

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LIBT 115		Number of Credits: 3 Course credit policy (105)															
Course Full Title: Resource Description and Access I Course Short Title: Resource Descrip & Access I <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Professional Studies		Department (or program if no department): Dept. of Information Studies															
Calendar Description: Resource description and access is the foundation for discovering materials in libraries. Students create standardized, coded metadata sets for library resources such as printed monographs (books).																	
Prerequisites (or NONE):		Admission to the Library and Information Technology diploma.															
Corequisites (if applicable, or NONE):		NONE															
Pre/corequisites (if applicable, or NONE):		LIBT 100 or CIS 110/BUS 160.															
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Special Topics <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		Independent Study If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td>Total hours</td> <td>45</td> </tr> </table>		Lecture/seminar hours	45	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities		Other contact hours:		Total hours	45	Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>	
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		Grading System <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit															
		Maximum enrolment (for information only): 36 Expected Frequency of Course Offerings: Fall and Winter <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Dr. Christina Neigel		Date approved: October 18, 2020															
Faculty Council approval		Date approved: December 11, 2020															
Dean/Associate VP: Dr. Tracy Ryder Glass		Date approved: December 11, 2020															
Campus-Wide Consultation (CWC)		Date of posting: January 22, 2021															
Undergraduate Education Committee (UEC) approval		Date of meeting: February 26, 2021															

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Create metadata sets for library resources such as printed monographs (books) using current industry standards and tools.
2. Create access points for library resources such as printed monographs using current industry standards and tools.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)
Lectures, industry webinars, exercises.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Haynes, Fountain & Zwierski	Unlocking the mysteries of cataloging: A workbook of examples	<input checked="" type="checkbox"/>	Libraries Unlimited	
2. Library of Congress	Cataloger's Desktop	<input checked="" type="checkbox"/>	Library of Congress	
3. Library of Congress	MARC21 format for bibliographic data		Library of Congress	
4. RDA Toolkit	RDA toolkit	<input checked="" type="checkbox"/>	ALA, CFLA, Facet	
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

Secondary storage media

Typical Evaluation Methods and Weighting

Final exam:	25%	Assignments:	50%	Field experience:	%	Portfolio:	%
Midterm exam:	25%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):**Typical Course Content and Topics**

1. Fundamentals of resource description and access
2. MARC21 Format for Bibliographic Description
3. Title statements
4. Variant titles
5. Statements of responsibility
6. Edition statements
7. Publication information
8. Physical carrier description
9. Notes fields
10. Standard numbers and terms of availability
11. Access points