

## Table of Contents

Instructor's Preface

Session 1: Introduction

Session 2: Description

Session 3: MARC format

Session 4: Introduction to OCLC

Session 5: Access points

Session 6: Complex imprints

Session 6: Sample title pages

Session 6: Exercises title pages

Session 7: Complex dates

Session 8: Matching and editing

Session 8: OCLC records for matching and editing

Session 8: OCLC records for matching and editing exercises

Session 9: Subject analysis/LCSH

Session 10: Authority control

Session 11: Subject analysis/classification

Appendix A: Workforms

Appendix B: Quick match criteria

Appendix C: Editing guide

Appendix D: MARC bibliographic

Appendix E: Sample book (The joys of cataloging)

Appendix F: Sample book (The joys of cataloging and classification)

Appendix G: IOUG evaluation form