



Program Planning Guide

Library Cataloging Certificate (C55310C0)

Program Length: Variable

Program Sites: Distance Education.

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology;
 Diploma in Library and Information Technology; Certificate in Library Cataloging

		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
LIB 112	Library Collection Dev. & Acquisition	2	2	0	3	
LIB 113	Library Cataloging & Classifications	2	2	0	3	1st 8-week
LIB 213	Cataloging Non-print Materials	2	2	0	3	2nd 8-week
WEB 110	Internet/Web Fundamentals	2	2	0	3	
Total Semester Credits Required for Graduation:					12	

Course Descriptions

LIB 112 Library Coll. Dev./Acq.

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

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.

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 Web Development Fundamentals

This course introduces World Wide Web Consortium (W3C) standard markup language. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) standards.