

**CAPITAL COMMUNITY COLLEGE**  
**STANDARD COURSE OUTLINE**

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER:** LIB\* 102

**COURSE TITLE:** Introduction to Cataloging and Technical Services

**COURSE CATALOG DESCRIPTION:** Course prepares students to function as technical assistants in cataloging, acquisitions, processing, materials processing and serials control. Emphasis on automation related to the Technical Services area.

**LECTURE HOURS PER WEEK:** 3

**CREDIT HOURS:** 3

**PREREQUISITE(S):** None

**SECTION II**

**A. SCOPE:**

The following topics will be presented and discussed:

- 1) Cataloging
  - a) Cataloging's place in the overall scheme of the library.
  - b) Basic routine cataloging
  - c) Manual cataloging routines, including card catalog, card filing and shelflist
  - d) Roles of the Cataloging administrator
  - e) Role of the LTA in cataloging
  - f) Outsourcing cataloging
  - g) Descriptive cataloging, including subject headings, classification systems, authority control and the MARC format
  - h) OCLC procedures
  - i) Subject cataloging, including subject headings, Dewey Decimal and Library of Congress classification systems
  
- 2) Serials
  - a) The place of Serials in the overall scheme of the library
  - b) Role of the Serials LTA
  - c) Basic Serials routines
  - d) Basic Serials work, including verifying, ordering, payment, check in, claiming and binding
  - e) Overview of the manual and automated Serials processes
  
- 3) Acquisitions
  - a) Basic Acquisitions and Collection Development Processes, including materials selection, verifying, ordering, payment, and fund accounting

- b) Collection Development practices in various types of libraries
  - c) Collection Development for different types of library materials and sources for ordering library materials
- 4) Library Book Repair and Conservation
- a) Basic book repair and conservation issues
- 5) Current and emerging technologies in technical services

**COURSE OBJECTIVES:** Upon the successful completion of this course, the student should be able to:

- 1) Understand cataloging and processing terminology.
  - a) Search for existing bibliographic records in online bibliographic utilities.
  - b) Match materials to existing bibliographic records.
- 2) Understand cataloging reference tools, such as AACR2, Dewey Decimal Classification, Library of Congress Classification, Library of Congress Subject Headings and online bibliographic utilities such as OCLC.
- 3) Understand the parts of the MARC record.
- 4) Understand basic processing and preservation techniques.
- 5) Understand how Serials are integrated into the library
  - a) Ordering, checking in, claiming and binding serials.
- 6) Understand collection development practices in various libraries.
- 7) Understand the acquisitions process.
  - a) Understand basic acquisitions terminology.
  - b) Understand materials selection, verifying, ordering and payment.
- 8) Demonstrate knowledge of current and emerging technologies in technical services.

**B. REQUIRED WORK:** Determined by the instructor as described in the course syllabus, but may include assigned readings, written work and oral presentations.

**C. ATTENDANCE AND PARTICIPATION:** Regular class attendance is expected (Specific instructor policies are listed in the course syllabus.)

**D. METHODS OF INSTRUCTION:** The methods of instruction may include lecture, demonstration, discussion, in class activities, and hands-on activities

**E. OBJECTIVES, OUTCOMES, and ASSESSMENT:**

The following objectives and outcomes represent the department's core requirements for student achievement:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
<b>To demonstrate an understanding of</b>	<b>Student will</b>	<b>As measured by</b>
1. How Serials are integrated into the library.	Complete a serials/acquisitions assignment	Successful completion based on the assignment criteria.
2. The parts of the MARC record.	Complete a Cataloging and MARC tagging assignment	Successful completion based on the assignment criteria.
3. The role of Technical Services in libraries. The role of the LTA in Technical Services.	Read and critique journal articles related to specific course topics	Written journal article critiques
4. The basic functions of the Technical Services department.	Complete a term project of their choosing, in consultation with the instructor	Term project criteria, including oral presentation
5. Basic Cataloging and Technical Services procedures and processes.	a) Identify and define cataloging and processing terminology b) Use cataloging reference tools c) Identify parts of the MARC record d) Identify and define processing and preservation techniques e) Identify and define collection development and acquisitions procedures	<ul style="list-style-type: none"> <li>▪ Homework</li> <li>▪ Exams</li> <li>▪ Class discussions</li> </ul>

**F. TEXT(S) AND MATERIALS:** College level textbooks, professional journals, online databases and websites.

**G. INFORMATION TECHNOLOGY:** Access to online information databases, websites, and cataloging and technical services systems.