

COURSE IMPLEMENTATION DATE:	<u>September 1996</u>
COURSE REVISED IMPLEMENTATION DATE:	<u>January 2013</u>
COURSE TO BE REVIEWED:	<u>January 2019</u>
<i>(six years after UEC approval)</i>	<i>(month, year)</i>

OFFICIAL UNDERGRADUATE 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 – see course syllabus available from instructor

LIBT 115	Library and Information Technology Program	3
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UFV CREDITS
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 also 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: None
 PRE or COREQUISITES: One of LIBT 100, CIS 100, CIS 110, or BUS160

SYNONYMOUS COURSE(S):

- (a) Replaces: _____
 (b) Cross-listed with: _____
 (c) Cannot take: _____ for further credit.

SERVICE COURSE TO: *(department/program)*

TOTAL HOURS PER TERM: 39

STRUCTURE OF HOURS:

Lectures:	<u>19.5</u>	Hrs
Seminar:		Hrs
Laboratory:	<u>19.5</u>	Hrs
Field experience:		Hrs
Student directed learning:		Hrs
Other (specify):		Hrs

TRAINING DAY-BASED INSTRUCTION:

Length of course: _____
 Hours per day: _____

OTHER:

Maximum enrolment: 36
 Expected frequency of course offerings: Twice per year
(every semester, annually, every other year, etc.)

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

Course designer(s): <u>Kim Isaac</u>	Date approved: _____
Department Head: <u>Jan Lashbrook Green</u>	Date of meeting: <u>n/a</u>
Campus-Wide Consultation (CWC)	Date approved: <u>December 2012</u>
Curriculum Committee chair: _____	Date approved: <u>December 2012</u>
Dean/Associate VP: <u>Rosetta Khalideen</u>	Date of meeting: <u>February 1, 2013</u>
Undergraduate Education Committee (UEC) approval	

LEARNING OUTCOMES:

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

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: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

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

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Examination(s) Portfolio assessment Interview(s)

Other (specify): demonstration

PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

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

American Library Association. (2003). *Anglo American Cataloguing Rules* (2nd ed.). Ottawa: Canadian Library Association.

Haynes, E. and F. Fountain. (2005). *Unlocking the Mysteries of Cataloguing: A Workbook of Examples*. Westport, CT.: Libraries Unlimited..

Fritz, D. and R. Fritz. (2003). *MARC 21 for Everyone: A Practical Guide*. Chicago: American Library Association.

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