Cataloging And Classification An Introduction Lois Mai Chan

Introduction to Cataloging and ClassificationThe Organization of InformationCataloging and Classification for Library TechniciansUnlocking the Mysteries of Cataloging: A Workbook of Examples, 2nd EditionIntroduction to MetadataCataloguing and ClassificationA Guide to the Library of Congress ClassificationAssessment of Cataloging and Metadata ServicesBeginning Cataloging, 2nd EditionCrash Course in Cataloging for Non-catalogersIntroduction to Cataloging and ClassificationUnderstanding Machine LearningCataloging and ClassificationManheimer's Cataloging and ClassificationBasic Methods of Policy Analysis and Planning -- Pearson eTextThe RDA WorkbookDescriptive and Subject CataloguingA Handbook of Statistical Graphics Using SAS ODSStandard Cataloging for School and Public Libraries, 5th EditionIntroduction to Cataloging and ClassificationIntroduction to Technical Services for Library TechniciansExpansive ClassificationIntroduction to Cataloging and Classification, 11th EditionCataloging Correctly for KidsAnglo-American Cataloging RulesOrganizing Library CollectionsWynar's Introduction to Cataloging and ClassificationCataloging Library ResourcesPractical CataloguingHistorical Aspects of Cataloging and ClassificationA Practical Guide to Library of Congress ClassificationCataloging for School LibrariansFree-floating SubdivisionsIntroduction to Cataloging and ClassificationCataloging and ClassificationCrash Course in Basic Cataloging with RDACataloging and ClassificationCataloging and ClassificationEssential ClassificationReference and Information Services

Introduction to Cataloging and Classification

Cataloging for School Librarians, Second Edition presents the theory and practice of cataloging and classification to students and practitioners needing a clear sequential process to help them overcome cataloging anxiety. By following the instructions in this book, the new cataloger will become proficient at creating bibliographic records that meet current national standards, and make library materials accessible to students and faculty. This new edition fully integrates RDA while referencing its antecedent, AACR2. FRBR, Sears, the Dewey Decimal Classification and the implications of Web-Scale Discovery services are covered. It presents numerous examples of how to catalog books, non-print and electronic library materials using the MARC format. To reinforce learning, each chapter concludes with a revised review quiz and critical thinking questions. Cataloging for School Librarians, Second Edition includes sample full MARC records, a glossary and an index.

The Organization of Information

Now thoroughly updated to include recent changes with RDA, this easy-to-use primer provides an introduction to

standardized cataloging that will benefit library technicians as well as students in library technician and teacher librarian programs. • Provides clear and comprehensible explanations of the rules and tools used by libraries to catalog and classify their materials • Illustrative examples for each aspect of cataloging, classification, RDA, and MARC computer encoding • Covers all types of material formats, including books, audiovisuals, images, sound, electronic resources, and more • Offers numerous practical exercises as well as a glossary of cataloging terms and tools

Cataloging and Classification for Library Technicians

Updated in its 3rd edition, Basic Methods of Policy Analysis and Planning presents quickly applied methods for analyzing and resolving planning and policy issues at state, regional, and urban levels. Divided into two parts, Methods which presents quick methods in nine chapters and is organized around the steps in the policy analysis process, and Cases which presents seven policy cases, ranging in degree of complexity, the text provides readers with the resources they need for effective policy planning and analysis. Quantitative and qualitative methods are systematically combined to address policy dilemmas and urban planning problems. Readers and analysts utilizing this text gain comprehensive skills and background needed to impact public policy.

Unlocking the Mysteries of Cataloging: A Workbook of Examples, 2nd Edition

Introduction to Metadata

The extensively revised and completely updated second edition of this popular textbook provides LIS practitioners and students with a vital guide to the organization of information. After a broad overview of the concept and its role in human endeavors, Taylor proceeds to a detailed and insightful discussion of such basic retrieval tools as bibliographies, catalogs, indexes, finding aids, registers, databases, major bibliographic utilities, and other organizing entities. After tracing the development of the organization of recorded information in Western civilization from 2000 B.C.E. to the present, the author addresses topics that include encoding standards (MARC, SGML, and various DTDs), metadata (description, access, and access control), verbal subject analysis including controlled vocabularies and ontologies, classification theory and methodology, arrangement and display, and system design.

Cataloguing and Classification

Here is the first book on the subject written for library technicians. Cataloging and Classification for Library Technicians

describes all aspects of cataloging and classification of library materials (book and non-book), emphasizing copy cataloging but also discussing original cataloging. Most books are written for professional catalogers or MLS level students and contain more cataloging details than library technicians need while not supplying information on library technicians'roles in the modern information world. Cataloging and Classification for Library Technicians contains the right amount of information presented in an easy-to-understand manner to help library technicians do their jobs effectively. Cataloging and Classification for Library Technicians interprets and explains cataloging rules and how they should be applied. Kao describes library organization and personnel patterns to illustrate the relationship between library technicians and other library staff. She examines duties commonly performed by library technicians in chapters on: library catalogs tools used for cataloging library materials descriptive cataloging subject headings classification systems copy cataloging the cataloging department issues and trends Each chapter contains definitions of relevant terminology and review questions to focus learning. A list of suggested readings is also included for individuals who want or need to know more about a particular aspect of cataloging or classification. The book is an ideal text to use in programs for library technical assistants and a handy reference for practicing library technicians.

A Guide to the Library of Congress Classification

Classification is a crucial skill for all information workers involved in organizing collections. This new edition offers fully revised and updated guidance on how to go about classifying a document from scratch. Essential Classification leads the novice classifier step by step through the basics of subject cataloguing, with an emphasis on practical document analysis and classification. It deals with fundamental questions of the purpose of classification in different situations, and the needs and expectations of end users. The reader is introduced to the ways in which document content can be assessed, and how this can best be expressed for translation into the language of specific indexing and classification systems. Fully updated to reflect changes to the major general schemes (Library of Congress, LCSH, Dewey and UDC) since the first edition, and with new chapters on working with informal classification, from folksonomies to tagging and social media, this new edition will set cataloguers on the right path. Key areas covered are: - The need for classification - The variety of classification - The structure of classification - Working with informal classification - Management aspects of classification - Classification in digital space. This guide is essential reading for library school students, novice cataloguers and all information workers who need to classify but have not formally been taught how. It also offers practical guidance to computer scientists, internet and intranet managers, and all others concerned with the design and maintenance of subject tools.

Assessment of Cataloging and Metadata Services

Introduction to cataloging; Introduction to principles of cataloging; Choice of entry rules; Form of entry headings for

persons; Form of entry headings for corporate bodies; Uniform titles; Descriptive cataloging; Serials; Cataloging of nonbook materials; Classification; Dewey decimal classification; Library of congress classification; Other general classification systems; Subject headings; Library of congress subject headings; Sears list of subject headings; Centralized services and cataloging routines.

Beginning Cataloging, 2nd Edition

A workbook for a beginning course in cataloguing and classification.

Crash Course in Cataloging for Non-catalogers

Written for beginning library science students, this book introduces the theory and practice of organizing library collections in a clear, straightforward, and understandable way. It explains why and how libraries organize their collections, and how theory and practice work together to help library users.

Introduction to Cataloging and Classification

Cataloging and Classification is also a name for the course that covers general principles of bibliography, cataloging, and indexing, that is required for students working toward degrees in Library/Information Science. Of the few texts available for the course, Lois Chan's Cataloging and Classification is the best because the author is the most widely known and respected authority in the field and the text contains complex, difficult information that is presented clearly and in an organized understandable manner, and provides exercises to reinforce the concepts.

Understanding Machine Learning

A proven resource for librarians and students, this updated classic opens the door to understanding current library cataloging processes, shows you how to use them to create standard catalog records, and provides guidance in managing the cataloging workflow. • Describes today's new cataloging tools and shows how they are applied to real resources in various media, sharing numerous examples that illustrate the points raised • Explains the way library catalog records are produced for online catalogs • Describes MARC formats and explains how they relate to new metadata schemas such as MARC XML, the Dublin Core, and BIBFRAME • Discusses how to set goals and objectives, supervise others, evaluate outputs, and report to and interact with internal and external players in the world of libraries • Includes examples and illustrations of all tools and offers practice exercises to reinforce understanding

Cataloging and Classification

Manheimer's Cataloging and Classification

A new edition of this best-selling textbook reintroduces the topic of library cataloging from a fresh, modern perspective. • Delineates the new cataloging landscape • Shares a principles-based perspective • Provides introductory text for beginners and intermediate students • Emphasizes descriptive and subject cataloging, as well as format-neutral cataloging • Covers new cataloging rules and RDA

Basic Methods of Policy Analysis and Planning -- Pearson eText

A new edition of this best-selling textbook reintroduces the topic of library cataloging from a fresh, modern perspective. * Delineates the new cataloging landscape * Shares a principles-based perspective * Provides introductory text for beginners and intermediate students * Emphasizes descriptive and subject cataloging, as well as format-neutral cataloging * Covers new cataloging rules and RDA

The RDA Workbook

While there are many cataloging texts, very few are written specifically for library support staff. This is the one and only book purposefully aligned with the new American Library Association – Library Support Staff Certification (LSSC) competency standards for Cataloging and Classification. Written in clear language by someone who teaches cataloging in a library support staff program and featuring practical examples, Cataloging Library Resources: An Introduction will help library support staff become effective catalogers. Other books on this topic are written for professional librarians rather than support staff. And although 85% of library support staff do not hold professional degrees, many are expected to do the complex and technical work of catalogers. This book provides many examples that support staff can use to learn how to catalog all types of library print, media, and digital materials using the most up-to-date Library of Congress standards. Using this handbook as a guide, readers will be able to perform the ALA-LSSC cataloging and classification competencies and the new RDA, FRBR, and BIBFRAME standards listed below: • Apply and manage the appropriate processes, computer technology, and equipment for cataloging and classification. • Apply principles of Resource Description and Access (RDA) and the Functional Requirements for Bibliographic Records (FRBR) when creating cataloging records. • Apply principles of the Bibliographic Framework Initiative (BIBFRAME) and utilize the BIBFRAME model to create cataloging records. • Use the basic cataloging and classification tools, both print and online, including bibliographic utilities and format standards. •

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. • Explain the value and advantages of cooperative or collaborative cataloging practices to enhance services. • Know the basics of standard metadata formats and cataloging rules to select, review, and edit catalog records, and to generate metadata in various formats. • And more!

Descriptive and Subject Cataloguing

Discusses cataloging rules, subject analysis and headings, classification systems, bibliographic utilties, and MARC formats.

A Handbook of Statistical Graphics Using SAS ODS

Standard Cataloging for School and Public Libraries, 5th Edition

The latest edition of this classic work [formerly Immroth's Guide to the Library of Congress Classification (Libraries Unlimited, 1990)] provides you with a basic understanding of the ever-evolving Library of Congress Classification system and its applications. After introducing the classification and giving a brief history of its development, the author presents readers with the general principles, structure, and format of the scheme. She then discusses and illustrates the use of tables. In a chapter new to this edition, Chan provides a general discourse on assigning LC call numbers.

Introduction to Cataloging and Classification

This essential new textbook provides cataloguers with the skills needed for transition to Resource Description and Access (RDA). The book builds on John Bowman's highly regarded Essential Cataloguing and gives an introduction to Functional Requirements for Bibliographic Records (FRBR), which provides the conceptual basis for RDA; discusses the differences between AACR2 and RDA; and shows the current state of play in MARC 21. Key topics are: introduction to catalogues and cataloguing standards the FRBRization of the catalogue bibliographic elements access points and headings RDA: the new standard, its development, structure and features AACR and RDA: the similarities and differences between the two standards the MARC21 record bringing it all together the birth of RDA and the death of MARC. The final chapter includes ten records displayed in AACR2 level 1, AACR2 level 2, RDA and MARC 21, making it easy to see the differences at a glance. There is also a fully explained worked example based on RDA Appendix M. Readership: Written at a time of transition in international cataloguing, this book provides cataloguers and students with a background in general cataloguing principles, the current code (AACR2) and format (MARC 21) and the new standard (RDA). The contextual chapters provide library

managers with an up-to-date overview of the development of RDA in order to equip them to make the transition. The book will be essential reading for students of library and information studies and practising library and information professionals in all sectors. It will also be of great interest to the archives sector.

Introduction to Technical Services for Library Technicians

The 1998 Revision includes changes and corrections authorized by the Joint Steering Committee for Revision of AACR since 1988, including amendments authorized through 1997.

Expansive Classification

Covering tools, terminology, and the FRBR-based RDA approach to description, this book explains the current principles of organization of information and basic cataloging practices for non-catalogers, enabling readers to understand elements of the cataloging process and interact with records in a basic manner. • Provides an easy-to-follow, basic understanding of organization of library information and cataloging practice that explains how records are created and offers assistance in applying RDA • Offers valuable insight for non-catalogers (and even non-librarians) into the practices and tools used in organization of information and cataloging by documenting the work that catalogers are now doing • Explains the approaches to organizing different formats of materials in libraries and accounts for the effects of RDA on current cataloging practices

Introduction to Cataloging and Classification, 11th Edition

Metadata provides a means of indexing, accessing, preserving, and discovering digital resources. The volume of digital information available over electronic networks has created a pressing need for standards that assist in locating, retrieving, and managing this vast and complex universe. This revised edition of "Introduction to Metadata," first published in 1998 and updated in an online version in 2000, provides an overview of metadata--its types, roles, and characteristics; a discussion of metadata as it relates to Web resources; a description of methods, tools, standards, and protocols for publishing and disseminating digital collections; and a handy glossary. Newly added to this edition are an essay on the importance of standards-based rights metadata for cultural institutions; and a section entitled "Practical Principles for Metadata Creation and Maintenance."

Cataloging Correctly for Kids

Cataloging and Classification, Third Edition, is a text for beginning students and a tool for practicing cataloging personnel. All chapters have been rewritten in this latest edition to incorporate recent developments, particularly the tremendous impact metadata and the Web have had on cataloging and classification.

Anglo-American Cataloging Rules

Introduces machine learning and its algorithmic paradigms, explaining the principles behind automated learning approaches and the considerations underlying their usage.

Organizing Library Collections

Wynar's Introduction to Cataloging and Classification

This text is based on guidelines issued by the ALCTS. It is a one-stop handbook for librarians who organize information for children.

Cataloging Library Resources

The fourth edition of the late Lois Mai Chan's classic Cataloging and Classification covers the analysis and representation of methods used in describing, organizing, and providing access to resources made available in or through libraries. Since the last edition published in 2007, there have been dramatic changes in cataloging systems from the Library of Congress. The most notable being the shift from AACR2 to Resource Description and Access (RDA) as the new standard developed by the Library of Congress. With the help of the coauthor, Athena Salaba, this text is modified throughout to conform to the new standard. Retaining the overall outline of the previous edition, this text presents the essence of library cataloging and classification in terms of three basic functions: descriptive cataloging, subject access, and classification. Within this framework, all chapters have been rewritten to incorporate the changes that have occurred during the interval between the third and fourth editions. In each part, the historical development and underlying principles of the retrieval mechanism at issue are treated first, because these are considered essential to an understanding of cataloging and classification. Discussion and examples of provisions in the standards and tools are then presented in order to illustrate the operations covered in each chapter. Divided into five parts—a general overview; record production and structure, encoding formats, and metadata records; RDA; subject access and controlled vocabularies; and the organization of library resources—each part of the book begins with a list of the standards and tools used in the preparation and processing of that part of the

cataloging record covered, followed by suggested background readings selected to help the reader gain an overview of the subject to be presented. This book is the standard text for the teaching and understanding of cataloging and classification.

Practical Cataloguing

Historical Aspects of Cataloging and Classification

Revised, updated, and almost completely rewritten, this sixth edition of a classic textbook teaches all aspects of cataloging and classification, stressing practical library applications as well as theory. Incorporated are changes from the 1988 revision of the Anglo-American Cataloguing Rules, 2d ed. (AACR2) and the 20th edition of the Dewey Decimal classification system. Expanded information on automation, nonprint media, and Library of Congress classification is provided. Appendices explain how computers process bibliographic information.

A Practical Guide to Library of Congress Classification

Updated to reflect the latest trends in reference services and the newest sources commonly used for reference work, this long-awaited book offers you a state-of-the-art view of the concepts, theories, and practicalities of reference work today. A host of specialists have contributed to the collection. This new edition includes more detailed discussion of a wider range of reference-related services including interlibrary loan, document delivery, and readers' advisory services. There is also increased attention to ethical issues and a stronger focus on user-centered services, both face-to-face and mediated by technology. In addition, the authors discuss Web sites of significant value to reference services and the impact of the Internet and World Wide Web on reference services. This carefully designed and readable text explains the essential theory and provides the practical knowledge necessary for an initial reference course. Its broad scope and organizational clarity will benefit students and practitioners.

Cataloging for School Librarians

Whether a library catalogs its own materials or not, librarians still need to have some understanding of RDA. Designed to be used by academic, public, and school librarians, this is the perfect introduction. • Focuses on the new RDA rules and conventions and their implementation, particularly in smaller libraries where there are no professional catalogers • Presents FRBR and other aspects of RDA's theoretical framework in understandable terms • Features a step-by-step guide to creating bibliographic records for print and electronic books, videos, and other formats • Includes quick guides, exercises, a

glossary of terms, and a list of additional resources

Free-floating Subdivisions

A library science text covering the basics of bibliographic control and catalogs, cataloging codes, encoding, description and access, subject analysis, authority control, and administrative issues.

Introduction to Cataloging and Classification

A workbook on descriptive and subject cataloguing featuring practical examples and suggested solutions to reinforce theoretical concepts and practical application in descriptive cataloguing (using Anglo-American Cataloguing Rules, 2nd ed., 1998 rev.), bibliographic classification (using Dewey Decimal Classification, 21st ed.) and assigning subject headings (using Sears List of Subject Headings, 17th ed.). Includes examples for both manual and computerised creation of bibliographic records, thus preparing students for both automated and manual library and information service (LIS) environments While the workbook uses Anglo-American Cataloguing Rules, Dewey Decimal Classification and Sears List of Subject Headings as tools for information organisation, the major objective is to develop skills in information management and organisation While the workbook is likely to be predominately used in the instruction of first level library and/or information studies programmes offered by higher education institutions, it could very well be used in the LIS work environment

Cataloging and Classification

Ideal for students and both beginning and practicing catalogers in public, school, and academic libraries, this updated workbook offers targeted, hands-on exercises that enhance understanding of description, classification, subject analysis, subject heading application, and MARC 21 subject analysis. • Provides more than 100 examples that together encompass virtually all types of materials libraries collect and catalog, with MARC "answer" records • Offers exercises that allow practice in AACR2r and RDA, description, subject classification, subject heading application, classification, subject analysis, and MARC 21 • Covers both RDA and AACR2r answer records for selected exercises • Includes non-English materials • Links to a website that provides for multiple approaches and answer records and enables you to view all the graphics in color and enlarge them as needed • Links instruction to an additional website that provides answer records for all exercises

Crash Course in Basic Cataloging with RDA

Easily Use SAS to Produce Your Graphics Diagrams, plots, and other types of graphics are indispensable components in

nearly all phases of statistical analysis, from the initial assessment of the data to the selection of appropriate statistical models to the diagnosis of the chosen models once they have been fitted to the data. Harnessing the full graphics capabilities of SAS, A Handbook of Statistical Graphics Using SAS ODS covers essential graphical methods needed in every statistician's toolkit. It explains how to implement the methods using SAS 9.4. The handbook shows how to use SAS to create many types of statistical graphics for exploring data and diagnosing fitted models. It uses SAS's newer ODS graphics throughout as this system offers a number of advantages, including ease of use, high quality of results, consistent appearance, and convenient semiautomatic graphs from the statistical procedures. Each chapter deals graphically with several sets of example data from a wide variety of areas, such as epidemiology, medicine, and psychology. These examples illustrate the use of graphic displays to give an overview of data, to suggest possible hypotheses for testing new data, and to interpret fitted statistical models. The SAS programs and data sets are available online.

Cataloging and Classification

A Practical Guide to Library of Congress Classification is a hands-on introduction to LC Classification. The book examines each part of the LCC call number and how it is assembled and guides the reader through each step of finding and constructing LCC class numbers in Classification Web (the primary resource used to access LCC). Chapter coverage is complete: 1. Introduction 2. Library of Congress Classification in a Nutshell 3. Breaking Down the Library of Congress Call Number 4. Dates 5. Cutters 6. LCC in Classification Web 7. Basic LCC Call Number Building 8. Advanced Call Number Building 9. Classifying Fiction in LCC 10. Finding and using LCC Resources Exercises at the end of most chapters give readers immediate practice with what they just learned. Answers to the exercises are provided at the end of the book. By the end of the book readers will be able to build an LCC call number on their own.

Cataloging and Classification

This book helps librarians who work in small libraries and who have little formal library education understand why the library is organized the way it is.

Essential Classification

Cataloguing and Classification introduces concepts and practices in cataloguing and classification, and common library standards. The book introduces and analyzes the principles and structures of library catalogues, including the application of AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards, and conceptual models such as ISBD, FRBR and FRAD. The text also introduces DC, MODS, METS, EAD and VRA Core metadata schemes for annotating digital resources. Explains the theory

and practice of bibliographic control Offers a practical approach to the core topics of cataloguing and classification Includes step-by-step examples to illustrate application of the central cataloguing and classification standards Describes the new descriptive cataloguing standard RDA, and its conceptual ground, FRBR and FRAD Guides the reader towards cataloguing and classifying materials in a digital environment

Reference and Information Services

Written by experienced practitioners and researchers, Assessment of Cataloging and Metadata Services provides the reader with many examples of how assessment practices can be applied to the work of cataloging and metadata services departments. Containing both research and case studies, it explores a variety of assessment methods as they are applied to the evaluation of cataloging productivity, workflows, metadata quality, vendor services, training needs, documentation, and more. Assessment methods addressed in these chapters include surveys, focus groups, interviews, observational analyses, workflow analyses, and methodologies borrowed from the field of business. Assessment of Cataloging and Metadata Services will help managers and administrators as they attempt to evaluate and communicate the value of what they do to their broader communities, whether they are higher education institutions, another organization, or the public. This book will help professionals with decision making and give them the tools they need to identify and implement improvements. The chapters in this book were originally published in a special issue in Cataloging & Classification Quarterly.

ROMANCE ACTION & ADVENTURE MYSTERY & THRILLER BIOGRAPHIES & HISTORY CHILDREN'S YOUNG ADULT FANTASY HISTORICAL FICTION HORROR LITERARY FICTION NON-FICTION SCIENCE FICTION