

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Library and Information Technology Program **IMPLEMENTATION:** Sept. 1, 1996

Revised:

<u>LIBT 115</u>	<u>Library Cataloguing Techniques</u>	<u>3</u>
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	UCFV CREDITS

CALENDAR DESCRIPTION: This course teaches cataloguing according to the latest edition of Anglo-American Cataloguing Rules (AACRII), description of library materials, and MARC coding for bibliographic description of items in all formats. The course provides an introduction to Authority files, and assignment of access points, and to searching online systems for derived copy from national and other libraries. Skills learned in this course provide a basis for subsequent courses. Includes computer lab.

RATIONALE: This course is the first of the "technical" courses for the program. It is considered a "basic" course for information work, introducing the student to several standard tools of the information world - Anglo-American Cataloguing Rules, Authority files from national libraries in Canada, United States and Great Britain, etc. An introduction to use of the Internet for locating cataloguing information is included here, along with MARC coding, which is the communications format for cataloguing data.

COURSE PREREQUISITES: Acceptance into the program

COURSE COREQUISITES: LIBT 100, LIBT 110, CIS 100 (could also be prerequisite)

HOURS PER TERM FOR EACH STUDENT	Lecture	40	hrs	Student Directed Learning	
	Laboratory	20	hrs	Other - specify:	hrs
	Seminar		hrs		
	Field Experience		hrs		
				TOTAL	60 hrs
					HRS

MAXIMUM ENROLMENT: 25

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

Course Designer(s): Pat Sifton/Kim Isaac

Chairperson: N/A
- **Curriculum Committee**

Department Head: Pat Sifton

Dean: (W.R. Bate)

PAC: Approval in Principle _____
(Date)

PAC: Final Approval: May 3, 1995
(Date)

Library Cataloguing Techniques - LIBT 115
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SYNONYMOUS COURSES:

(a) replaces LIBT 119
(course #)

(b) cannot take N/A for further credit
(course #)

SUPPLIES/MATERIALS:

Use of computer lab for word processing, telecommunications, access to libraries through the Internet, online use of the UCFV library. Requires up-to-date copies of USMARK, CANMARK coding manuals. Use of typing tutor on computers in lab.

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Anglo-American Cataloguing Rules 2nd ed. rev. Canadian Library Association, 1988.

Sifton, Pat. Biblio-Bytes: a microcomputer handbook for the Library and Information Technology Program. University College of the Fraser Valley, 1994.

Studwell, William E. And David V. Loertscher. Cataloguing books : a workbook of examples. Libraries Unlimited, 1989.

OBJECTIVES:

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

Determine and transcribe correct bibliographic descriptions (ISBD) for all formats of materials that may be held in a library or information centre, according to AACRII.

Use Authority files from national libraries to provide uniform headings for items.

Determine and transcribe correct (according to AACRII) access points for the items.

Prepare MARC (MACHine Readable Cataloguing) coding, and supply correct access points for the items described.

Locate and edit bibliographic data for cataloguing items, using the Internet to access national and other authoritative libraries for derived records.

METHODS:

Classes will consist of lectures and demonstrations in both the classroom and the computer lab. Students will learn to access national and other authoritative libraries through use of the Internet for cataloguing data. Keyboarding and word-processing skills begun in LIBT 100 will be broadened.

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STUDENT EVALUATION PROCEDURE:

Written assignments	50%
Mid-term and Final exams	50%

All assignments must be complete and submitted by the due date, in word-processed or other relevant format. Late assignments may not be accepted.

COURSE CONTENT

Organization and scope of AACRII
“Areas” of cataloguing
Transcription of data for the 8 areas
Transcription of data into MARC record format
Access points for a catalogue record
Forms for access points for personal corporate body and geographic names
Creating cross-references.
Authority records - manual sources, online sources
Locating and editing MARC data from online systems
Creating and printing records for a card-based system