1. **COURSE TITLE AND NUMBER OF CREDITS:** Technical Processes for School Library Media Centers (ELLM 515), Three Graduate Credits

2. **COURSE DESCRIPTION:** An examination of the technical processes (acquisitions, cataloging, processing, and circulation) necessary for the access, organization and maintenance of media materials in the school library media center.

3. **PREREQUISITES AND RESTRICTIONS:** None

4. **COURSE OBJECTIVES:** The course is designed to acquaint the student through lecture and laboratory experiences with the principles and practices of organizing instructional media so that he or she will be able to effectively prepare materials for library/media center users. To that end the student will be able to:

   A. Demonstrate a knowledge of the MARC format by preparing catalog records for selected materials with at least 90% accuracy according to the rules.
   
   B. Prove an understanding of the principles of the Dewey Decimal Classification System by applying them to a minimum of six types of materials on various topics on catalog records with a written explanation of each number.
   
   C. Show an understanding of the ability to apply the Sears Subject Headings Systems to a minimum of six types of materials on various topics by entering the proper heading and related references on catalog records with 90% accuracy according to the rules.
   
   D. Demonstrate an understanding of the AACR2 rules for descriptive cataloging by applying them to a minimum of six types of materials on various topics on cataloging records with 90% accuracy.
   
   E. Apply ALA filing rules by completing class worksheets with 90% accuracy.
   
   F. Determine and formulate policies and procedures for technical services by preparing a written policy manual which includes selection policies including those of diversity and inclusion incorporating the concepts presented in basic AASL and ALA access documents.
   
   G. Identify major trends in technical processes technology by creating a portfolio of relevant critiqued articles.

5. **RELATIONSHIP TO COE GLOBAL STUDENT LEARNING OUTCOMES:** At the conclusion of the course, students will be able to:

   A. Engage in reflective inquiry about professional knowledge, understanding, and application of technology in preparing educational resources in the library/media center as demonstrated by the construction of catalog records (COE,GSLO,A.1)
   
   B. Demonstrate knowledge of developments and implications of technology in academic and professional disciplines of information dissemination as evidenced by the preparation of the manual and portfolio (COE,GSLO, B.4)
C. Integrate information and theories into the professional decision-making processes of access to information as shown by the preparation of the manual (COE,GSLO, C.1)
D. Use methods of planning for access to information resources that are consistent with exemplary professional practices as proved in the construction of the catalog records and the manual (COE,GSLO, D.4)
E. Demonstrate knowledge of philosophical, psychological, socio-cultural, and historical foundations of professional practice in a diverse society as it applies to the access to information resources in the library/media center as evidenced by the preparation of the portfolio and the manual (COE,GSLO, B.3)
F. Integrate technology into methods of access to information as it applies to the curriculum and practice by preparing the catalog records and the manual (COE,GSLO,D.6)

6. COURSE CONTENT:
   A. Introduction: the catalog in relation to the collection and the readers; tools and references.
   B. Selection policies, including the concept presented in basic access documents and those of diversity and inclusion.
   C. Ordering and receiving.
   D. Descriptive cataloging: general techniques, forms of entry.
   E. Classification: basic principles and their application, systems.
   F. Subject cataloging: theory and practice, Sears and other systems.
   G. Automated cataloging: MARC formats.
   H. Care and maintenance.
   I. Preparation of materials for circulation.
   J. Circulation and periodicals.
   K. Cataloging services: use of printed and other records, centralized processing.

7. TEACHING/LEARNING METHODS:
   A. Lecture/Discussion
   B. Hands of laboratory experiences
   C. Demonstrations
   D. Use of multi-media and reports

8. EVALUATION AND PERFORMANCE METHODS:
   Students are expected to attend all lecture and laboratory experiences. The grade (assuming mastery requirements are met) will be based on the following:
   A. The preparation of a manual 45% A= 93-100 Excellent
   B. The construction of catalog records 30% B= 85-92 Very good
   C. The collection of critiqued articles 15% C= 77-84 Average
   D. Attendance 5% D= 69-76 Weak
   E. Participation 5% It should be noted that all plagiarism (whether intentional or not) in not acceptable.

9. RECOMMENDED TEXTS/READINGS:
Dewey, M. *Decimal classification and relative index*. 18th Abridged and/or full 21st. ed. Dublin, OH: OCLC.


10. PREPARER'S NAME AND DATE: Dr. Amy G. Job, May 2, 2005

1. Department approval date:

2. Reviser(s) Name(s) and date:

3. Department revision approval date:

4. BIBLIOGRAPHY:


Cultivating your library (Videorecording) (1986). Costa Mesa, CA: Orange County Department of Media Services.


