



SAN JOSÉ STATE UNIVERSITY
School of Library and Information Science

LIBR 248, Beginning Cataloging and Classification
Course Project for Fall 2010

Create a catalog for the documents in the project collection. To provide a product that can be graded efficiently, it will be necessary that the catalog records be created using the OCLC MARC workform provided in Angel. This is a Microsoft Word table. Add fields as needed. If you do not need a particular field such as 250 or 490, please delete it from the form. In your submission, do not include copies of the title pages, etc. Instead just include the completed MARC workforms in the order presented in the project document.

Instead of using the actual items, the information needed is supplied in a MS Word document similar to Assignment 1. You will be required to catalog, classify and perform related operations for all the documents just as you would in an actual library situation, although the form in which this information is submitted may vary from normal practices.

Submit the course project via the Assignment Manager in Angel as a separate file with the filename as follows:

LastnameCP such as SmithCP

You will need to create master catalog records for all the documents. These master records should include all access points.

You may accompany your catalog with an essay stating cataloging, classification, etc., decisions you made. The length of this essay is dependent upon the amount of detail you wish to convey to the instructor for consideration when grading. No statements made in the essay regarding the rationale for decisions made will have a negative impact upon your grade. Providing an essay is purely optional.

When the project is submitted, it must be arranged on separate sheets of paper in the following order:

- Cover sheet
- Shelf listing in columnar order
(in shelf list order by Dewey Decimal Classification number)
- Master catalog records
(in order as presented in project, one record per page)
- Rationales [optional]

Following are some specific instructions for various operations and tasks in the project. If you have any questions regarding procedure, be sure to ask rather than do it incorrectly. Don't believe rumors. They often result from wishful thinking. Remember the project constitutes 30% of your grade.

SHELF LIST

You will not be preparing a normal shelf list. Instead you are asked to prepare a list that gives the call number in one column and in a column to the right the title of each work (a two-column format). Give this list in shelf list order according to the Dewey Decimal Classification system.

DESCRIPTIVE CATALOGING

Catalog the documents using the appropriate chapters in the *Anglo-American Cataloguing Rules*, 2nd ed., 2004 revision. Apply the options matrix you were given in class. **DO NOT INVENT CATALOGING INFORMATION**. Use the OCLC/MARC format to present your cataloging information. Use all appropriate fields for your record in the 1xx to 8xx range. Additionally, use fields 010 and 020 as appropriate. Add the 040 as if you were employed by SJSU. Supply appropriate fixed field data.

CHOICE OF ACCESS POINTS AND FORM OF HEADINGS

Choose the appropriate access points based upon the *Anglo-American Cataloguing Rules*, 2nd ed., 2005 revision. Assign the proper form of heading for all entries including series. You do not need to provide OCLC authority record numbers (ARNs) for entries you locate in OCLC.

CLASSIFICATION

Assign Library of Congress subject headings to the records including appropriate subject subdivisions.

Assign both Dewey Decimal Classification call numbers (i.e., DDC numbers and cutter numbers) and Library of Congress classification numbers. Although classifying in both systems would not be done in a typical library or information center, it is being done for the purposes of this project to evaluate your ability to use both classification systems. DDC numbers should appear in the 092 field. The book number for Dewey call numbers should be derived from the *Cutter-Sanborn Four-Figure Author Table*. LCC numbers should appear in the 090 field and include a cutter number for the main entry from the LC cutter table and publication date.

Use Dewey Decimal Classification numbers obtained from the 22nd unabridged edition or WebDewey. Carry the numbers out to the most specific classification possible. Base your classification upon information found on the title page or equivalent, other information supplied about the item, and consultation with reference sources for information on persons and events.

You may create a reference collection if you feel that a particular document would be more useful as a reference document. You may also establish juvenile and other special collections, if desired. You may establish your own special notation for these special collections but explain your actions in your essay.

SUBMISSION OF THE PROJECT

All projects are due to the time and date specified in class. Late course project submissions will not be accepted.

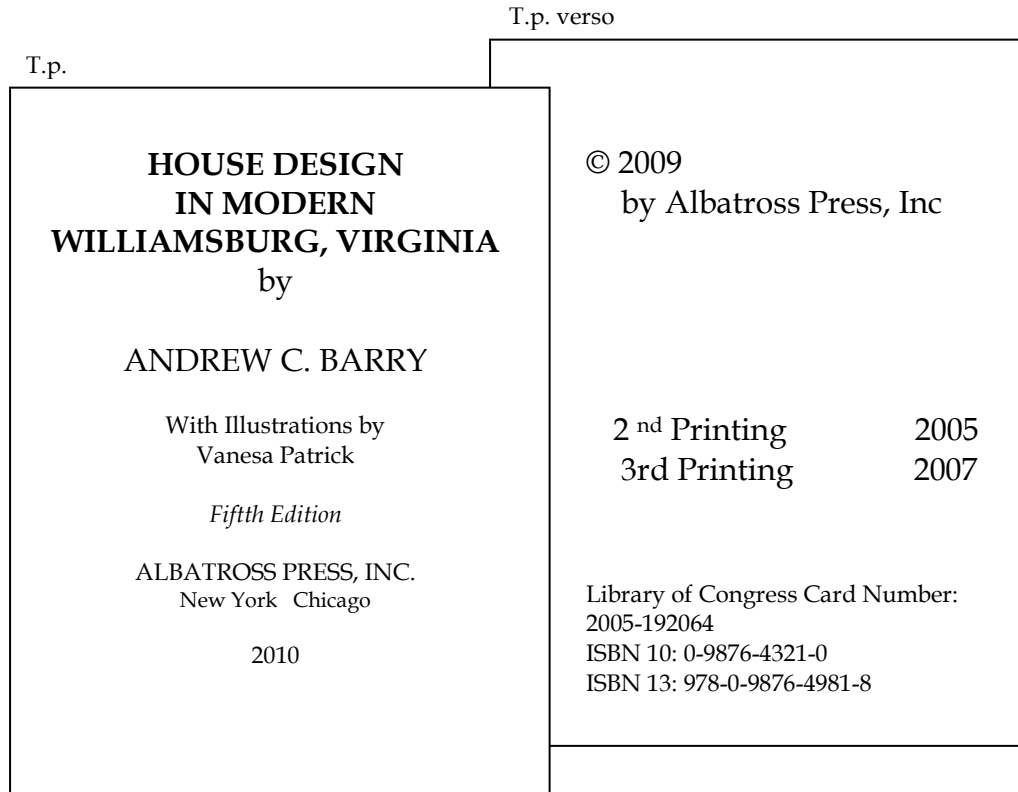
PROJECT EVALUATION AND REPORTING

Individual operations in your project, e.g., descriptive cataloging, form of headings, etc., will be evaluated separately and weighted. The weighting factor will roughly reflect the amount of time the class has spent on that topic. The adjusted scores (score * weight) for various operations will be totaled to arrive at a final score for the project. See the course grading rubric for more information.

Course projects will not be returned. A report detailing your performance will be emailed to you if you request in the Angel dropbox comments area.

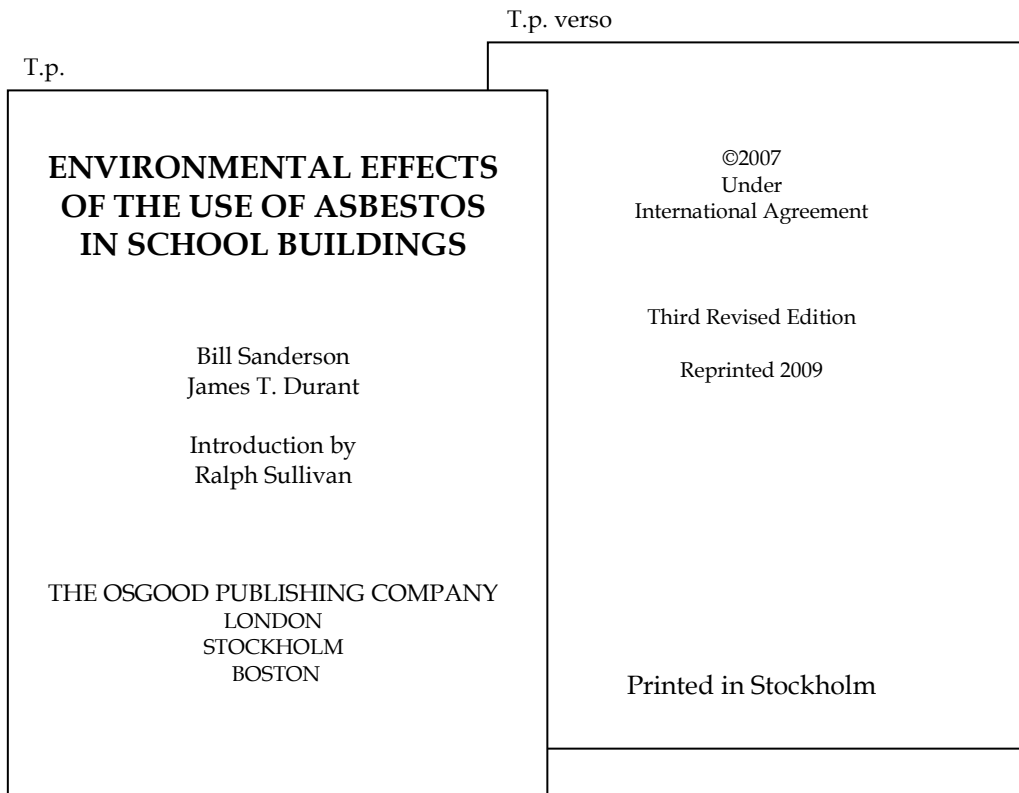
Happy cataloging. Try to do the best job possible but also try to have some “fun” with this project.

1.



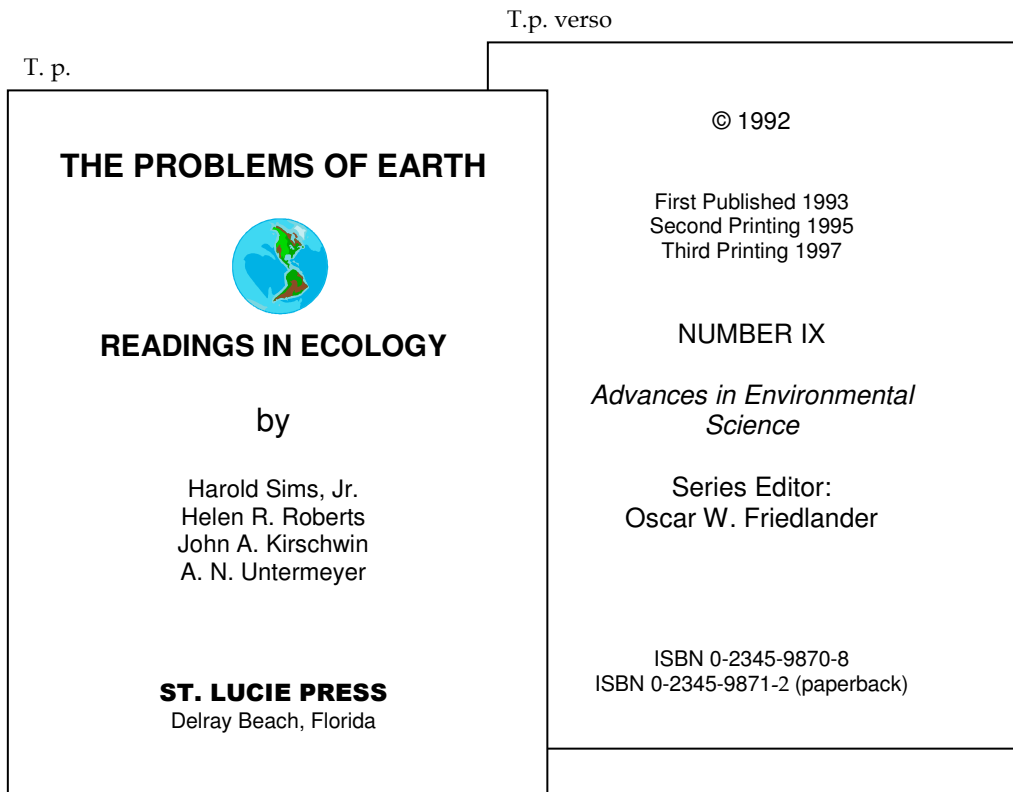
The book is 22 cm. high and 17 cm. wide. The first numbered preliminary page is iii and the last numbered page is xii. The first numbered page of text is 1 and the last numbered page is 306. The book is illustrated with black & white reproductions of photographs and line drawings. There are 12 unnumbered pages of colored illustrations appearing between pages 249 and 250.

2.



The first numbered preliminary page is i and the last numbered page is vi. The first page of text is numbered 7 and the last numbered page of text is 398. There are no pages intervening between the preliminary paging and the text. The book is 22.3 cm. high. The book has several tables and is illustrated with line drawings and black and white photographs. There is a bibliography that begins on unnumbered page 369 and continues through numbered page 378. There is an index beginning on page 379 and continuing to page 398.

3.

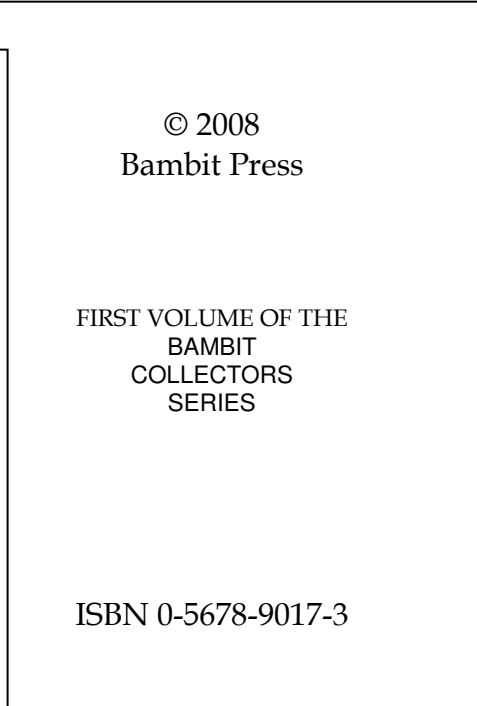
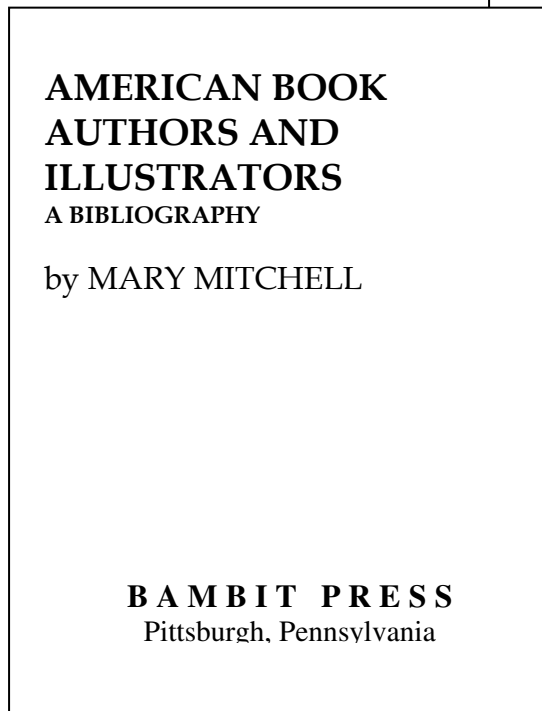


The book is 23.4 cm. high. The first numbered page of text is 1 and the last numbered page is 296, although the text continues for 5 more pages. There is a bibliography at the end of each separately written section, on pages 73, 141, 212, and 296. There are 12 pages of maps appearing between pages 170 and 183. This is the hardcover edition.

4.

T.p.

T.p. verso



The book is 27.6 cm. high. The pagination is 1-116 and 1-125. There are two page sequences. The book is not illustrated, but at the back of the book are pockets containing 120 2x2 inch colored slides showing the work of illustrators. There is a topical index to the slides at the end of the book. The title on the book's spine reads "American Authors and Illustrators" The author currently lives in Newtown, Connecticut with her three dogs and two cats.

5.

Cover

Page following the Table of Contents

**Department of the Navy
Office of Retirement Affairs**

**THE NEW
OFFICIAL HANDBOOK
OF
POST-SERVICE
EMPLOYMENT OPPORTUNITIES**

May 2010

Edited by

Cynthia Bascetta

&

Rod Powers

“Recognized Expert
in All U.S. Military Matters”

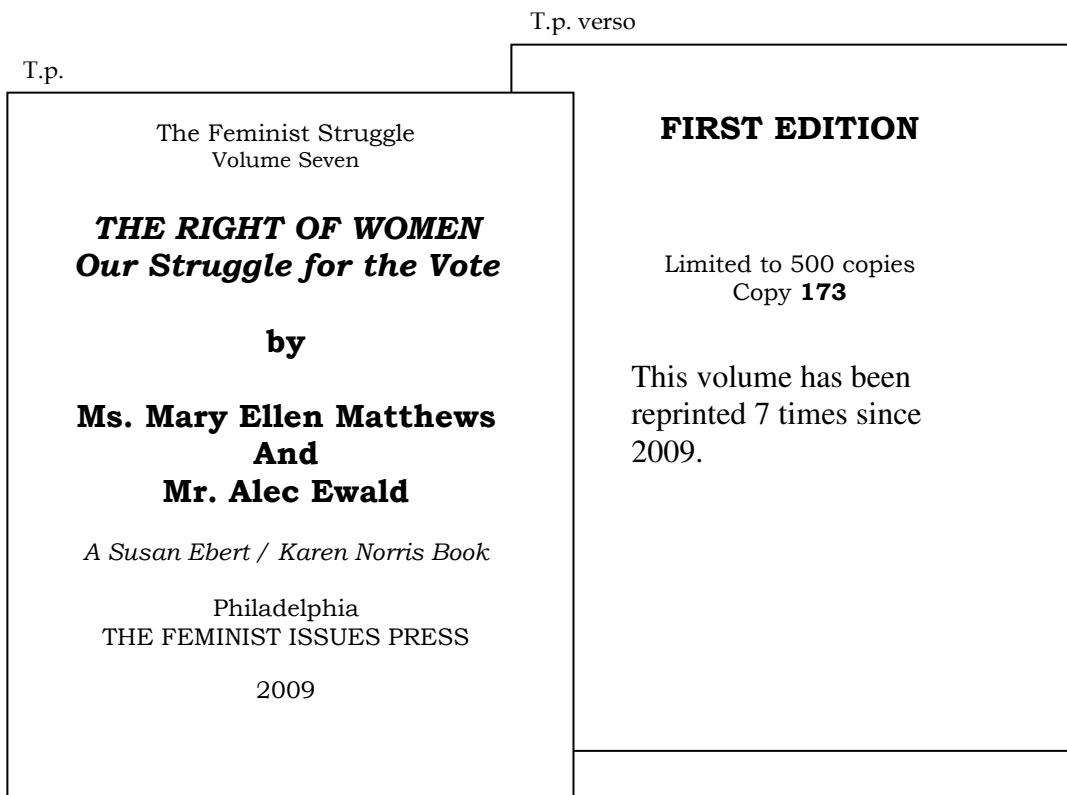
ORA P-19913

A revision of
*The Reference Guide to
Post-Service Employment
Opportunities for Naval
Personnel*

iv

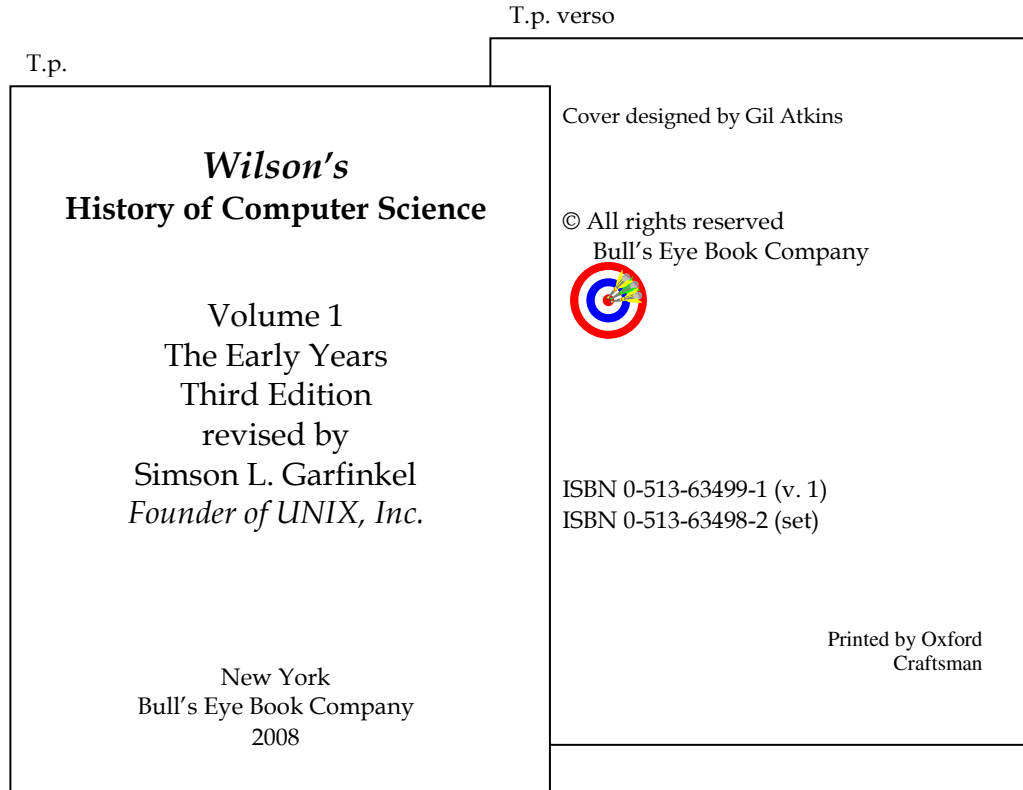
The book is 21.2 cm. high. There is no title page or title page verso. There are 5 numbered preliminary pages (the last page number is v). The first numbered page begins with 1. The last numbered page is 96. The book is not illustrated, but does have bibliographical footnotes and an index. The binding is paperback. No place of publication is stated but one can assume it was published in Washington, D.C.

6.



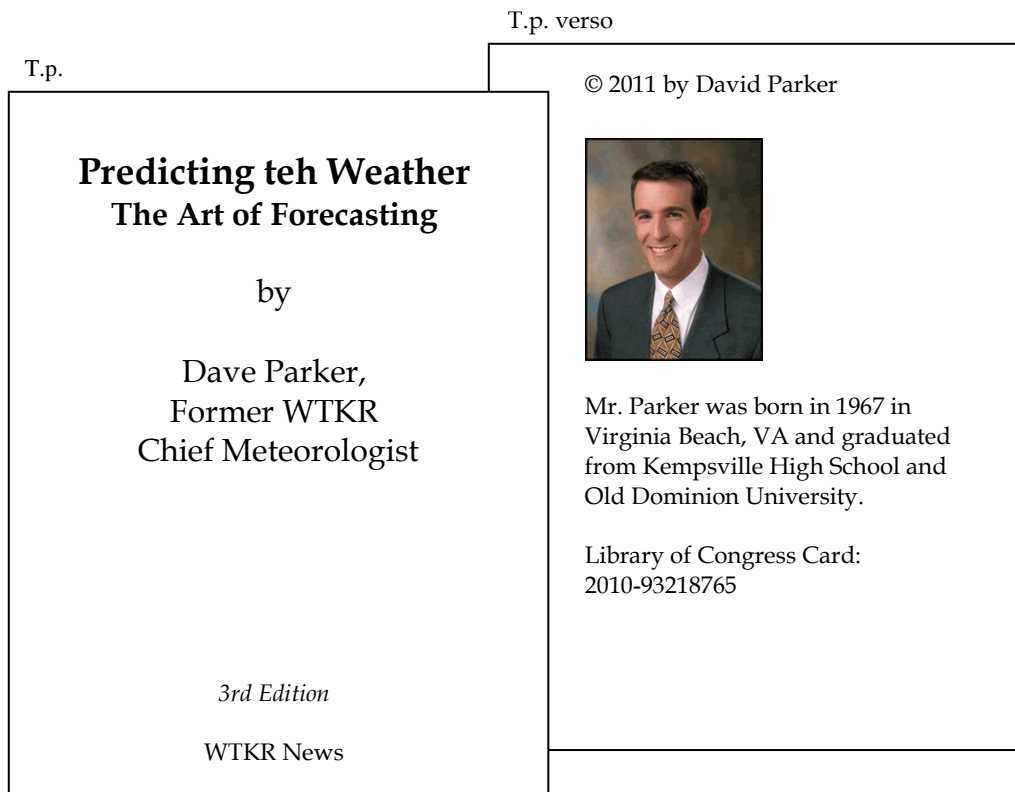
The book is 23 and 1/2 cm. high. The pagination sequences begin with i and 1 and ends with xiii and 389 respectively. There are no illustrations other than a frontispiece portrait of the author that precedes the numbered preliminary pages (consider this a leaf). On the series title page, the series title reads: The Feminist Struggle Series, Volume Seven.

7.



The book is 27 cm tall. The preface indicates that this is the first of a planned three-volume work. As of 2005, volume 2 entitled "The 1960s" has been published (2004). Volume 1 has preliminary pagination ending with page xi and a main sequence ending with page 457. The work has 6 pages of black and white photographs occurring between pages 262 and 263. The work has bibliographical references at the end of most chapters and an index at the end of the book. The dust jacket is made of environmentally-friendly plastic material and is totally bio-degradable.

8.



The book is 24 cm. high and 10 cm. wide. The first numbered preliminary page is iii and the last numbered page is xii. The table of contents appears on page 3 with the last numbered page of the book as 103. The book is illustrated with numerous black and white maps of regions of the United States.