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C&I 483.80: Library Media Technical Process (Online)

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Welcome to C&I 483:
Library Media Technical Processes

Semester: Spring 2007

Location: http://umonline.umt.edu

Instructor:

Sally Brewer, Ed.D.
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Office Hours:
Monday, 1:00 – 3:00 p.m.
Tuesday, 3:30 – 5:30 p.m.
Thursday, 10:30a.m. – 12:30 p.m.

Available for real time chat by appointment through e-mail.

IT Central Help Desk
    8:00am -5:00pm
    406-243-4357 or
    itcentral@umontana.edu

Technical Support:

For after hours support:
    For login and password, contact IT Central Operations, 406-243-2606

Blackboard technical support:
    Call Marvin Paulson,
    Computer Support Specialist: 406-243-6394
    courseware-support@umontana.edu

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

Objectives:

By the end of the semester, the students will be able to:
1. Describe both print and non-print items using AACR2R rules.
2. Assign subject headings to both print and non-print items.
3. Determine access points for a given item.
4. Assign classification numbers using the ABRIDGED Dewey Decimal Classification System, edition 14.
5. Recognize and use cataloging from other sources.
6. Create an original MARC record.
7. Establish policies and procedures to efficiently process materials.

Required Texts:

Fritz, Deborah A. (2004). <u>Cataloging with AACR2 and MARC 21:</u>
<u>For books, electronic resources, sound recordings, videorecordings, and</u>
<u>serials</u> (2nd Ed.) Chicago: ALA.
ISBN: 0-8389-0884-5

Intner, Sheila, Fountain, Joanna, and Gilchrist, Jane. (2005). <u>Cataloging</u>
<u>correctly for kids: An introduction to the tools</u>. (4th Ed.). Chicago: ALA.
ISBN: 0=8389-3559-1

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

Dewey, M. (2004). <u>Abridged Dewey Decimal Classification and relative</u>
<u>index.</u> 14th ed. OCLC Online Computer Library Center, Inc.
(http://www.oclc.com)
ISBN: 0-910608-73-3

Optional Texts:

<u>People, Places & Things: A List of Popular Library of Congress Subject</u>
<u>Headings with Dewey Numbers.</u> 2001. Soft cover.
ISBN 0-910608-69-5

*** **Note:** If you currently are working in a school library or will be
working in one in the fall, your principal should pay for ALL of these
books because these are tools you will be using in your library.

Ordering information:
You may purchase most of these books online at:
http://web.umtbookstore.com/umtbookstore/textbooks.htm

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

or directly from the publishers – ALA and OCLC

Assessment/ Evaluation:
Assignments will each be assessed using the rubric for that assignment. Total points possible on each assignment are included with the assignment description.

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.

Grading Scale

A	95-100	C+	81-83
A-	92-94	C	78-80
B+	90-91	C-	76-77
B	87-89	D	68-75
B-	84-86	F	<68
C+	81-83		

My Expectations of you:
1. Students are expected to send in their assignments by the due date. Assignments made on Tuesday are due by midnight the following Tuesday. Note: this gives you an opportunity to ask questions during the chat <u>before</u> you turn your assignment in.
2. Students are expected to participate in ALL threaded discussions. Students should use correct spelling and grammar in threaded discussions.
3. Students must attend one chat per week.
4. All work should be presented in a professional manner AND spell checked.

Academic honesty:
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

How to Send and Name Assignments:
1. In the subject line, type Course Number + First Initial + last name +Assignment number
(e.g., 483SbrewerA1)
Note: I will provide the assignment number in the assignment details.
2. If you send an assignment as an attachment, be sure to put **your name** and the assignment number on the attached document.

Online Chat times:
    Tuesdays
        5:00 p.m. – 6:00 p.m. MDT
        7:00 p.m. – 8:00 p.m. MDT
        8:00 p.m. – 9:00 p.m. MDT

Chats will be recorded so if you miss one, you can read the chat log.

You should expect from me:
1. A response to an email within 72 hours. (If you need immediate help, put HELP in the subject line, and I will try to respond within 24 hours.)
2. Threaded discussions may be responded to by individual responses or via a summary email to the class as a whole.
3. Graded papers returned within a week of the due date.

Dynamic Schedule
C&I 483: Library Media Technical Processes
Spring, 2007

Date	Topics	Reading assignments	Activities	Chat
1/23	Course Overview	Read cataloging overview Read course navigation Peruse Online Dictionary for Lib. and Info. Science http://lu.com/odlis/ Intner, Chap. 1 & 2 and Acronyms pp.115-117	1. Review Blackboard student information, particularly tech specs and plug-ins. 2. Post picture and intro in Threaded Discussion. 3. Choose chat time.	**No Chat**
1/30	Processing new materials Cataloging policies and procedures	Fritz 1 & 2 Other handouts	1. Observation 1 – TD on processing 2. Download update 3 for Fritz book. Print the pages which update our text.	Chat 1: Why Catalog?
2/6	Introduction to Descriptive cataloging (AACR2) & MARC	Intner, Chap. 3 Fritz, skim Chapters 3 and 4	Areas of description - Worksheet 1 (print)	Chat 2: Processing materials
2/13	Copy cataloging; Cataloging Aids; Cataloging Utilities; WorldCat	Read Intner chap. 4 & 10 Reread Fritz, Chap. 4	Worksheet 2 (print)	Chat 3: 8 areas of descriptive cataloging
2/20	Descriptive cataloging - videos	Fritz, Chap. 7 Intner, 9	Worksheet 3 (videos)	Chat 4: Copy cataloging
2/27	Descriptive cataloging – Audio recordings	Fritz, Chap. 6	Worksheet 4 (audio)	Chat 5: Cataloging audio and video
3/6	Descriptive cataloging – Electronic resources	Fritz, Chap. 5	Worksheet 5 (Electronic resources)	**No chat**
3/13	Access points	Fritz, Chat 3.1, 3.7 & 3.8	Midterm out 3/13	Chat 6: Cataloging ER
3/20	Authority Control	Intner, Chap. 5	Midterm due 3/20	**No chat**
3/27	**Spring Break**			
4/3	Subject headings	Fritz, Chap. 3.6 Intner Chap. 6 & 7		Chat 7: Access points
4/10	Overview of classification systems – DDC	082 in Fritz Intner, Chap. 8	Become familiar with 10 main classes OCLC Interactive tour Read DDC intro, glossary, and summaries	Chat 8: Authority control & Subject headings
4/17	DDC and SH cont'd		**National Library Week** Worksheet 6	Chat 9: DDC
4/24	**Montana Library Assoc. Conference** April 25- 27 Helena		Attend conference if possible	**No chat**
5/1	Review		Graduate Projects are due Finals will be emailed to you	Chat 10: Review and Wrap - up
5/8	Final		Finals will be due May 10	

* Details about each assignment can be found under the **Assignments** button