ROSE STATE COLLEGE

Division Course Syllabus

Division                Humanities
Course Prefix and Number LTA 1323
Course Title            Introduction to Library Technical Services
Semester and Year Submitted Spring 2016
Prepared by             Melissa Huffman
Hours Per Week:         Class 3
                        Lab 0
Credit Hours            3

Course Description (as it appears in Catalog)

This course is designed to familiarize the student with the phases of material preparation. This
includes periodicals, acquisitions, cataloging, and local policies. It also includes bibliographic
searching, filing, and shelf reading. This course is only delivered via the internet.

Prerequisites            NONE

Text (s):
       Title   Introduction to Technical Services
       Author  G. Edward Evans and Sandra M. Heft
       Publisher Libraries Unlimited, Inc.
       Copyright Date 1994, 6th edition
       ISBN# 0-87287-966-6

Reading Level

Supplemental Materials: (other books, audio visual aids, etc.)

Instructor-prepared materials, audio-cassette lecture tapes, video tapes, other multimedia
presentations
RATIONALE:

LTA 1323 is designed to provide the student with many phases of material preparation. This includes maintenance of periodicals, acquisitions, cataloging, and local policies. It also includes bibliographic searching, filing, and shelf reading so that the student will be equipped to fulfill his role as technician in the area of library technical services. This course is delivered only over the internet.

COURSE OBJECTIVES:

The student should be able to:

1. Describe the functions of a technical processing department.
2. Define the LTA’s contribution to the functions of the department.
3. Use a special vocabulary.
4. Understand the philosophy of material selection as affirmed by the American Library Association.
5. Understand basic ordering procedures used by libraries to acquire their materials.
6. Identify and use all the basic library tools used to process library material for use.
7. Identify each element on the records created for items housed in a library.
8. Understand how to process library materials properly.
9. Understand how to maintain library collections properly.

METHODS OF INSTRUCTION:

Instructional methods may include lecture, class discussion, multimedia presentations, interviews, guest lectures, exams, student reports and library work.

ASSESSMENT:

Student evaluation may include the following: exams and quizzes, reports (oral and/or written), library research exercises. The importance of class attendance may vary with individual instructors and should be explained at the beginning of the course.
LEARNING OBJECTIVES:

Unit I (Outcome 2)
The material in this unit gives the student some general information about Library Technical Assistants, what the course will be like and what the state of their knowledge about libraries is at the present time.

Introduction
A. Information about the LTA Program
B. Information about the class
C. Questionnaire to students about their background

Unit II (Outcomes 2, 3, 4)
At the end of this unit students will be able to discuss and assist in the selection of library materials.

A. Philosophy of Selection
   1. Freedom to read statement
   2. Library Bill of Rights
   3. Resolution on challenged materials
   4. Statement on labeling
B. Principles of book selection
C. Typical book selection policies
D. Types of materials
E. Bibliographic examination

Unit III (Outcomes 1, 2, 3, 5)
At the end of this unit students will be able to discuss and demonstrate acquisition.

A. Bibliographic verification
   1. Books in Print
   2. Cumulative Book Index
   3. National Union Catalog
   4. Ulrichs/Ayers
   5. A-V Marketplace
B. Bibliographic searching
   1. In collection
   2. In process
   3. On order
   4. Standing order
C. Ordering
   1. Order files
2. Jobbers/Dealers
3. Ordering catalog cards

D. Receiving
   1. Clearing outstanding order files
   2. Preparing material for cataloging

**Unit IV (Outcomes 1, 2, 3, 6 and 7)**
At the end of this unit students will be able to **conduct cataloging**.

A. Main entry/Added entries (Anglo-American Cataloging Rules)
   1. Person (name problems/entry problems)
   2. Corporate body (name problems/entry problems)
   3. Title
   4. Uniform title
   5. Form heading

B. Descriptive cataloging
   1. Body of the entry
   2. Collation/Series statement
   3. Notes
   4. Tracing

C. Subject headings
   1. Sears List
   2. Library of Congress List
   3. Medical Subject headings (MESH)

D. Unit Set of Cards
   1. Main entry
   2. Added entries
   3. Subject headings
   4. Series
   5. Shelf list

**Unit V (Outcomes 1, 2, 3, 6 and 7)**
At the end of this unit, students will be able to **classify material**.

A. Philosophy of classification
B. Dewey Decimal classification
C. Library of Congress classification
D. Book numbers/Cutter numbers
E. National Library of Medicine classification
Unit VI (Outcomes 1, 2, 3, 8 and 9)
At the end of this unit, students will be able to:

Process materials
A. Maintaining records
   1. Catalog
   2. Authority
   3. Shelf list
B. Filing
C. Physical preparation of materials
   1. Labeling
   2. Pocketing
   3. Stamping

Conduct collection maintenance
A. Shelving
B. Bindery preparation
C. Inventory
D. Weeding