

**Program Planning Guide**  
**Library Cataloging Certificate (C55310C0)**

(No placement testing is required for this certificate program.)

Program Length: Variable based on student course load.

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)

Program Sites: Distance Education

| Course requirements: |                                      | HOURS |     |        | Grade | Semester | Notes |
|----------------------|--------------------------------------|-------|-----|--------|-------|----------|-------|
|                      |                                      | Class | Lab | Credit |       |          |       |
| LIB 112              | Library Collection Dev & Acquisition | 2     | 2   | 3      |       |          |       |
| LIB 113              | Lib Cataloging & Classification      | 2     | 2   | 3      |       |          |       |
| LIB 213              | Cataloging Non-print Materials       | 2     | 2   | 3      |       |          |       |
| WEB 110              | Internet/Web Fundamentals            | 2     | 2   | 3      |       |          |       |

Total Semester Hours Credit: 12

**Course Descriptions:**

**LIB 112 Library Coll. Dev./Acq. 2-2-3**

This course covers library collection development and acquisitions policies and procedures. Emphasis is placed on evaluating mission statements, needs assessment studies, purchasing materials using selection criteria and tools, and related collection development and acquisitions activities. Upon completion, students should be able to evaluate mission statements, conduct needs assessments using selected criteria, and complete related collection development and acquisitions activities.

**LIB 113 Lib. Cataloging & Classification 2-2-3**

This course covers standards and procedures for copy cataloging and types of classification systems. Emphasis is placed on selecting bibliographic records, maintaining and using authority records, and the importance of the catalog to the library mission. Upon completion, students should be able to select the appropriate MARC record, search OCLC, and demonstrate an understanding of authority files.

**LIB 213 Cataloging Nonprint Mat. 2-2-3**

*Prerequisite: LIB 113*

This course continues the study and application of information cataloging practices. Emphasis is placed on cataloging information resources, updating bibliographic materials in databases, an overview of Dublin Core, and non-print materials cataloging practices. Upon completion, students should be able to catalog nonprint and electronic resources.

**WEB 110 Internet/Web Fundamentals 2-2-3**

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.