

## **LIBRARY AND INFORMATION TECHNOLOGY 2100**

### **Introduction to Cataloging and Classification**

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

#### **COURSE DESCRIPTION**

Role of the Library Technical Assistant (LTA) in descriptive and subject *cataloging* and processing of print and non-print materials. Emphasis is on the organization of information resources in print and non-print formats. Includes the philosophy, tools and techniques for performing *cataloging*. Prerequisite: Library and Information Technology 1101 with a grade of C or better or consent of instructor. (4 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**

<b>Unit</b>	<b>Topic</b>
1	Introduction and course "housekeeping".
2	A little history of the catalog and the catalog card
3	Technical reading
4	AACR2 – Introduction and Areas 1 & 2
5	Introduction to MARC records
6	AACR2 Areas 4 & 5
7	AACR2 Areas 6, 7, 8
8	Review of all that punctuation
9	Main and added entries
10	Uniform title
11	Subject headings
12	Dewey Decimal
13	Sources of cataloging information
14	Library of Congress classification system

<b>Unit</b>	<b>Topic</b>
15	Connexion & OCLC
16	Cutter numbers
17	Non-book cataloging
18	Filing, shelf-list, inventory, processing

### **GRADING**

Students will be graded on the following:

- Discussion board responses
- Area 1 assignment
- Main & added entries assignment
- Cataloging Worksheet Project
- Cataloging Sources Project
- Copy cataloging assignment
- OPAC assignment
- Follow a book (Technical services operations) final project
- Tests (2)
- Class participation

### **Grading Scale:**

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

### **SATISFACTORY/FAIL OPTION**

This course is not usually taken Satisfactory/Fail. Please consult the instructor if you are considering this option.

### **INCOMPLETE GRADE POLICY**

The Incomplete grade is not available to students in this course.