San Bernardino Valley College
Curriculum Approved: February 2, 2004
Last Updated: January 2004

I.   COURSE DESCRIPTION:

Division:	Learning Resources
Department:	Library Technology
Course ID:	LIB 067
Course Title:	Library Technical Services
Units:	3 units
Lectures:	3 hours lecture
Prerequisite:	None

Catalog and Schedule Description:
Introduction to descriptive and subject cataloging, classification of materials using the Dewey Decimal and Library of Congress systems, preparation of catalog cards and computer database records, and use of electronic bibliographic utilities.

II.   NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III.   EXPECTED OUTCOMES FOR STUDENTS:
Upon successful completion of the course, the student should be able to:
A.   Explain the function of the technical services department within the library, and the role of the library technician within the technical services department.

B.   Identify the elements needed to physically catalog a work.

C.   Apply principles of cataloging to identify the appropriate main entry, added entry and subject headings for any given work.

D.   Analyze the content of a work so as to identify the appropriate Dewey Decimal classification number to assign to it.

E.   Apply principles learned in class so as to identify the appropriate Cutter number to apply to any given author.

F.   Compare and contrast the Dewey Decimal and Library of Congress classification systems.

G.   Establish cataloging routines and filing procedures based on principles learned in class.

H.   Recognize elements in a MARC record, and apply this knowledge to the procedures needed to establish a machine-readable database.

I.   Compare and contrast the advantages and disadvantages of various cataloging "shortcuts" including commercial cataloging, the National Union Catalog, Cataloging-in-Publication, etc.

IV.   CONTENT
A.   Introduction to Technical Services
   1.   Departments which make up technical services
      a.   Cataloging
      b.   Serials
      c.   Acquisitions
      d.   Gifts and Exchange
   2.   Functions of each department
B.   Technical Reading
   1.   Descriptive cataloging for books
   2.   Subject Cataloging for books
      a.   Introduction to the Sears List of Subject Headings
      b.   Dewey Decimal classification system
      c.   Cutter tables
   3.   Descriptive and subject cataloging for non-book materials
C.   Methods of Cataloging
   1.   Cataloging rules
      a.   AACR2R
      b.   International Standard Bibliographic Description

        2.   Manual cataloging
        3.   Preprinted cards
        4.   Bibliographic utilities
        5.   Main entry, added entry, and references
- D. Library of Congress Classification System
  1. Library of Congress Subject Headings list
  2. Library of Congress Classification tables
- E. Cataloging and Filing Routines
- F. Automation and Libraries
  1. Machine-Readable cataloging
     a. USMARC format
     b. OCLC MARC format
- G. Shared Cataloging
  1. National Union Catalog
  2. Cataloging-in-Publication
  3. Commercial cataloging

V. METHODS OF INSTRUCTIONS:
- A. Lectures
- B. Small group projects and presentations
- C. Audiovisual aids
- D. Computer-assisted instruction
- E. Field trips.

VI. TYPICAL ASSIGNMENTS:
Research papers, journals, essays or other written components will be included by all instructors.
- A. Assign correct subject headings to a list of topics

- B. Catalog a series of books according to AACR2R format

VII. EVALUATION(S):
Methods: Students are evaluated on their ability to apply course concepts as measured by:
- A. Completion of research paper, essay exams, or journals

- B. True-false, multiple-choice or sentence completion exams

- C. Presentation of an oral report and/or written project

Frequency of Evaluations
- A. Weekly assignments

- B. Two or three examinations

- C. Final report or project

TYPICAL EXAMINATION QUESTIONS:
- A. Name and define five types of non-book materials

- B. What is the difference between descriptive cataloging and subject cataloging

VIII. TYPICAL TEXT(S):
- A. Chan, Lois Mai. Library of Congress Subject Headings: Principles and Applications. 3rd ed. Littleton, CO: Libraries Unlimited, 1995. **[Note: This text is a classic in the field.]**

- B. Kao, Mary L. Introduction to Technical Services for Library Technicians. New York: Haworth, 2001.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS: None