

Herbert H. Hoffman

Small Library Cataloging

Third Edition

Small Library Cataloging

Mark Steyvers



Small Library Cataloging:

Simple Library Cataloging Susan Grey Akers, 1927 *Education for Library Cataloging* Dajin D. Sun, Ruth C. Carter, 2013-10-28 Examine cataloging and classification training programs around the world Education for Library Cataloging International Perspectives examines the global development of educational programs for cataloging and classification in the library and information field Library school faculty and professional librarians from more than 20 countries discuss a wide range of topics including formal school and continuing education of catalog librarians education and training for paraprofessional staff in cataloging and technical services changes in library school programs and metadata and information organization instruction Faculty members and seasoned librarians from Europe Africa Asia Australia Latin America and the Middle East present case studies and overviews of library and information school programs bibliographies of cited works in both Western and non Western language literature and plenty of helpful tables and charts Articles presented in Education for Library Cataloging International Perspectives are organized geographically to make it easier to check which countries are covered in each region and to determine regional similarities and differences Political historical cultural religious and linguistic factors were also considered to demonstrate the wide range of educational efforts and programs to cultivate cataloging professionals all over the world Topics examined in Education for Library Cataloging International Perspectives include education and training development for librarians in the University of Botswana Library the library science school curricula in the Cross River State of Nigeria the training of students in cataloging via distant education in South Africa education programs in China the education for knowledge organization including cataloging and classification in India the current status of cataloging education in Japan on the job training of catalog librarians in South Korea the education for cataloging in Australia how catalog librarians are trained in Germany and Austria recent changes to the library education system in Poland a critical study of cataloging instruction within the library and information science programs in Spain a recent survey of graduate education and training for cataloging and classification in the United Kingdom an overview of the education for cataloging and classification in Mexico the current status of cataloging and classification education in Egypt recent changes to cataloging teaching in Israel the continuing education for catalogers in Saudi Arabia and much more Many of the articles presented in Education for Library Cataloging International Perspectives document the initial efforts to introduce education for cataloging in particular countries including Egypt and Japan This book is an invaluable resource for library and information school educators administrators and students **Small Library Cataloging** Herbert H. Hoffman, 1977 Completely updated with a new section on using the computer in the cataloging function this new edition of a classic will be a welcome tool for the volunteer or paraprofessional in a small library **Practical handbook of modern library cataloging** William Warner Bishop, 1914 Small Library Cataloging Herbert H. Hoffman, 2002 Completely updated with a new section on using the computer in the cataloging function this new edition of a classic will be a

welcome tool for the volunteer or paraprofessional in a small library Covering the essentials in clear nontechnical language Hoffman explains the how and why of arranging publications the principles of cataloging including description main and added entries analytics the shelf list cross references and filing and online records Nearly 100 examples illustrate the cataloging practice Why do you need a shelf list What is an authority file Easy to understand and practical this gem illuminates the world of monographs series irregular serials uniform titles simple and complex subject headings tracings and location codes Even the world of the small library is startlingly complex Hoffman s guide will simplify it Reviews of previous editions Hoffman s guide to simplified cataloging practice will be a great help this handbook lays out the options of collection organization clearly and in everyday language Booklist Because of its emphasis on fundamentals rigorous reasoning and its readable style the book is also helpful for library school students as well as for practicing librarians Reference Research Book News will provide its intended reader the nonprofessional or volunteer in charge of a small library with solid well organized information necessary to catalog a collection systematically LRTS

How to Catalogue a Library Henry Benjamin Wheatley, 1889

Academic Library Cataloging Practices Benchmarks, 2008 This 254 page report presents data from a survey of the cataloging practices of approximately 80 North American academic libraries In more than 630 tables of data and related commentary from participating librarians and our analysts the report gives a broad overview of academic library cataloging practices related to outsourcing selection and deployment of personnel salaries the state of continuing education in cataloging and much more Survey participants also discuss how they define the catalogers range of responsibilities how they train their catalogers how they assess cataloging quality whether they use cataloging quotas or other measures to spur productivity what software and other cataloging technology they use and why and how they make outsourcing decisions and more Data is broken out by size and type of college and for public and private colleges Just a few of the reports many findings are presented below More than 70% of the libraries in the sample say that their catalogers have salary levels that are comparable to those of public service librarians at their institutions About 27 3% of the survey participants routinely use paraprofessional staff for original cataloging Public colleges were more than three times more likely than private colleges to use paraprofessionals for original cataloging and larger colleges were more than twice as likely as smaller ones to do so 41 56% of the libraries in the sample outsource authority control obtaining new and updated authority records About 15 6% of the libraries in the sample outsource the cataloging of e journals close to 28% of research universities do so 20 78% of libraries in the sample use MarcEdit or other MARC editor to preview records and globally edit to local standards prior to loading 29 7% of the libraries in the sample have technical services areas that track turnaround time from Acquisitions receipt to Cataloging to shelf ready distribution About 24 7% of the libraries in the sample use paraprofessional support staff for master bibliographic record enrichment in OCLC Most of those doing so were public colleges and offered beyond the B A degree Authority control experience was considered a very important criterion for hiring by only 8 11% of survey participants

while a bit more than 35% considered it important 21 62% considered authority control experience not so important as a hiring criterion

Cataloging Library Resources Marie Keen Shaw, 2017-01-26 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

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