

LSSC Approved Courses

Course Title: Fundamentals of Cataloging

Competency Set Covered (check one):

REQUIRED

- Foundations of Library Services
 Communication and Teamwork
 Technology

ELECTIVE

- | | |
|---|---|
| <input type="checkbox"/> Access Services | <input type="checkbox"/> Reference and Information Services |
| <input type="checkbox"/> Adult Readers' Advisory Services | <input type="checkbox"/> Supervision and Management |
| <input checked="" type="checkbox"/> Cataloging and Classification | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Collection Management | |

Course Sponsor: University of WI-Madison, School of Library and
Information Studies, Continuing Education Services

Headquarters Location: Madison, WI

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Course Format:

- Online (synchronous - specified, regular time)
 Online (asynchronous - self-paced)
 Face-to-face (in person)
 A combination of online and face-to-face

Course Description:

"The catalog is the one medium through which the resources in your library are made available to all classes and ages of people, at all times and on all subjects and even to the librarian who is popularly used for a catalog." (Esther Crawford, librarian, 1900).

Although times have changed with automation and electronic resources, the spirit with which early libraries strove to provide access to materials still rings true in American public libraries. Today librarians like you are concerned with organizing and providing access to print and non-print resources in a wide array of formats and in shared environments. Central to this

organization is the library catalog. It is an introduction to the principles of organization of information, with an emphasis on the practices librarians should expect to encounter.

Topics:

- A brief history of cataloging
- The role of technology in a shared catalog environment
- Reading and understanding catalog records
- Managing an automated catalog
- OCLC: WorldCat and Connexion
- MARC format
- Library of Congress and Dewey Decimal Classification schemes
- Subject cataloging, with an emphasis on Library of Congress subject headings
- Authority control
- The impact of electronic resources on library cataloging
- Anglo-American Catalog Rules (AACR) and Resource Description and Access (RDA)
- Functional Requirements for Bibliographic Records (FRBR)
- Emerging metadata schemes
- The changing nature of the public library catalog

Course Schedule:

How often will the course be offered? Annually
Start date for next course: February 8, 2010

Course Costs:

Registration: \$415
Materials: --
Other: --
Total: \$415

Date Approved: _____
Approval Expires: _____