UNIVERSITY COLLEGE of the FRASER VALLEY



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| COURSE IMPLEMENTATION DATE: | September 1996 |
| COURSE REVISED IMPLEMENTATION DATE: | September 2007 |
| COURSE TO BE REVIEWED: | March 2011 |
| (Four years after PAC final approval date) | (MONTH YEAR) |

# OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT: **Library and Information Technology Program**

| COURSE NAME/NUMBER | FORMER COURSE NUMBER | UCFV CREDITS |
|---|---|---|
| **LIBT 115** | | **3** |

**Descriptive Cataloguing Techniques**
COURSE DESCRIPTIVE TITLE

## CALENDAR DESCRIPTION:

This course provides an introduction to resource description and access of library materials using current descriptive cataloguing techniques. Students examine the principles of bibliographic description, authority files, and access points. Students examine derived records and gain experience using various cataloguing tools for accessing library records. This course is the basis for subsequent LIBT courses.

PREREQUISITES: **Admission to the Library and Information Technology program**
COREQUISITES: **Pre- or Co-Requisites: LIBT 100**

SYNONYMOUS COURSE(S)
(a) Replaces: _____ *(Course #)*
(b) Cannot take: _____ *(Course #)* for further credit.

SERVICE COURSE TO: _____ *(Department/Program)* _____ *(Department/Program)*

TOTAL HOURS PER TERM: **39**

STRUCTURE OF HOURS:

| | | |
|---|---|---|
| Lectures: | **19.5** | Hrs |
| Seminar: | | Hrs |
| Laboratory: | **19.5** | Hrs |
| Field Experience: | | Hrs |
| Student Directed Learning: | | Hrs |
| Other (Specify): | | Hrs |

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COURSE: _____
HOURS PER DAY: _____

| | | |
|---|---|---|
| MAXIMUM ENROLLMENT: | **36** | |
| EXPECTED FREQUENCY OF COURSE OFFERINGS: | **1 section per year** | |
| WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) | ☐ Yes | ☒ No |
| WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) | ☐ Yes | ☒ No |
| TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: | ☐ Yes | ☒ No |

AUTHORIZATION SIGNATURES:

Course Designer(s): Kim Isaac
Chairperson: *(Curriculum Committee)*
Department Head: Christina Neigel
Dean: Karen Evans
PAC Approval in Principle Date:
PAC Final Approval Date: Mar. 30, 2007

**LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:**

Upon successful completion of LIBT 115, the student will:
1. Create bibliographic descriptions according to current standards.
2. Determine and format access points according to current standards.
3. Create original MARC records using current MARC standards.
4. Describe the purpose of authority control and identify resources used in preparing authority records.
5. Access, edit, and revise MARC records from a variety of sources.
6. Explain the history, purpose, and format of library catalogues.
7. Define library terminology specific to cataloguing.

**METHODS:**

Classes will consist mainly of lectures, in-class learning activities, and labs.

**PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Credit can be awarded for this course through PLAR (Please check:) ☒ Yes ☐ No

**METHODS OF OBTAINING PLAR:**

The following approaches to PLAR may be considered (but not limited to): portfolio, demonstration, interview, examination, etc.

**TEXTBOOKS, REFERENCES, MATERIALS:**

[Textbook selection varies by instructor. An example of texts for this course might be:]

Anglo American Cataloguing Rules, 2nd ed. 2003 revision. Ottawa: Canadian Library Association, 2003.

Haynes, Elizabeth and Joanna F. Fountain. Unlocking the Mysteries of Cataloging: A Workbook of Examples. Westport, CT.: Libraries Unlimited, 2005.

Fritz, Deborah A. and Richard A. Fritz. MARC 21 for Everyone: A Practical Guide. Chicago: American Library Association, 2003

**SUPPLIES / MATERIALS:**

Current secondary electronic media storage.

**STUDENT EVALUATION:**

[An example of student evaluation for this course might be:]

Assignments 20%
Quizzes 50%
Final exam (theory and practice): 30%

**COURSE CONTENT:**

[Course content varies by instructor. An example of course content might be:]

Brief history of cataloguing principles
Organization and scope of current resource discovery and access tools and MARC
International Standard of Bibliographic Description and the 8 areas of bibliographic description
Creation of MARC records
Creation of access points and authorities