

CATALOGING AND CLASSIFICATION

*A Specialization in the Masters in Library and Information Science Degree
Graduate School of Library and Information Science
Dominican University*

Background:

The environment for libraries in general and technical services in particular is rapidly changing for a variety of economic and technical reasons. Cataloging and classification are evolving as the trend towards re-engineering the basic structure of the library organization gains momentum. At the same time, the concepts of organizing knowledge and making complex decisions when describing library collections and formatting the data electronically will become even more essential as the number of web resources increases.

In light of these changes, catalogers' roles will be transformed into knowledge access managers, responsible for designing knowledge organization systems. Librarians with cataloging knowledge and experience will play major roles in the electronic era for:

- Setting and following standards for the representation of bibliographic and other data (e.g., authority work, classification, subject headings, holdings) in library catalogs in a variety of machine formats (e.g., MARC, XML);
- For providing original cataloging of unique materials;
- For providing organization for emerging electronic formats; and,
- For facilitating cross domain interoperability to an arena of diverse metadata schema (e.g., VRACC, ONIX, EAD).

Competencies:

The Association of Library Collections and Technical Services of the American Library Association has identified a number of competencies and skills technical services librarians in general and catalogers in particular should possess and exercise. These can be found at:

<http://www.ala.org/ala/alcts/alctsmanual/conted/cepolicy.htm>

Another American Library Association URL describing a training outline for catalogers developed by the Cataloging and Classification Section's Committee on Education, Training and Recruitment for Cataloging was also consulted. It can be found at:

<http://www.ala.org/ala/alctscontent/alctspubsbucket/alctsresources/catalogingres/trainingcataloge/trainingcatalogers.htm>

These competencies fall into five broad categories:

- **Intellectual Access and Knowledge Organization**

All librarians must understand the ways in which information is organized for retrieval and be able to communicate this knowledge of organizational structures to the library user. In

doing so, they must possess a basic knowledge of how databases are created and indexed, and the factors that affect indexing, retrieval, and display of records.

- **Preserving Access**

Access to library collections and information is an integral part of librarianship. All librarians must possess a conceptual knowledge of the physical and intellectual nature of library materials, including digital resources, as well as the factors affecting the life expectancy of library materials. Librarians must understand basic preservation activities.

- **Identification, Selection, and Acquisition of Information Resources**

All librarians must have basic knowledge and skills pertinent to the development of collections, the management of financial resources, and the dissemination of information in a dynamic and collaborative networked environment.

- **Management Skills**

General skills and knowledge in the areas of management and personal development empower librarians to be successful in any setting. These skills and knowledge include, but are not limited to, communicating in verbal or written mode, planning and implementing plans, working with budgets, evaluating programs, and supervising others

- **Skills in Research Analysis and Interpretation**

All librarians must understand methods commonly used to gather data for their own analyses and to interpret the data and analyses of others. In varying degrees according to their work, librarians must also possess knowledge of techniques for a logical, scientific approach to solving problems and evaluating services.

What courses must a student complete for a specialization in Cataloging/Classification?

The underlying concepts of cataloging/classification are essential for anyone pursuing a career in these areas but there are also special aspects of cataloging that the student may wish to pursue. To this end, we have developed sample course pathways that students and their advisers may consult for the more specialized aspects of cataloging and classification. These samples do not claim to be inclusive.

Courses:

Sample Path 1

(Student interested in Academic libraries)

GSLIS CORE (12 CREDITS-4 CLASSES)

LIS 701 Introduction to Library and Information Science

LIS 703 Organization of Knowledge

LIS 704 Reference and Online Services

LIS 899 Capstone Course

REQUIRED MANAGEMENT COURSE (3 CREDITS-1 CLASS)
LIS 770 Management of Libraries and Information Centers

2nd level cataloging courses

- 730: Cataloging and Classification
- 731: LC Subject Analysis

Electives

- 733: Serials: Problems and Techniques
- 737: Online Information Systems
- 740: Reference Sources in the Humanities
- 741: Reference Sources in the Social Sciences
- 744: Government Information Sources
- 745: Searching Electronic Databases
- 764: Library User Instruction
- 799: Practicum
- 882: Metadata for Internet Resources

Sample Path 2

(Student interested in special collections work)

GSLIS CORE (12 CREDITS-4 CLASSES)

- LIS 701 Introduction to Library and Information Science
- LIS 703 Organization of Knowledge
- LIS 704 Reference and Online Services
- LIS 899 Capstone Course

REQUIRED MANAGEMENT COURSE (3 CREDITS-1 CLASS)

LIS 770 Management of Libraries and Information Centers

2nd level cataloging courses

- 731: LC Subject Analysis
- 882: Metadata for Internet Resources

Electives

- 713: Preservation & Conservation
- 717: Human Records and Society
- 730: Cataloging and Classification
- 740: Reference Sources in the Humanities
- 774: Special libraries
- 775: Archival Administration and Services
- 799: Practicum
- 830: Seminar in Bibliographic Control

Sample Path 3

(Student interested in cataloging and library systems design)

GSLIS CORE (12 CREDITS-4 CLASSES)

LIS 701 Introduction to Library and Information Science

LIS 703 Organization of Knowledge

LIS 704 Reference and Online Services

LIS 899 Capstone Course

REQUIRED MANAGEMENT COURSE (3 CREDITS-1 CLASS)

LIS 770 Management of Libraries and Information Centers

2nd level cataloging courses

730: Cataloging and Classification

731: LC Subject Analysis

Electives

737: Online Information Systems

750: Information Storage and Retrieval

751: Database Management

752: Networks

754: Information Systems Analysis and Design I

755: Information Policy

882: Metadata for Internet Resources