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### C&I 483.01: Library Media Technical Processes

Sally Brewer

University of Montana - Missoula, [sally.brewer@umontana.edu](mailto:sally.brewer@umontana.edu)

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#### Recommended Citation

Brewer, Sally, "C&I 483.01: Library Media Technical Processes" (2003). *Syllabi*. 3663.

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**Library Media Technical Processes  
Curriculum and Instruction 483  
Spring, 2003**

**Course location:** <http://umonline.umt.edu/>

**Description:** Focus on technical processing, descriptive cataloging, application of AACR2R, and the Dewey Decimal Classification system for print and non-print materials. Introduction to MARC records and automated library systems.

**Purposes:**

1. To acquaint the student with a variety of methods of providing access in information in all formats.
2. To prepare students to catalog library materials in a variety of formats.
3. To expose students to the established standards for cataloging and organizing materials,
4. To provide the student with hands-on experience in the use of the tools of descriptive and subject cataloging.
5. To acquaint the students with MARC format.
6. To acquaint the students with copy cataloging and cataloging aids.
7. To acquaint the student with various library automation systems.
8. To acquaint students with a variety of ways to teach their students to use an OPAC and the Dewey Decimal Classification system.

**Objectives:**

By the end of the semester, the students will be able to:

1. Effectively provide access to information for the patrons of a library media center.
2. Describe both print and non-print items using AACR2R rules.
3. Assign subject headings to both print and non-print items .
4. Assign classification numbers using the ABRIDGED Dewey Decimal Classification System edition 13.
5. Recognize and use cataloging from other sources.
6. Establish policies and procedures to efficiently process materials.

**Required texts**

American Association of School Librarians (AASL). (1998). Information Power: Building Partnerships for Learning. Chicago: American Library Association.

\*\*\* Anglo American Cataloging Rules. (2<sup>nd</sup> Ed., 2002 Revision). Chicago: American Library Association. \*\*\*

Intner, S. S. & Weihs, J. (2001). Standard cataloging for school and public libraries. (3rd Ed.). Englewood, CO: Libraries Unlimited.

McCroskey, M. (1999). Cataloging Nonbook Materials with AACR2R and MARC: A Guide for the School Library Media Specialist. Chicago: ALA.

Abridged Dewey Decimal Classification and Relative Index, Edition 13. (1997). Albany, NY: Forest Press, a division of OCLC.

### **Ordering information**

You may purchase most of these books online at:

<http://www.umtbookstore.com/>

or by calling: (406) 243-1234 (Missoula area)  
(888) 333-1995 (Outside Missoula)

You need to contact ALA to purchase AACR2R – 2002 Revision.  
Visit their online store at <http://www.alastore.ala.org/>

### **Selected Bibliography:**

Davis, S. W. & New, G. R. (1997). Abridged 13 Workbook: For small libraries using Dewey Decimal Classification Abridged Edition 13. Albany, NY: Forest Press.

Fritz, Deborah A. (1998). Cataloging with AACR2R and USMARC: For Books, computer files, serials, sound recordings, videorecordings. Chicago: ALA.

Olson, N. B. (1998). Cataloging of audiovisual materials and other special materials: A manual based on AACR2. (4<sup>th</sup> Ed.) Edited by Intner, S. S. & Swanson, E. Dekalb, IL: Minnesota Scholarly Press, Inc.

Piepenburg, Scott. (1999). Easy Marc (3<sup>rd</sup> Ed.). San Jose, CA: F & W Associates.

Piepenburg, Scott. (2000). MARC Authority records made easy. San Jose, CA: F & W Associates.

Swan, J. (1996). Automating small libraries. Fort Atkinson, WI: Highsmith.

Zuiderveld, S. (Ed.) (1997). Cataloging correctly for kids: An introduction to the tools (3<sup>rd</sup> Ed.) Chicago: American Library Association.

## Online resources

For websites, click on the **External Links** button.

### Listservs

LM\_NET

Listserv@listserv.syr.edu

AUTOCAT

Listserv@listserv.acsu.buffalo.edu

### **Methods:**

Readings

Written exercises

Reports

Online discussions

Hands-on applications

### **Evaluation:**

All assignments will be given a number of points. You will be assigned a number of points based on the grading criteria given you for the assignment. Class participation is required from all students and will be given a grade that is averaged with the rest.

Written exercises	40%
Midterm	10%
Automation report	10%
Final	10%
Dewey lesson	10%
Field Experience	10%
Participation in online discussions	<u>10%</u>
	100%

### **Other pertinent information:**

1. Students are expected to participate in all threaded discussions.
2. Students are expected to send in their assignments by the due date.
3. If you need help or clarification of an assignment, E-MAIL me !  
Put HELP in the subject line.
4. If you are taking this course for Graduate credit, please notify me by Feb. 14, 2003 so that I can tell you what your graduate project will be.

**Dynamic Syllabus**  
**C&I 483: Library Media Technical Processes**  
**Spring, 2003**

<b>Date</b>	<b>Topic</b>	<b>Assignment</b>
1/28	Course Overview  History of Cataloging	Send picture & intro to me Review Blackboard student information, particularly tech specs and plug-ins.
2/4	Overview technical processing	1. Read Intner Chap 1 & 2 2. Visit a SLMC near you and ask the SLMS how they process new materials
2/11	Introduction to Descriptive cataloging (AACR2R)	Read Intner Chap. 3 & 4 Read AACR2 Preface, Chap. 1 & glossary
2/18	Descriptive cataloging - non-print (Computer files and video)	Read McCroskey
2/25	Introduction to MARC records Print - 8 areas of Description	Read MARC Bibliographic on the web and Chap. 13
3/4	Copy Cataloging; Cataloging Aids; Cataloging Utilities	Intner Chap. 14
3/11	Access points	Read Intner, Chap. 5 and AACR2, Chap. 21
3/18	Midterm	Due 3/21
3/25	SPRING BREAK	Relax!!
4/1	Overview of classification systems - DDC Building Dewey Numbers using Standard Sub divisions (Table 1)	Intner, Chap. 10 -12 Read DDC Manual; Memorize 10 Main Classes
4/8	Building Dewey Numbers using subdivisions from Tables 2 & 3	
4/15	Library Automation systems	Intner, Chap. 14
4/22	Subject headings Authority Control	Intner, Chap. 7 - 9
4/24-26	Montana Library Association - Butte	
4/29	Teaching OPAC and DDC	Graduate Projects are due
5/6	Library Automation Report Due Cataloging Policies & Procedures	Post Report to Threaded Discussion Post DDC lesson to TD Intner, Chap. 15 and 16
5/13	FINAL	