

Palomar College
Library & Information Technology
Library Operational Skills / Technical Services (LT 110)
Spring 2025

Course Site (Canvas): <https://palomar.instructure.com/courses/53823/>

Course Number: 53823

Instructor: Benhui Zou, MSIS

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Office: LRC-423 in San Marcos Campus library

Office Hours: Every Saturday 7-8 PM online via [Zoom](#) (Available in your Canvas Course) or by appointment

I will respond to messages as soon as possible, usually within 24-48 hours. If you try to contact me during the weekend, holidays or Spring Break, it may take longer, so plan accordingly. Include LT 110 in the subject line of your email messages and be sure to include your full name and a good way to reach you.

The LT 110 syllabus is organized as follows:

- Course Description
- Textbooks
- Course Learning Outcomes
- Technical Requirements
- Course Policies
- Grading
- Weekly Class and Assignment Schedule

Course Description:

This course introduces the principles in acquiring, cataloging, processing of library materials, and managing collections and staff. It fulfills one of the requirements for the Library Technical Assistant Certificate and is transferable to the California State University system.

This is an online class. Weekly lessons include a combination of written lectures, textbooks and other readings, videos, practice exercises, graded assignments, and discussion boards. Students should plan on spending approximately 6-9 hours each week on this course (more during the weeks covering cataloging topics) and are expected to complete each week's lesson in a timely manner.

There will be a **virtual orientation** for this class on Thursday, January 30th from 6:00 to 8:00 pm. It's strongly recommended that you attend this orientation if this is your first semester in LIT program.

Textbooks:

(All three textbooks are available online. You will need to use your student ID and password to access the books. Since these ebooks do not have unlimited access option, the best practice is to download the required readings and log out, so other students will have access to the books.)

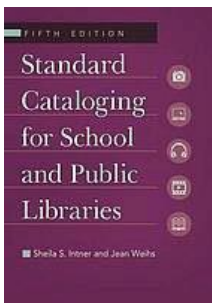


Cataloging library resources: an introduction 2nd ed (Recommended)
by Marie Keen Shaw

Publisher: Lanham: Rowman & Littlefield, [2024]

ISBN-10: 1538186764

ISBN-13: 9781538186763



Standard Cataloging for School & Public Libraries, 5th ed. (Recommended)

By Sheila S Intner; Jean Weihs

Publisher: ABC-CLIO, Incorporated

ISBN-10: 1610691148

ISBN-13: 9781610691147



Working with library collections: an introduction for support staff (Required)

by Hali R Keeler

Publisher: Lanham: Rowman & Littlefield, [2017]

ISBN-10: 1442274891

ISBN-13: 9781442274891

You will need the required textbook for the first week's graded assignments, so if you do not have a copy by then, plan to use the library's ebooks. Not being able to access the book in any format for any reason is not an acceptable excuse for not completing the weekly readings or assignments.

Additional required and optional readings may be assigned and available each week in Canvas or on reserve at the San Marcos campus library.

Course Learning Outcomes

Upon successful completion of the course the student will be able to:

- Apply basic principles to justify decisions regarding selection, de-selection, and replacement of all types of library resources
- Correctly perform the typical acquisitions functions: ordering, subscribing, invoicing, and receiving different types of materials.
- Use different types of library systems, bibliographic utilities and online tools related to library technical services in order to acquire and catalog different types of library materials.
- Create cataloging records following RDA rules using MARC 21 format.

Technical Requirement and Support

This class is conducted online using the Canvas course management system. It is your responsibility to ensure that can access all course content and communications.

- You need to have access to a computer and the Internet to view and complete each week's lesson in Canvas.
- You need an email account that you check frequently and is registered in both the College eServices and Canvas systems. If you don't know your campus email address or want to change it, login to [MyPalomar \(eServices\)](#), or contact Enrollment Services at admissions@palomar.edu or 760-744-1150 x2164.
- For assistance using or accessing Canvas, review the [Canvas Login Procedure Guide](#) and the [Canvas Information for Students](#). For assistance, please call the Palomar College Information Services Help Desk at 760-744-1150 ext. 2140 or email helpdesk@palomar.edu

Software Requirement

It is your responsibility to make sure you can access the course content, and the instructor can access your uploaded assignments. Course content is provided in Canvas in a variety of formats, including but not limited to PowerPoint, Microsoft Word, YouTube, PDF documents, Google sheets, and Web/HTML documents. Written assignments submitted as attachments must be uploaded in a format the instructor can access, preferably Microsoft Word or Google Docs. If you are using an Apple computer, please convert the file format to PDF. Palomar College provides [free Microsoft Office 365](#) for all students. You also have access to [Adobe Cloud](#) if you sign in with your Palomar Credentials.

You will also use some specialized software, such as Koha Klassmates, OCLC Worldshare Management System, RDA Toolkit, and Classification Web. You will receive the accessing information via email for these softwares.

Course Policies

Participation = "Attendance"

This is an online course, and students are required to log in each week to get and complete all course

readings, assignments, and other activities. New lessons open each Thursday, and most are available one week in advance of the posted week and then stay open for the remainder of the course. The course is not self-paced, and each week builds upon information presented in previous weeks. Unless otherwise noted, graded assignments are due at 11:59 pm on the posted due dates. Students who do not respond to the initial lesson within one week will be dropped from this course.

Your participation is important for the success of this course, but I also recognize that you are human, and life happens. If you've reached a point where you have fallen behind, or can't meet the due dates, please contact me. We'll work together to make a path to success.

Feedback

- I will be using a grading rubric to provide scores and feedback for assignments and discussions.
- Expected response times for grading are generally 1 week after due dates.
- You can access your [assignment feedback](#) directly in your assignment submission.
- Questions about grading comments should be directed to me via the Canvas Inbox or email me directly. There is a Comment feature within assignment submissions but those can sometimes get buried, so an Inbox message is best to make sure I see it and receive a quick response.

Academic integrity

Academic integrity means honesty in academic work. All of your coursework should be a result of your own efforts. I understand that you can often feel pressured and overwhelmed by the demands of school, work, and personal commitments. No matter what level of stress you may be experiencing, it is still expected that you will approach your work with honesty and integrity. While I recognize that mistakes can happen, violating the college's academic integrity policies may compromise your academic career. You would also be devaluing your resulting degree or certificate when you enter the workforce or transfer and cannot meet the expectations that your degree or certification requires.

Student Support Services

Tutoring

Academic tutoring is available, free of charge, at the [Tutoring Services](#).

[Live front desk help](#) are available online via the [Online Tutoring Course](#) in Canvas!

Email: star@palomar.edu

Phone: (760) 744-1150 x2448

Disability Service

Students with a verified disability may be entitled to the appropriate academic accommodations and are encouraged to notify the instructor as well as the [Disability Resource Center](#) at (760) 744-115- x2375 or Email: drc@palomar.edu

Counseling Service

Students planning to complete an LIT degree or certificate should meet with a counselor in the Counseling Department to find out what classes are required and to complete an education plan. Guidance on non-academic personal matters is also available. Call to schedule an appointment at (760) 891-7511 or go to [online appointment page](#).

Grading

Grades will be awarded according to the following distribution of points:

Assignments	Points	% of
Class Attendance and Participation	80	8%
Graded Assignments	600	60%
Midterm	120	12%
Final Exam	200	20%

The total number of points possible for the course is 1000. Opportunities to earn extra credit will be available during the semester (TBA). The grading scale will be:

A	B	C	D	E
900-1000 points	800-899 points	700-799 points	600-699 points	0-599 points

The Pass/No Pass option is available for this course, but you are responsible for making those arrangements. The [Pass / No Pass form](#) and other related information is available on [enrollment service website](#).

Weekly Schedule and Assignments *(Subject to change)*

WEEK 1 -- INTRODUCTION TO TECHNICAL SERVICES

Lesson

Readings:

Textbook: Keeler, Hali R. [Working with Library Collections: An Introduction for Support Staff](#), 2017. Chapter 1, Library Collections Today.

Additional Readings in Canvas

Videos:

- A Day in Technical Services
- Koha_Create Staff Account

Websites: Browse technical services department websites and some job announcements for technical services staff

Koha Klassmates

Assignments

LIT program orientation (Extra Credit, 5 points)

Discussion board post:

Self-introduction; your experience or view of library technical services, your future career plan (10 points)

Essay Question (20 Points)

Practice: Create a staff account in Koha Klassmates (10 points)

WEEK 2 -- TOOLS AND TECHNOLOGY

Lesson

Readings:

Textbook: Keeler, Hali R. [Working with Library Collections: An Introduction for Support Staff](#), 2017. Chapter 7.

Additional Readings in Canvas

Videos:

What is Alma

Assignments

Discussion Board Post: Describe the difference between commercial Library Service Platform (LSP) / Integrated Library System (ILS) and open-source ILS. (10 points)

Quiz (30 points)

WEEK 3 -- COLLECTION DEVELOPMENT AND MANAGEMENT

Lesson

Readings:

Textbook: Keeler, Hali R. [Working with Library Collections: An Introduction for Support Staff](#), 2017. Chapter 2, Collection Development, Chapter 3, Selection, Chapter 5, Collection Management, and Chapter 6, Inventory and Deselection.

Additional Readings in Canvas

Videos:

- Choice Reviews Video Tutorials
 - [Getting Started](#)
 - [Searching and Browsing](#)
 - [Lists, Saved Searches, and Alerts](#)
- Adding and Managing Suggestions in Koha Klassmates
- [Weeding the School Library](#)

Assignments

- **Create a list of 10 titles in Choices Reviews on a given subject. Describe the criteria you have used to make the selection. (10 points)**
- Add these titles as purchasing suggestions in Koha Klassmates. (10 points)
- **Essay Question** (20 points)

WEEK 4 -- ACQUISITION – BUDGET, VENDORS AND DISTRIBUTORS

Lesson

Readings:

Textbook: Keeler, Hali R. [Working with Library Collections: An Introduction for Support Staff](#), 2017. Chapter 2, Collection Development, and Chapter 4 Acquisitions.

Additional Readings in Canvas

Videos:

- [Book Hooks - Library Book Acquisition](#)

Assignments

Essay Question: Create a budget for a library and discuss the reasons for your budget allocation. (10 points)

Assignment: Create a budget and funds in Koha Klassmates. (15 points)

Quiz (15 points)

WEEK 5 -- ACQUISITION PROCEDURES -- MONOGRAPH

Lesson

Readings:

Textbook: Keeler, Hali R. [Working with Library Collections: An Introduction for Support Staff](#), 2017. Chapter 4 Acquisitions.

Lecture notes and additional readings in Canvas

Videos:

- Creating a Vendor in Acquisitions
- Creating a Basket & Ordering from External Source
- Ordering a Purchase Suggestion
- Close a Basket & Receive Items in Acquisitions

Assignments

- Pre-Order Search (20 points)
- Acquisition procedures in Koha Klassmates (20 points)

WEEK 6 -- ACQUISITION PROCEDURES – SERIALS AND DATABASES

Lesson

Reading: Lecture notes and Readings in Canvas

Video: [Deep Dive: Serials in Koha](#)

Practice: Explore non-book library resources

Assignments

Practice: Add serials in Koha Klassmates (15 points)

Quiz (25 points)

MIDTERM (120 points)

WEEK 7 -- INTRODUCTION TO CATALOGING AND CLASSIFICATION, AND METADATA

Lesson

Readings:

Textbooks:

Shaw, Marie K. [Cataloging Library Resources: An Introduction](#), 2nd ed., 2024. Chapter 1, Introduction to Cataloging and Classification, Chapter 2, Catalogs, Collaborations, and Tools, and chapter 6 Metadata.

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries](#), 2015. Chapter 1, Introduction to library cataloging and Chapter 2, The cataloging environment.

Additional Readings in Canvas

Website: [Resources for Cataloging \(Library of Congress\)](#)

Assignments

Quiz (40 points)

WEEK 8 -- CATALOGING RULES

Lesson

Readings

Textbooks:

Shaw, Marie K. [Cataloging Library Resources: An Introduction](#). 2nd ed., 2024. Chapter 10, RDA, FRBR, and FRAD

Lecture notes and additional Readings in Canvas

Videos:

- [FRBR simplified](#)

Assignments

Cataloging Assignment (40 points)

WEEK 9 -- ACCESS POINTS AND AUTHORITY CONTROL

Lesson

Readings

Textbooks:

Shaw, Marie K. [Cataloging Library Resources: An Introduction](#), 2nd ed., 2024. Chapter 3 Authority Control.

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries](#), 2015. Chapter 4, Name and Title Access Points

Lecture notes and additional Readings in Canvas

Video: [Search Library of Congress Authority Files](#)

Practices: Search [Library of Congress Authorities](#) for name and title authorities

Assignments

Discussion Board Post: Discuss your experience in searching Library of Congress authority files and the records you have found (10 points).

Cataloging Assignment: Find and Submit name and title authority records. (30 points)

WEEK 10 -- SUBJECT HEADINGS

Lesson

Readings:

Textbooks:

Shaw, Marie K. [Cataloging Library Resources: An Introduction](#), 2nd ed., 2024. Chapter 9, Subject Classification.

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries](#), 2015. Chapter 5, Subject analysis and Chapter 6, Subject heading authorities.

Practices:

- Find LCSH Authorities Records
- Identify authorized LCSH headings in a library catalog record

Assignments

Cataloging Assignment: Find and submit LC Subject Authority Records (15 points)

Quiz (25 points)

WEEK 11-- CLASSIFICATION SYSTEMS

Lesson

Readings:

Textbooks:

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries](#), 2015. Chapter 9, Classification and Call Numbers.

Videos:

- [Library of Congress Classification: How books are organized in Academic Libraries](#)
- [Dewey Decimal Classification System](#)

Assignments

Discussion: (20 points)

WEEK 12 -- CLASSIFICATION SYSTEMS

Lesson

Readings:

Textbooks:

Shaw, Marie K. [Cataloging Library Resources: An Introduction](#), 2nd ed., 2024. Chapter 7, Dewey Decimal Classification System, and chapter 8, Library of Congress Classification System.

Videos:

- [Classification Web](#)
- [Dewey Decimal Classification \(DDC\) and WebDewey](#)

Assignments

Classification Assignment (60 points)

WEEK 13 -- COMPUTER ENCODING—MARC AND BIBFRAME

Lesson

Readings:

Textbooks:

Shaw, Marie K. [Cataloging Library Resources: An Introduction](#), 2nd ed., 2024. Chapter 4, MARC21 Records and Chapter 11, BIBFRAME: Preparing Catalogers for the Future.

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries](#), 2015. Chapter 12, Computer Encoding.

Videos:

- [MARC Bibliographic basics](#)

Assignments

- Interpreting MARC Records (20 points)

WEEK 14 -- COPY AND ORIGINALCATALOGING

Lesson

Readings

Textbook: Shaw, Marie K. [Cataloging Library Resources: An Introduction](#), 2nd ed., 2024. Chapter 5, Copy Cataloging.

Additional Readings in Canvas

Videos:

- [OCLC Connexion Search](#)
- [Cataloging with Z39.50 \(Copy Cataloging in Koha\)](#)
- [Original cataloging in Koha Klassmates](#)

Assignments

- Copy Cataloging Assignment (30 points)
- Original Cataloging in Koha Klassmates (30 points)

WEEK 15 -- COLLECTION CARE

Lesson

Readings

Textbook: Keeler, Hali R. [Working with Library Collections: An Introduction for Support Staff](#), 2017. Chapter 9, Material Preparation, Chapter 10, Preservation and Security, and Chapter 11, Basic Material Repair.

Additional Readings in Canvas

Videos (optional):

- [Pre-processing Books](#)
- [Processing Library Materials-Book Jackets](#)
- [Processing Library Materials-Hinges, AV Cases, etc.](#)
- [Library collection care videos playlist](#)

Assignments

- Quiz (30 points)

WEEK 16 -- FUTURE OF TECHNICAL SERVICES

Lesson

Review

- Review Koha manual and videos on how to add a vendor, placing orders, invoice and receive orders, and copy catalog materials.
- Review how to search for authority records in Library of Congress Authority Files.

Assignments

Final Project (60 Points)

Discussion: Reflection on using Koha Klassmates to acquire, receive and copy catalog library materials. (20 points)

FINAL TEST (140 points)