.

LIS Program Learning Objectives

1. Understand the theories and processes for selecting and organizing information sources
2. Understand the theories and processes for the retrieval, dissemination, and utilization of information sources;
3. Attain basic competencies and knowledge that are essential for providing, managing and designing information services in a variety of information environments
4. Attain basic competency in the latest and specialized information technologies
5. Understand the above objectives within the perspective of prevailing technologies

Course Learning Goals and Objectives

1. To understand various techniques for enhancing subject access to documents.
2. To understand how vocabulary and indexing decisions impact the success of indexing services.
3. To learn how to write effective and appropriate abstracts.
4. To understand how technology impacts the intellectual and mechanical aspects of indexing and abstracting.

Course Assignments (Details will be provided in class)

Finding standards and Articles relevant for abstracting and indexing (10%)
First trial abstracts for a few items (15%)
Revised and Complete set of abstracts for SA (35%)
First trial indexing for few items (5%)
Revised and complete set of indexed records for SA (25%)
Classroom activity and compliance with format specification (10%)

Readings

Textbook

Other readings

As part of the exercises you will have to locate on the Web certain standards and articles (in full text/page image format) that complement the printed textbook and the two digital chapters about the quality of indexing and abstracting in my book. For some of them I will give you precise citations (in writing), for others I would give you only guidelines and you will decide on the basis of abstracts and indexes if they are adequate.

Course Schedule

Session 1. Course Overview
- The Renaissance of Indexing and Abstracting
- The SpiH project

Session 2. Introduction
The Nature of Information
The Organization of Information
Web Resources for Indexers and Abstractors

Session 3. The Types of Abstracts
The Abstracting Process

Session 4. Abstracting a Document

Session 5. Guidelines of Abstracting for Sociological Abstracts
Abstracting SPIH

Session 6. The Quality of Abstracts

Session 7. Students' Presentation

Session 8. Myth and Reality of Standardizing Abstracts
Indexing and Abstracting Services

Session 9. Types of Indexes, Indexing Special Subject Areas and Formats
Vocabulary Control

Session 10. Vocabulary Control
Indexing Guidelines for Sociological Abstracts

Session 11. Book Indexing
Indexing of My Books (Guest: Dr. Diane Nahl)

Session 12. Evaluation of Indexing

Session 13. Use of Computers for Metadata

Session 14. Classifying and Indexing for Web Directories
(Guest: Susan M. Johnson)

Session 15. Students' Presentation

Session 16. The Profession, the Future