

Course code, number, and title: LIBR 1118

Introduction to Cataloguing - Classroom

Course Contact Hours: Lecture 4.0 h

Credits: 3.0

Course Description:

This course is designed to introduce the learner to the basic concepts and principles of cataloguing bibliographic material. The focus of the activity will be on cataloguing standards for descriptive cataloguing using **AACR2R** (Anglo-American Cataloguing Rules, 2nd edition, 2002 revision), with an emphasis on printed monographs. Choice and form of main and added entry headings will also be covered. In addition to creating catalogue records following AACR2R, students will learn how to code this information for the electronic environment following **MARC21 format**. This course has been designed for those who have some general understanding of library routines and practices but have no specific background or experience in cataloguing. **RDA** (Resource Description and Access), a new cataloguing standard, will be introduced.

Prerequisite(s):

None

Transfer Credit: For information regarding transfer and articulation, please go to the BC-TRANSFERGUIDE, <http://bctransferguide.ca/>.

Instructor: Dale West

Contact information:

Office: L313

Email: dwest@langara.bc.ca

Office Hours:

Monday 1:30-2:20, Wednesday 1:30-2:20, or online Tuesday 11:30-12:30

Or by appointment

Learning Outcomes:

Students will be able to:

- Understand and describe a range of cataloguing practices
- Identify important issues for cataloguers
- Identify and use common cataloguing tools for organizing library resources
- Understand conventions for organizing and describing bibliographic material
- Demonstrate proficiency using cataloguing codes (e.g. AACR2R) by creating bibliographic records

Textbook and Course Materials:

The required textbook for the course is:

- MARC Coding for Library Technicians, Langara College, Available in BrightSpace.

The optional textbook for the course is:

- Anglo-American Cataloguing Rules, 2nd edition, 2002 revision, American Library Association
- Maxwell, R. L. (2004). Maxwell's handbook for AACR2 : explaining and illustrating the Anglo-American cataloguing rules through the 2003 update. American Library Association. Available as an e-book from Langara Library.

Throughout this course we will other readings which will be either available in the reserves section of Langara Library or Online.

This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessment:

- Activities: Working individually students will be expected to complete small exercises and activities.
- Class discussions will take place in the BrightSpace forums and in the classroom.
- Term project creating a workbook of cataloging examples and identifying cataloging standards.
- Final test will have practical cataloging examples. Final exam will be at a date not yet determined.

Assignment Weighting:

- Activities and Exercises 10%
- Practical Cataloging Assignments 60%
- Term project 10%
- Final Test 20%

Grading Guidelines:

Grade	Mark
A+	96-100
A	91-95
A-	88-90
B+	84-87
B	80-83
B-	77-79
C+	71-76
C	65-70
C-	60-64
D	50-59
F	Below 50

Policies:

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses and Deferred Standing](#)

All course work must be completed and submitted in order to successfully complete the course.

- All course work must be submitted by the due date, unless previous arrangements are made with the instructor.
- One percent per day will be deducted from projects submitted after the due date (e.g. if the project is worth 30% and is handed in 5 days late, it will be graded out of 25%).

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Detailed Course Schedule:

	Course Topics	Activities Released
Week 1	Introduction to the Course: Getting Started What is Cataloging?	Activities: Introductions Glossary
Week 2	Catalogs and Catalog Records: History of Cataloging Introduction to AACR2 ISBD	Activities: History of Cataloging Reading CIP The OPAC
Week 3	Cataloging Rules and Title Information: Organization of AACR2 The MARC record	Activities – What can we catalog? Practical Cataloging - Titles
Week 4	Statement of Responsibility Alternate Titles	Practical Cataloging – Statements of Responsibility
Week 5	Edition Area	Activity – Find a MARC record Practical Cataloging – Editions and Publication Term project
Week 6	Publication Area	
Week 7	Physical Description Area	Activity – Physical Description Practical Cataloging – Physical Descriptions
Week 8	Series	Activity – Identifying Formats Practical Cataloging – Series, Notes and Standard Numbers
Week 9	Notes and Standard Numbers	Activity - Series
Week 10	Access Points Main Entry	Activity – AACR2 Rules Practical Cataloging – Access Points
Week 11	Access Points Added Entries	Activity main and added entry practice
Week 12	Access Points Subject Headings	Activity subject headings
Week 13	Introduction to RDA Begin review for exam	
Week 14	Review for Final Exam	FINAL EXAM (2 hours; Open Book) Date TBA