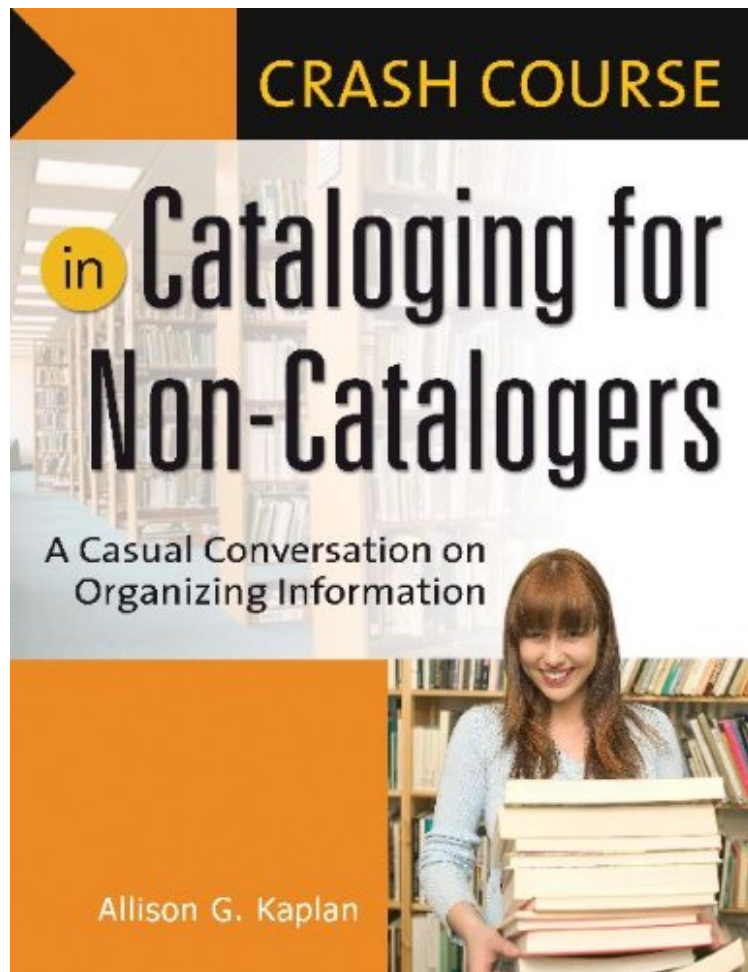


(Free read ebook) Crash Course in Cataloging for Non-Catalogers: A Casual Conversation on Organizing Information

Crash Course in Cataloging for Non-Catalogers: A Casual Conversation on Organizing Information

Allison G. Kaplan

**Download PDF | ePub | DOC | audiobook | ebooks*



DOWNLOAD



+

READ ONLINE

#1245999 in Books Libraries Unlimited 2009-02-17Original language:EnglishPDF # 1 11.02 x .33 x 8.501, .95 #File Name: 1591584019140 pages | File size: 44.Mb

Allison G. Kaplan : Crash Course in Cataloging for Non-Catalogers: A Casual Conversation on Organizing Information before purchasing it in order to gage whether or not it would be worth my time, and all praised Crash Course in Cataloging for Non-Catalogers: A Casual Conversation on Organizing Information:

1 of 1 people found the following review helpful. Needs to be supported with other materialBy Big BillThis book explains classification, cataloging, and subject headings without any of the tools to actually do any of them. I bought it in conjunction with an online course so it was useful then, but without it there isn't much point in my mind.0 of 0 people found the following review helpful. Great bookBy Nancy HaleGreat book for beginners1 of 4 people found the following review helpful. awesome bookBy Franny4Lifebook was in awesome condition and perfect for my library. i

appreciate your accurate description of this item I received.

People who run small, rural libraries without formal education will use this book to help them make informed decisions about the organization of their library and the information it holds. This is one of the key tasks in any library. While many librarians may buy all of their items already cataloged, they may need to catalog an item, change a subject heading, or tape a classification number to a book. Reading this book, analyzing the examples, and working through problem sets provides an exciting introduction to organizing the library. It serves as an excellent tool for staff development of paraprofessionals. Non-catalogers can organize library collections when they use information available which has been created by professional catalogers. This book explains the tools of the trade, becoming familiar with all the parts of the record, how to adapt another's work cutting and pasting descriptions. The practice problems will be useful to workshop presenters who will use this book in teaching newly hired librarians who will be working, often unassisted, in small libraries.

"Written with minimal theory and much practical and hands-on experience, this work by an associate faculty associate in the School of Library and Information Studies at the University of Wisconsin-Madison is of great value not only to the nonprofessional cataloger but also to the cataloging student or any librarian wishing to know more about what goes on in the process of cataloging. . . . Kaplan provides a fast read to one wishing only a quick overview, while simultaneously providing practical experience for the one wishing to delve more into the topics addressed. . . . A very detailed index enables use of the volume as a reference book, while the chapters themselves enable self-teaching or use as a text in a cataloging and classification course at a library school." - ARBAonline "Mastery of the material in this book will allow confident library staff to make knowledgeable use of many of the free and subscription-based cataloging tools and references on the Web. In terms of getting up to speed, think of it as an on-ramp." - Technicalities About the Author Allison G. Kaplan is faculty associate of School of Library and Information Studies, University of Wisconsin-Madison.