

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

Course Code and Number: LIBT 135		Number of Credits: 3 Course credit policy (105)															
Course Full Title: Subject Cataloguing Course Short Title: <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): Information Studies															
Calendar Description: Prepares entry-level library technicians to use the Library of Congress Subject Headings, Canadian Subject Headings, and the MARC21 Bibliographic standard in the subject analysis and cataloguing of physical and electronic library resources.																	
Prerequisites (or NONE):		None.															
Corequisites (if applicable, or NONE):																	
Pre/corequisites (if applicable, or NONE):		LIBT 115.															
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															
		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>															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>40</td> </tr> <tr> <td>Tutorials/workshops</td> <td>5</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	40	Tutorials/workshops	5	Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities		Other contact hours:		Total hours	45	Grading System <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit	
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Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Maximum enrolment (for information only): 36 Expected Frequency of Course Offerings: Annually <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Dr. Christina Neigel		Date approved: April 27, 2021															
Faculty Council approval		Date approved: June 4, 2021															
Undergraduate Education Committee (UEC) approval		Date of meeting: October 1, 2021															

Learning Outcomes:

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

1. Explain the difference between subject analysis and subject cataloguing.
2. Apply techniques for determining subjects.
3. Assign Library of Congress Subject Headings and subdivisions to library resources.
4. Assign Canadian Subject Headings and subdivisions to library resources.
5. Assign appropriate subject headings and subdivisions to library resources that are related to Aboriginal Peoples.
6. Code subject headings in MARC21 Format for Bibliographic Data.

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, online instruction, online learning activities, and industry webinars.

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. Farkas, Lynn.	Learn Library of Congress Subject Access. International edition	<input checked="" type="checkbox"/>	TotalRecall Publications.	
2. Library of Congress	Library of Congress Subject Headings	<input checked="" type="checkbox"/>	Library of Congress	
3. Library & Archives Canada	Canadian Subject Headings	<input checked="" type="checkbox"/>	OCLC	
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

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

Final exam:	30%	Assignments:	50%	Field experience:	%	Portfolio:	%
Midterm exam:	20%	Project:		Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	%	Shop work:	%	Total:	100%

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

Module 1. Introduction to subject cataloguing
 Module 2. Subject analysis
 Module 3. Library of Congress Subject Headings & Classification Web
 Module 4. Subdivisions
 Module 5. Free-floating subdivisions
 Module 6. Pattern headings
 Module 7. Geographic names & subdivisions
 Module 8. Names
 Module 9. Canadian Subject Headings & subdivisions
 Module 10. Headings and subdivisions for Aboriginal resources
 Module 11. MARC coding