

## Cataloging and Classification Competency - Course Map

### Instructions:

Please complete each section under each competency. If the course(s) does not cover that competency, please indicate no coverage in the map.

Mapping multiple courses? If your program covers the competencies in two or more courses, please complete information for all courses in Part One. In addition, if you are describing two or more courses, under the individual competencies, please indicate which course you are describing by including its course number.

### Definitions:

**Methods** mean any material that you present to cover the content of a particular competency. Methods could include lectures, power point presentations, video or/and audio presentations, field trips, or guest speakers.

**Readings** includes any text material assigned to your students. We understand that many instructors change the readings frequently. For the purpose of the map, please include the course's most current reading assignments. If you assign chapters in a textbook, please include the title of that chapter. Readings also include any viewing or reading of videos or other artifacts.

**Assignments** include any activities that you require students to complete. The summary assessment should also list the assignments. If you require discussion board posts, please give the topic of that discussion assignment. For the purpose of the map, please include the course's most current board topics. We understand that many instructors change discussion boards assignments as needed.

**Assessments** include any way that you use to evaluate if students have mastered that particular competency. For example, if a final exam includes questions about a competency, then include "final exam" on the map. You do not need to include the particular questions.

### Part One: Course Information

**If the course syllabus contains this information, you do not have to repeat the information in Part One.**

**Course Description:**

**Course Outcomes or Student Learning Outcomes:**

**Description of each assignment:**

**Description of each assessment:**

**Description of how students interact with the instructor and with each other:**

## Part Two: Competency-Course Map

**Competency 1: LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification.**

Methods:

Readings:

Assignments

Assessments:

**Competency 2: LSS know and can use the basic cataloging and classification tools, both print and online, including bibliographic utilities and format standards.**

Methods:

Readings:

Assignments:

Assessments:

**Competency 3: LSS know the basics of standard metadata formats and cataloging rules to select, review, and edit catalog records, and to generate metadata in various formats.**

Methods:

Readings:

Assignments:

Assessments:

**Competency 4: LSS know and can apply the basics of classification and organization schemes for collections.**

Methods:

Readings:

Assignments:

Assessments:

**Competency 5: LSS understand the value of authority control and its basic principles, and can identify and apply appropriate access points for personal names, corporate bodies, series, and subjects.**

Methods:

Readings:

Assignments:

Assessments:

**Competency 6: LSS are able to explain the value and advantages of cooperative or collaborative cataloging practices to enhance services.**

Methods:  
Readings:  
Assignments:  
Assessments:

**Competency 7: LSS know and can explain the value and purpose of cataloging and classification to help users find the resources that they seek.**

Methods:  
Readings:  
Assignments:  
Assessment:

**Competency 8: LSS know the role of technology in creating, identifying, retrieving and accessing information resources and demonstrate facility with appropriate metadata storage and retrieval tools.**

Methods:  
Readings:  
Assignments:  
Assessments: