



5. Explain the basic theory behind classification and controlled vocabulary, using Dewey Decimal Classification and Sears List. Apply that knowledge to provide subject access within catalog records for printed materials.

- E. Classification & Controlled Vocabulary
1. Dewey Decimal Classification
  2. Library of Congress Classification
  3. Subject access
    - a. SEARS subject list
    - b. LCSH for the Pacific Islands, LCSH,

6. Explain the role of MARC Records in library automation and utilize an automated conversion tool to produce cataloging for print materials.

- F. Library Automation
1. Automated conversion tools
  2. MARC tags
  3. Follet (Destiny) system
  4. OCLC
  5. Future developments

#### VII. MATERIALS AND EQUIPMENT:

- A. Digital projector
- B. Computer lab with Internet access
- C. Access to library automation system (i.e., PCC library's Follet system)
- D. Standard classroom materials

#### VIII. TEXTS:

Instructor-created course material

#### IX. METHOD OF INSTRUCTION:

- A. Lecture
- B. Discussion
- C. Routine classroom materials

#### X. METHOD OF EVALUATION:

##### A. Grading Scheme

Class participation	10%
Assignments	35%
Quizzes	15%
Midterm	20%
Final	20%

##### B. Transmutation of percent to letter grade

90 – 100%	A
80 – 89%	B
70 – 79%	C
65 – 69%	D
0 – 64%	F

PALAU COMMUNITY COLLEGE  
**LS202 Materials Selection, Cataloging & Indexing**  
 COURSE LEARNING OUTCOMES

During the course experience, the **course learning outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

**Rating Scale:**      4 Outstanding                      2 Developing  
                                  3 Proficient                                      1 Emerging

**CLO 1: Students will be able to use professional standards for classification and controlled vocabulary to communicate key information about library resources to the patrons in a way that makes information organization and retrieval possible.**

4	Uses professional standards for classification and controlled vocabulary without assistance to communicate key information about library resources to the patrons
3	Uses professional standards for classification and controlled vocabulary to communicate key information about library resources to the patrons with minimal assistance
2	Uses professional standards for classification and controlled vocabulary to communicate key information about library resources to the patrons with significant assistance
1	Unable to use professional standards for classification and controlled vocabulary to communicate key information about library resources to the patrons even with assistance

**CLO 2: Students will be able to utilize critical thinking skills to obtain information about a resource and uses this information to properly classify the material in a way that makes it possible for patrons to easily locate the information.**

4	Utilizes critical thinking skills without assistance to obtain information about a resource and uses this information to properly classify the material
3	Utilizes critical thinking skills to obtain information about a resource and uses this information to properly classify the material with minimal assistance
2	Utilizes critical thinking skills to obtain information about a resource and uses this information to properly classify the material with significant assistance
1	Unable to utilize critical thinking skills to obtain information about a resource and to use this information to properly classify the material even with assistance

**CLO 3: Students will be able to identify the steps to using the library system software and MARC records to enter library resource records into an OPAC.**

4	Identifies without assistance the steps to using the library system software and MARC records to enter library resource records into an OPAC
3	Identifies the steps to using the library system software and MARC records to enter library resource records into an OPAC with minimal assistance
2	Identifies the steps to using the library system software and MARC records to enter library resource records into an OPAC with significant assistance
1	Unable to identify the steps to using the library system software and MARC records to enter library resource records into an OPAC even with assistance