GENERIC SYLLABUS
(updated 2001)

LSA 404/504
LIBRARY SCIENCE ADMINISTRATION 404/504
LIBRARY CATALOGING AND CLASSIFICATION

PREREQUISITES
None

COURSE DESCRIPTION
Credit: 3 hours Basic principles of cataloging and classifying books and non-book materials. Study of the Dewey Decimal Classification, the professional aids in cataloging, and the use of printed cards. Two hours of lecture and two hours of laboratory a week.

RECOMMENDED TEXT
Dewey Decimal Classification System. Abridged edition.[there will be supplementary materials]

College of Education and Human Development
Conceptual Framework

The COEHD’s Conceptual Framework provides direction for the development of effective professionals. It is a living document that continuously evolves as opportunities and challenges emerge. The four components of the Conceptual Framework are the institutional standards used for candidate assessment in undergraduate and graduate programs. They are Knowledge of Learner (KL), Strategies and Methods (SM), Content Knowledge (CK), and Professional Standards (PS). Diversity (DV) and Technology (TY) are included in the assessment process as themes that are integrated throughout all programs in the educational unit.
http://www.selu.edu/acad_research/colleges/edu_hd/about/conceptual_framework/index.html

COURSE OBJECTIVES
1. The student will become familiar with professional terminology.

2. The student will learn to recognize the variable features of books and library materials.

3. The student will become familiar with available computer software and available updated technologies.

4. The student will become familiar with the Library of Congress Classification System and will become proficient in the application of the Anglo-American Cataloging Rules and the Dewey Decimal Classification System.
COURSE EVALUATION
Evaluation will be based upon class participation, performance on the final examination, and the quality and completeness of the term project.

WRITING STYLE
All written materials will be submitted in a format acceptable to the American Library Association (University of Chicago Style).

REFERENCE LIST


Johnson, Peggy and Bonnie MacEwan (eds.). Virtually yours: Models for managing electronic resources and services. Chicago: ALA.
