

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)

COURSE MATERIALS

Introduction to Cataloging and Classification, 10th edition. Westport, CT: Libraries Unlimited, 2006. ISBN: 1591582350. Paperback edition.

COURSE OUTLINE

Unit	Topic
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
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.