

Instructor's Preface

The materials in this manual are organized into eleven sessions. The sessions were designed in such a way that the sessions could be taught as a four day workshop, or broken up into stand alone sessions, Each trainer should work with the workshop sponsor to determine what they need and the timeframe they have to work with. The sessions may be taught in any order that is appropriate for the audience.

This workshop was developed to address the core competencies required by the Illinois Statewide Cataloging Standards for copy catalogers. The examples have been chosen to emphasize routine copy cataloging issues, not the extraordinary or unusually difficult. Successful completion of all the workshop sessions should help to prepare the participant as a copy cataloger.

It would be helpful to have at least one copy of AACR2 available and an Internet connection. The Internet connection is not a necessity, but will make the course more interesting and interactive and will enhance the MARC and OCLC sessions. Participants do not need individual computers, but if they are available, they would be helpful for Session 4 (Introduction to OCLC) and Session 8 (Matching and editing).

Time should always be allowed at the end of the workshop for evaluation. An IOUG evaluation form can be found in Appendix G. Evaluations will be helpful in refining and updating the training materials.