

## LIBRARY AND INFORMATION TECHNOLOGY 1103 Acquisition of Library Materials

This is an information sheet only, not the course syllabus.

### COURSE DESCRIPTION

Introduces the Library Technical Assistant to the process of how to acquire materials from the decision to obtain them to the time they are ready to be cataloged. Automation processes and techniques are incorporated. Prerequisite: Library and Information Technology 1101 with a grade of C or better. (3 credit hours)

### REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **Click here for prices of required textbook(s) and supplies** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

### COURSE OUTLINE

| Unit Lesson | Topic   |
|-------------|---|
| 1           | Acquisitions Overview   |
| 2           | Material Selection Policies, Censorship, and Challenged Materials |
| 3           | The Publishing Industry and Library Vendors in the U. S           |
| 4           | Selection and Verification Tools                                  |
| 5           | Basic Ordering, Accounting, and Receiving Procedures              |
| 6           | Weeding the Collection  |
| 7           | Serials and Bindery Operations                                    |
| 8           | Library Supplies and Vendors                                      |
| 9           | Preservation and Shelving: Collection Management Issues           |

### EVALUATION/GRADING

Students will be evaluated on discussions, group assignments, and projects.

Total grading points = 360

| Grade | Points            |
|-------|-------------------|
| A     | 324 - 360 pts.    |
| B     | 288 - 323 pts.    |
| C     | 252 - 287 pts.    |
| D     | 216 - 251 pts.    |
| F     | 215 pts. or under |

**SATISFACTORY/FAIL OPTION**

The S/F grade option is not available to students in this course.

**INCOMPLETE GRADE POLICY**

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.