Training Catalogers: a Checklist for Managers and Trainers
(rev. July 2005)

The following training outline has been developed by the Committee on Education, Training and Recruitment for Cataloging of the Cataloging and Classification Section of the Association for Library Collections & Technical Services (ALCTS) to assist in the training of original catalogers. Libraries, generally, and technical services in particular are rapidly changing for a variety of economic and technological reasons. Cataloging is evolving as the trend toward re-engineering the basic structure of the library organization, including technical services, gains momentum. More than ever, we believe that catalogers will be needed in the electronic era for original cataloging of materials that are unique, esoteric, or in non-English languages, as well as for providing description and organization for electronic resources. This outline provides the essential elements of a training program for catalogers for use within libraries. It is recommended that training begin with LC and PCC copy cataloging before moving to other contributed copy and finally to original cataloging.

This outline is intended for those who have responsibility for training catalogers at any staff level: from nondegreed support staff to original catalogers holding master's degrees in library and information science. As each institution is different, and different levels of staff perform various cataloging tasks in each environment, the checklist below should be adapted to the individual library's context and the needs of the cataloger being trained.

1. **Context of cataloging position in organization**
    a. Orientation to unit/department
        i. Unit/department functions and organization
        ii. Mission/strategic priorities of unit/department
        iii. Tour and staff introductions
        iv. Peers and colleagues as trainers and resource people
        v. Electronic and physical organizational resources (e-mail, telephone directories, departmental Web pages)

    b. Orientation to technical services
        i. Overview of technical services functions and organization
        ii. Tour and staff introductions
        iii. Workflow of materials
        iv. Technical support

    c. Orientation to the library
        i. Overview of library organization
        ii. Library's mission/strategic priorities
        iii. Staff/faculty associations, meetings and committees
        iv. Consortia and network memberships
        v. Tour and staff introductions

2. Systems infrastructure
    a. Technical aspects of local online catalog system
        i. Record structure (relationship of catalog records to other records)
        ii. Tutorials/training materials and other documentation
        iii. Searching local OPAC and cataloging modules
        iv. Mechanics of editing and creating records in local system
        v. Character sets (MARC-8, UTF-8)
        vi. Ergonomics
    b. Bibliographic utilities
        i. What is a bibliographic utility?
        ii. Which bibliographic utility/utilities does Library use and why?
        iii. Tutorials/training materials
            1. OCLC Connexion
            2. RLIN21
            3. Other utility or source of records
        iv. User manuals and other documentation
        v. Mechanics of connecting to bibliographic utility
        vi. Searching utility for bibliographic and authority records
        vii. Mechanics of editing and creating records in bibliographic utility
        viii. Exporting records from utility to local system
        ix. Method for indicating local holdings in bibliographic utility
    c. National programs
        i. Program for Cooperative Cataloging (PCC)
            1. BIBCO
            2. Cooperative Program for Serials Cataloging (CONSER)
        ii. National program standards (e.g., core record)
        iii. Local policies for using national program records
    d. Vendor loads and outsourcing
        i. Searching vendor databases
        ii. Retrieving/manipulating files of vendor records
        iii. Loading record sets

3. Descriptive cataloging
    a. Functional Requirements for Bibliographic Records
        i. Work
        ii. Expression
        iii. Manifestation
        iv. Item
        v. Relationships

b. Bibliographic description
  i. Chief source
  ii. Title and statement of Responsibility
  iii. Edition; publication, distribution, area; physical description; series area; notes
c. Access points
  i. Choice of main and added entries
  ii. Personal names
  iii. Corporate names
  iv. Conference names
  v. Uniform titles
  vi. Series tracings
d. MARC format
  i. Leader and directory
  ii. Fixed fields
  iii. Variable fields
e. Descriptive cataloging tools and resources
  i. Functional Requirements for Bibliographic Records
  ii. Anglo-American Cataloging Rules and Library of Congress Rule Interpretations
  iii. Joint Steering Committee for Revision of Anglo-American Cataloging Rules
  iv. ISBD documentation
  v. MARC Formats and Code Lists
  vi. BIBCO standards and guidelines
  vii. CONSER manuals and guidelines
  viii. ALA-LC Romanization tables
  ix. Library of Congress Cataloging Service Bulletins
  x. Older cataloging rules
  xi. Local descriptive cataloging practices documentation
  xii. Introductory cataloging texts
  xiii. Professional journals
  xiv. Additional internet resources, as available (e.g., Cataloger's Desktop, Cataloging Calculator, MARC21 Tutorial, Understanding MARC Bibliographic)

4. **Authority control—Names and Titles**
  a. Verifying/establishing name headings
  b. Verifying/establishing uniform titles
  c. Verifying/Establishing series headings
  d. Establishing cross references
  e. MARC Authority format
  f. Bibliographic utility authority file
  g. Library of Congress authority file
  h. Other sources of authority records
  i. Local system authority file
  j. Local system heading reports
  k. Name authority component of the PCC (NACO)

l. Authority control tools and resources not introduced previously
    i. Dictionaries, gazetteers
    ii. NACO Participants' Manual
    iii. Local authority control procedures documentation
    iv. Additional internet resources (e.g., Authority Tutorial, Understanding MARC Authority, Geographic Names Information System, Geographic Names and the World Wide Web)

5. **Subject analysis and classification**
    a. General principles of subject analysis
    b. General principles of subject heading systems (LC, MeSH)
    c. Structure of subject heading system (pattern headings, free-floating subdivisions, topical, geographical, chronological and form subdivisions)
    d. Verification of subject headings
    e. Library of Congress authority file
    f. MeSH browser
    g. Subject authority component of the PCC (SACO)
    h. General principles of classification
    i. General principles of classification scheme used locally (LC, Dewey, NLM)
        i. Cuttering
        ii. Literary classification
        iii. Classed together series
    j. Shelflisting
    k. Subject cataloging tools and resources not introduced previously
        i. Subject heading lists and manuals
        ii. Classification schedules, indexes and tables
        iii. Local subject heading practices documentation
        iv. Local classification and shelflisting practices documentation
        v. Additional internet resources (e.g., Classification Web, Library of Congress Classification Outline, Basic Subject Cataloging Using LCSH (2004), SACO Participants' Manual)

6. **Holdings**
    a. MARC Holdings format
    b. Local system holdings records
    c. Local holdings record coding practices and documentation

7. **Special formats and types of materials** (resources and local practices documentation)
    a. Monographs
    b. Cartographic materials
    c. Continuing resources (serials and integrating resources)
    d. Manuscripts
    e. Music
    f. Sound recordings
    g. Visual materials

      h. Electronic resources
            i. Remote access electronic resources
           ii. Direct access electronic resources
      i. Microforms
      j. Rare books
      k. Archival/Mixed materials
      l. Government documents
      m. Locally-produced material (e.g., theses/dissertations)
      n. Foreign language and non-Roman script materials

8. **Metadata creation: rules and schema**
      a. *Dublin Core Metadata Element Set*
      b. *Encoded Archival Description*
      c. Metadata Object Description Schema
      d. Metadata Encoding & Transmission Standard
      e. Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH)
      f. Visual Resources Association Core Categories
      g. ONIX
      h. Other
      i. Local documentation

9. **Quality control**
      a. Balancing quantity and quality
      b. Local cataloging revision practice
      c. Local system and bibliographic utility record validation functionality
      d. Bibliographic maintenance of local catalog
            i. Procedures/responsibility for processing local system and bibliographic utility error reports
           ii. Procedures/responsibility for identifying and processing heading changes
          iii. Procedures/responsibility for other routine record corrections
          iv. Local system global change functionality

10. **Special cataloging projects** (policies, procedures, staffing and future plans)
      a. Types of projects
            i. Recataloging and reclassification
           ii. Retrospective conversion
          iii. Digital projects
          iv. Other
      b. Sources of funding and support
            i. Grants
           ii. Internal reallocation
      c. Outsourcing options and issues

11. **Planning, managing and assessing the work**
      a. Setting cataloging priorities (relationship to library's mission and goals, users, and collection)
      b. Cataloging budget
      c. Personnel/staffing issues
      d. Turn-around time (productivity/efficiency measures)

e. Backlog management
f. Statistics collection and reporting
g. Reports of activities and accomplishments
h. Measuring results
i. Relations with other departments (communications, coordinated responsibilities, etc.)
j.

12. **Electronic discussion lists and weblogs**
   a. AUTOCAT
   b. Catalogablog
   c. OLAC-List
   d. SERIALST
   e. Others

13. **Membership and Participation in Professional Associations**
   a. International Federation of Library Associations and Institutions (IFLA)
   b. American Library Association (ALA)
      i. Association for Library Collections and Technical Services (ALCTS)
      ii. Other ALA Divisions and Units
   c. Regional, State and Local Associations

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