C&I 483.01: Library Media Technical Processes

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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.  
5. Recognize and use cataloging from other sources.  
6. Establish policies and procedures to efficiently process materials.  

Required texts  


**Ordering information**

You may purchase most of these books online at: [http://www.umtbookstore.com/](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/](http://www.alastore.ala.org/)

**Selected Bibliography:**


Online resources
For websites, click on the External Links button.

Listservs
LM_NET                      AUTOCAT
Listserv@listserv.syr.edu    Listserv@listserv.acsu.buffalo.edu

Methods:
Readings                Online discussions
Written exercises        Hands-on applications
Reports

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 10%
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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/28</td>
<td>Course Overview</td>
<td>Send picture &amp; intro to me Review Blackboard student information, particularly tech specs and plug-ins.</td>
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<tr>
<td></td>
<td>History of Cataloging</td>
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| 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       | Intner, Chap. 10 -12  
Read DDC Manual; Memorize 10 Main Classes |
|        | Building Dewey Numbers using Standard Sub divisions (Table 1) |                                                                           |
| 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                                          |                                                                           |