

LIBS 123
Introduction to Library Technical Service
Spring 2000 Wed. 6:30-9:15 pm Mohegan Campus Room 110

OBJECTIVES

This course is designed to give students a general understanding of work activities in the technical services area in the library. Basic knowledge and practical skills in the use of bibliographic tools in acquisitions, cataloging, and processing are emphasized. Topics also include serials, government documents, and preservation.

TEXT: Evans, G. Edward and Heft, Sandra M. Introduction to Technical Services. 6th ed. Libraries Unlimited, 1994.

INSTRUCTOR: Hali Keeler
Director, Bill Memorial Library, Groton
(w) 445-0392 (h) 536-9776

Note: starred (*) readings are on reserve in the Mohegan Campus Learning Resource Center.

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| Jan. 26 | Introduction; LTAs and their role in technical services Chapter 1 in text |
| Feb. 2 | Computers and Libraries Chapters 2, 3 |
| Feb. 9 | Acquisitions Chapters 4, 5 1 st article summary due |
| Feb. 16 | Acquisitions Chapters 6, 7, 8 |
| Feb. 23 | Acquisition Records Chapters 9, 10, 11 |
| March 1 | Serials Chapter 21 2 nd article summary due |
| March 8 | Midterm |
| March 15 | <i>Spring Break- no class</i> |

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| March 22 | Government Documents; Gifts Chapter 12 Chapter 13: <u>Introduction to Library Public Service</u> * (on reserve) 3 rd article summary due |
| March 29 | Field Trip: Connecticut College Library, Government Documents |
| April 5 | Cataloging: introduction Chapters 13, 14 |
| April 12 | Cataloging: terms, processing 4 th article summary due |
| April 19 | Conservation, Book Repair, Preservation Chapter 14: <u>Introduction to Library Public Services</u> * (on reserve) |
| April 26 | <i>Academic Advisement Day- no class</i> |
| May 3 | Guest Speaker: Preservation |
| May 10 | Review |
| May 17 | Final |

REQUIREMENTS ON WHICH YOU WILL BE GRADED:

Midterm exam 30%; Final exam 30%; Summary papers 25%*; Homework and class participation, 15%.

Numerical equivalents of letter grades are:

94-100=A (4.0), 90-93=A- (3.7), 87-89=B+(3.3), 83-86=B (3.0), 80-82=B- (2.7), 77-79=C+ (2.3), 73-76=C (2.0), 70-72=C- (1.7), 63-66=D (1.0), <62=F (0).

*Summaries will be written on any article relative to technical service. Paper will be 1-2 pages typed and double spaced: content summary, then your opinion. Complete bibliographic information must appear at the top of the paper.

ATTENDANCE POLICY: Attendance is mandatory. No make-up tests except for emergency.

COLLEGE WITHDRAWAL POLICY: Students may withdraw, in writing at the Registrar's office, for any reason until the end of the 10th week of classes. From the 11th-13th week, a student may withdraw with the signature of the instructor or advisor.

STUDENTS WITH DISABILITIES: If you have a hidden or visible disability or learning differences that may require classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, be sure to register with the Disabled Student Councilor or coordinator.