Introduction to Cataloging Trainer Guide
1 Contact Hour

MELVIL DEWEY.

> **Optional Training Activities**
> - Optional training activities are estimated to add 35 minutes to the original training time and include the minutes indicated for the original activity.

Learning Objectives

Participants in the Introduction to Cataloging class will achieve five objectives:

- Understand the MARC record specifications for vendors.
- Understand the cataloging record structure.
- Learn best practices for assigning call numbers.
- Discover available INFOhio Item Groups and Material Types.
- Print barcodes and spine labels using a report template.

In this course, participants will work through several lessons to learn more about how and why we catalog the way we do. Below is a description of each lesson and the amount of time it should take for participants to complete each one.

Getting Started

Your Assignment

- **Lesson Content**

  Review the course objectives and the course overview. (5 minutes)

Introduction to Cataloging

INFOhio Vendor Specifications Worksheet

- **Lesson Content**

  Download the INFOhio Vendor Specifications worksheet. Read over the information provided. Contact your INFOhio ITC Provider with any questions you may have about the fields listed on the sheet. (10 minutes)

Cataloging Record Structure

- **Lesson Content**

  Read the lesson material and download the Catalog Record Structure document and read the information contained in the document. (10 minutes)

Optional Training Activities
- Access BLUEcloud Cataloging and search for a title. Locate the Title (or Bibliographic) record. Hint: Find Edit Record and the MARC Data. Are there multiple title records when there should only be one? Discuss and share your findings with the group.
- Next, locate the call number record. Are there duplicate call numbers for a single library? Discuss how this issue should be fixed.
- Finally, locate the Item Record. Note the item information fields. Discuss with the group what pieces of information are required and how additional fields, like Genre, may be helpful. (15 minutes)

Assigning Call Numbers

- **Lesson Content**

  Download and read the available documents: Call Number and Item Maintenance Tip Sheet and the Item Maintenance Tip Sheet on the Dewey Decimal System. (10 minutes)

Optional Training Activities
- Using the record found above in BLUEcloud Cataloging, go to the bibliographic record (MARC Data) found in Edit Record. Note if the record has a 082, 090, or 092 tag.
- Next, using Manage Holdings, look at the call numbers on this record. Are they consistent? Any unnecessary duplications? Discuss your findings with the group.
- Using the Internet, access one or more of the Dewey Number sites found on page 3 of the Assigning Call Numbers document. Do a search for the title you have been using. Does the website match what is assigned to the record? Why might this be? Discuss your findings with the group. Explore the site further and bookmark it on your computer. (20 minutes)

INFOhio Item Groups and Material Types

- **Lesson Content**

  Download and review the information on Item Groups and Material Types. (10 minutes)

Optional Training Activity
- Using the Introduction to Cataloging Venn Diagram in the class files, note how Item Groups and Material Types are different and how they are the same. As a group, discuss your findings. (20 minutes)

INFOhio

Printing Barcode and Spine Labels

- **Lesson Content**

    Read the lesson material. View the Guide, Tip Sheet, and included video if needed. (10 minutes)

Optional Training Activities
- Using the directions contained in this lesson, create a report template for both Barcode and Spine Labels.
- Once the report templates are created and saved, note the Date Created field (found in the bibliographic information and in the item details) of the item you were using in the above lessons. Using that creation date, run labels as a test. Your finished report should include the title you have been using. Note any questions or comments and share them with the group. (20 minutes)

Checking Your Learning

Contact Hour Quiz and Certificate

- **Lesson Content**

    Take a quiz to earn a contact hour certificate. (5 minutes)