

## **CATALOGING AND CLASSIFICATION COMPETENCIES** **(Revised July 27, 2009)**

Library Support Staff who work in cataloging and classification support library users' access to resources in a library. They do this by assisting with the processes that enable multiple ways of searching to identify what is in a library; to identify particular items; and to locate these items in the library or in other libraries. Cataloging and classification work requires knowledge of standard systems of classification, cataloging, and subject headings. This work also requires the ability to apply these standards to diverse types of materials.

### **Library Support Staff will know:**

1. The functionality of integrated library systems.
2. Basic tools, both print and online, for cataloging.
3. The basics of MARC format and cataloging rules.
4. The basics of classification and organization schemes for collections.
5. The basics of subject headings and authority control.
6. The value of cooperating with other libraries to enhance services.

### **Library Support Staff will be able to:**

7. Use bibliographic utilities.
8. Use the cataloging functions of integrated library systems.
9. Perform basic copy cataloging, including reviewing and editing cataloging records.
10. Explain the library's classification scheme to others and assist others to find desired resources.