

Cataloging and Classification Competency Set (Elective)
August, 2012

Revised Competencies

Library Support Staff who work in cataloging and classification support library users' access to resources in a library. They do this by assisting with the processes that enable multiple ways of searching to identify what is in a library; to identify and select particular items; to locate these items in the library or in other libraries and in general to support the intellectual and organizational coherence of the library's collections. Cataloging and classification require a high level of computer skills, knowledge of standard systems of classification, cataloging, and subject headings. This work also requires the ability to apply these standards to diverse types of materials.

1. LSS apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification.
2. LSS know and can use the basic cataloging and classification tools, both print and online, including bibliographic utilities and format standards.
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.
4. LSS know and can apply the basics of classification and organization schemes for collections.
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.
6. LSS are able to explain the value and advantages of cooperative or collaborative cataloging practices to enhance services.
7. LSS know and can explain the value and purpose of cataloging and classification to help users find the resources that they seek.
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.