

Palomar College
Library & Information Technology
Library Operational Skills / Technical Services (LT 110)
Spring 2020

Course Site (Canvas): <https://palomar.instructure.com/courses/16592>

Course Number: 32228

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Office Hours: Every Sunday 7-8 PM online via [ConferZoom](#) (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 LIT 110 syllabus is organized as follows:

- Course Description
- Textbooks
- Student Learning Outcomes
- Technical Requirements
- Course Policies
- Student Rights/Privacy of Student Records
- 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 face to face orientation for this class on Thursday, January 30th from 5: 00 to 8:00 pm in LRC116. It's strongly recommended that you attend this orientation if this is your first semester in LT program.

Textbooks:



Cataloging library resources : an introduction (Recommended)

by Marie Keen Shaw

Publisher: Lanham : Rowman & Littlefield, [2017]

ISBN-10: 1442274867

ISBN-13: 9781442274860

One copy of this book is available on Reserve for 2-hour, in library use at San Marcos Campus library. [This book is also available online](#)



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

One copy of this book is available on Reserve for 2-hour, in library use at San Marcos Campus library. [This book is also available online](#)



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

One copy of this book is available on Reserve for 2-hour, in library use at San Marcos Campus library. [This book is also available online](#)

You will need the required textbook for the first week's graded assignment, so if you do not have a copy by then, plan to use the library's reserve copies or the ebook. 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.

Student 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

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 must have access to a computer and the Internet to view and complete each week's lesson in Canvas. You may use both for free at both Palomar College libraries during [open hours](#) , as well as [computer labs at San Marcos](#) , [Escondido Center](#) , and [Rancho Bernardo Center](#).
- You must have 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, go to <https://guides.instructure.com/m/4212>

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 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 can find more information at <https://www2.palomar.edu/pages/atrc/2015/01/22/free-office-365-for-all-palomarites/>. You may download or register for access to the following free software programs: PowerPoint Viewer, GoogleDocs, Adobe Reader (for PDF documents), and Adobe Flash player (for some multimedia content)

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

Course Policies

Attendance

This is an online course, and students must log in each week to get and complete all course readings, assignments, and other activities (participation credit will be given based on evidence of this). 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.**

Deadlines & Grading

- All students are expected to participate in the course. Failure to participate can result in an “F” or “FW” grade, unless the student executes a drop within the [time periods indicated on this webpage](#)
- No grade will be assigned to students who process a drop during the first two weeks of the semester, and no notation will appear on the student’s permanent record.
- Between the third week and the eighth week of the semester, students may process a drop at his or her discretion and receive a withdrawal (W grade).
- After the eighth week of the semester, only evaluative (A, B, C, D, F, FW) or Incomplete grades shall be assigned unless student petition for withdrawal through records office.
- [Information for petition for withdrawal](#) is available on Enrollment office website.
- Weekly assignments and exams must be submitted by the posted deadline to receive credit. Pay Attention to Due Dates! Late assignments will not be accepted. Students who do not submit an assignment or exam by the deadline should still complete the weekly lesson since each week’s lesson builds on previous weeks’ content. See Grading and Weekly Schedule & Dues Dates sections at the end of this syllabus for details.
- If you have questions about what’s due or what you’re being asked to do, contact the instructor, or use the Q & A Discussion Board in the course Canvas site to get suggestions from classmates and share ideas. Be sure to plan ahead to ensure there’s enough time to get questions answered or help before a deadline.
- Students can make up or earn additional points toward their grade by completing optional extra credit assignments offered throughout the semester (TBA).

Academic Honesty, Plagiarism, and Cheating

Students are expected to adhere to the highest standards of academic integrity. Cheating, plagiarism and disruptive behavior (including inappropriate language and/or internet use) are unacceptable and may result in a failing grade for the course or expulsion. Refer to the College’s discipline policies and student code of conduct:

<http://www2.palomar.edu/pages/studentaffairs/home/student-discipline/>

Student Privacy

Directory information will not be sold, used for commercial purposes, disclosed to the public, or given to government agencies for the purposes of making benefits determinations (other than for financial aid). If you do not want the College to provide any directory information without your written consent, please notify the Records Office, in writing within thirty (30) days of the start of the semester. If you activate your student email account, it will be displayed in a public electronic address book. Additional information about student rights may be found at:

<https://www2.palomar.edu/pages/enrollmentservices/student-rightsprivacy-student-records/>

Academic Assistance

Academic tutoring is available, free of charge, at the Tutoring Center (third floor of San Marcos campus library). Call (760) 744-1150 X2448 or go to

<http://www2.palomar.edu/tutoringservices/>.

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 <http://www2.palomar.edu/pages/drc/>

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 <https://www2.palomar.edu/pages/counseling/appointments/>

Grading

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

	Points	% of Grade
Class Attendance and Participation	80	8%
Graded Assignments	600	60%
Test 1	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	F
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 (1/27 – 2/1) 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](#)
- [Setting up a Staff Patron in Koha](#)
- [Technical Services Librarians Matter at Your Library: Finding a Career in Technical Services](#) *(Optional)*

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

Assignments

LIT program orientation (10 points Extra Credit)

Discussion board post:

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

Essay Question (20 Points)

WEEK 2 (2/2 – 2/8) 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:

- **Integrated Library Systems**
 - [WMS: New ways libraries are efficiently managing workflows](#) – Andrew Pace, OCLC
 - [Introduction to the Koha Open Source ILS](#)
- **Electronic Resources Management**
 - [Electronic Resources Workflows and Tools](#) (Optional)
- **Discovery Services**
 - [EBSCO Discovery Service - Tutorial](#)

Assignments

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

Essay Questions:

- Name 2 integrated library systems and discuss the **benefits of using an integrated library system (ILS)** (10 points)
- Name 2 discovery services and discuss the advantages and disadvantages of using discovery services. (10 points)
- Select a library and find out what integrated library system and/or discovery service the library used. (10 points)

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

WEEK 3 (2/9 – 2/15) 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:

- [Working with Lists in Resources for College Libraries](#)
- [Adding and Managing Suggestions in KohaKlassmates](#)
- [Weeding the School Library](#)
- [Resource sharing](#)

Assignments

Essay Questions:

- Describe the importance of deselection (weeding) in library collection management (10 points)
- Discuss the pros and cons of "just in time" collection development method. (10 points)
- Discuss the benefit of resource sharing. (10 points)

Practices:

- Create a list of 10 titles in Resources for College Libraries on a given subject. Describe the criteria they have used to make the selection. (10 points)
- Add these titles as purchasing suggestions in Koha Klassmates. (10 points)

WEEK 4 (2/16 – 2/22) ACQUISITION – BUDGET, VENDORS AND DISTRIBUTORS

Lesson

Readings:

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

Additional Readings in Canvas

Videos:

- [Book Hooks - Library Book Acquisition](#)
- [Maximizing Your School Library Budget](#)
- [Create a budget and funds in Koha Klassmates](#)

Vendor Websites:

- [Baker & Taylor](#)
- [Follett](#)
- [Midwest Library Services](#)
- [ProQuest OASIS](#)
- [YBP Library Services](#)

Assignments

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

Practice: Create a budget and funds in Koha Klassmates. (10 points)

Quiz (10 points)

WEEK 5 (2/23 – 2/29) ACQUISITION PROCEDURES -- MONOGRAPH

Lesson

Reading: Lecture notes and additional readings in Canvas

Videos:

- [Acquisitions Basics in Koha 3.18](#)
- [Ordering and receiving materials](#)

Assignments

Practices:

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

WEEK 6 (3/1 – 3/7) ACQUISITION PROCEDURES – SERIALS AND DATABASES

Lesson

Reading: Lecture notes and Readings in Canvas

Video: [Serials Subscription in Koha](#)

Practice: Explore non-book library resources

Assignments

Practice: Add serials in Koha Klassmates (10 points)

Quiz (30 points)

Midterm (120 points)

WEEK 7 (3/8 – 3/14) INTRODUCTION TO CATALOGING AND CLASSIFICATION, AND METADATA

Lesson

Readings:

Textbooks:

Shaw, Marie K. Cataloging Library Resources: An Introduction, 2017. 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 & 2.
Additional Readings in Canvas

Video: [Supporting Cooperative Cataloging | Library Lab](#)

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

Assignments

Discussion Board Post: Discuss the benefits of cooperation and collaboration in cataloging. (10 points)

Quiz (30 points)

WEEK 8 (3/15 – 3/21) CATALOGING RULES

Lesson

Readings

Textbooks:

Shaw, Marie K. Cataloging Library Resources: An Introduction. 2017. Chapter 10, [RDA](#), [FRBR](#), and [FRAD](#)

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries.](#) , 2015. Chapter 3.

Lecture notes and additional Readings in Canvas (subject to change)

Videos:

- [FRBR simplified](#)
- [RDA in 10 Easy Steps](#)

Assignments

Cataloging Assignment (40 points)

WEEK 9 (3/29-4/4) ACCESS POINTS AND AUTHORITY CONTROL

Lesson

Readings

Textbooks:

Shaw, Marie K. Cataloging Library Resources: An Introduction, 2017. Chapter 3 [Authority Control.](#)

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

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 (4/5-4/11) SUBJECT HEADINGS

Lesson

Readings:

Textbooks:

Shaw, Marie K. Cataloging Library Resources: An Introduction, 2017. Chapter 9 [Subject Classification](#)

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries](#). , 2015. Chapter 5-8

Practices:

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

Assignments

Cataloging Assignment: Find and submit LC Subject Authority Records (10 points)

Essay Questions:

- Why should a library use standard subject headings instead of making up appropriate headings for its own collection? (10 points)
- Describe two benefits of adopting LCSH and two benefits of adopting Sears list of subject headings. (10 points)

Quiz (10 points)

WEEK 11-12 (4/12 – 4/25) CLASSIFICATION SYSTEMS

Lesson

Readings:

Textbooks:


Shaw, Marie K. Cataloging Library Resources: An Introduction, 2017. Chapter 7, [Dewey Decimal Classification System](#), and chapter 8, [Library of Congress Classification System](#).

Intner, Sheila S, and Jean Weihs. [Standard Cataloging for School and Public Libraries](#). , 2015. Chapter 9-11

Videos:

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

Practices:

- [Dewey Decimal Classification \(DDC\) and WebDewey](#)
- [Library of Congress Classification \(LCC\) and Classification Web](#) 

Assignments

Essay Question: Discuss the differences between traditional classification systems used in the library, and reader's interest classification systems such as FindIt! and Dewey-free. Which one would you prefer to use? (20 points)

Classification Assignment (60 points)

WEEK 13 (4/26 – 5/2) COMPUTER ENCODING—MARC AND BIBFRAME

Lesson

Readings:

Textbooks:

Shaw, Marie K. Cataloging Library Resources: An Introduction, 2017. 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.

Videos:

- [MARC Bibliographic basics](#)
- [How to Do Cataloging in KOHA](#)

- [From MARC to BIBFRAME: An Introduction](#) (Optional)

Practices:

- Interpreted MARC Records
- Find and Review MARC Records

Assignments

- Interpreting MARC Records (10 points)
- Discussion Board post on BIBFRAME (10 points)

WEEK 14 (5/3 – 5/9) COPY AND ORIGINAL CATALOGING

Lesson

Readings

Textbook: Shaw, Marie K. *Cataloging Library Resources: An Introduction*. , 2017. Chapter 5, [Copy Cataloging](#)

Additional Readings in Canvas

Videos:

- [OCLC Connexion Search](#)
- [Copy Cataloging in KOHA 3.2](#)
- [Original cataloging in Koha Klassmates](#)

Practices:

- Search OCLC Connexion for Copy Cataloging Records
- Copy catalog a book in Koha Klassmates
- Original cataloging in Koha Klassmates

Assignments

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

WEEK 15 (5/10 – 5/16) 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):

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

Physical Processing Procedures:

- University of Maine Raymond H. Fogler Library
- Physical Processing Procedures for Harvard College Library Acquisitions
- Cornell University Physical Processing (LTS Procedure #104)

Assignments

Short Answer Questions:

- Use a flow chart to describe the methods a library uses to prepare materials for circulation. (10 points)
- What are the three rules of repair? (10 points)

WEEK 16 (5/17 – 5/23) FUTURE OF TECHNICAL SERVICES

Lesson

Readings in Canvas

Videos (Optional):

- [Future of Technical Services \(Part 1\): An Overview of the Future of Technical Services](#)
- [Future Technical Services \(Part 2\): Current Trends & New Skills in Technical Services](#)
- [Future of Technical Services \(Part 3\): Technical Skills for the Future](#)

Assignments

Discussion Board Post: Discuss the future of technical services. You can choose one or more aspect of technical services (acquisitions, collection development, library systems, cataloging and processing) (20 points)

Final Test (200 points)