

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

___x___ Transfer course ___x___ A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: LT 110 Library Operational Skills/Technical Services

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

This course is an introduction to the principles and practices of technical services including cataloging and acquisitions.

SPECIFIC COURSE OBJECTIVES:

Successful students will:

1. Apply knowledge of classification systems.
2. Demonstrate knowledge of MARC format and bibliographic records.
3. Use bibliographic utilities such as OCLC.
4. Prepare descriptive cataloging, process added copies, revise MARC records.
5. Recognize and use cataloging reference tools and resources.
6. Access online and card catalogs.
7. Apply knowledge of basic cataloging rules.
8. Apply knowledge of materials ordering procedures, processes, and systems.
9. Define technical services vocabulary.
10. Perform basic book repair.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Classification Systems
 - A. Library of Congress
 - B. Dewey Decimal
 - C. Cutter
- II. MARC Format and Bibliographic Records
 - A. Recognition of fields
 - B. Application of entering field information
- III. Bibliographic Utilities
 - A. Recognition of fields and symbols in bibliographic utilities such as OCLC

- B. Edit existing records
- C. Export and import records into local cataloging system
- D. Make orders and respond to requests for interlibrary loan
- IV. Cataloging Reference Tools and Resources
 - A. AACR2
 - B. Library of Congress Subject Headings and Schedules
 - C. Sears List of Subject Headings
 - D. Authority files and shelflists
- V. Catalogs
 - A. Online Catalogs
 - 1. Searching techniques
 - 2. Editing Procedures
 - B. Card Catalogs
 - 1. Searching techniques
 - 2. Filing procedures
- VI. Cataloging Rules
 - A. Bibliographic Verification
 - 1. Subject
 - 2. Description
 - B. Recording Bibliographic Information
- VII. Acquisitions
 - A. Ordering Procedures and Vendors
 - B. Verification Sources
 - 1. Books in Print
 - 2. Commercial on-line sources
 - C. Automated Ordering Systems
 - D. Invoicing Procedures
 - E. Collection Development Goals
 - F. Serials Control
 - G. Accounting and Bookkeeping
 - H. Donations
- VIII. Technical Services Vocabulary
- IX. Basic Book Repair

REQUIRED READING:

Text: Evans, Edward G. and Sandra M. Heft. Introduction to Technical Services. Englewood, CO: Libraries Unlimited, 1994.

SUGGESTED READING:

Journal articles and materials on reserve

REQUIRED WRITING:

1. Mid term paragraph-length essay questions,
2. Final two-page take-home essay,
3. Two one page professional journal reviews

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Complete all outside reading assignments. Complete written assignments as stated in the Required Writing section above. Participate in directed activities in Technical Services on-site visits.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

- Grading on Percentage: 90 -100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- Below 60% = F

- 25% Midterm
- 25% Final
- 25% Article Review
- 15% Homework Assignments

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Carolyn Funes

SIGNATURES:

SIGNATURES ON FILE