

BASIC CATALOGUING & INDEXING

Course Director: James Shearer

09.45 Registration and coffee

10.00 Introduction

1. Order from chaos: the purpose, principles and practice of cataloguing and indexing

2. The starting points

The collection - what is in and what is out

The material - from books to Internet pages

Practical exercise: Consideration of sample material
(Participants are invited to bring typical material from their collections to form a group of items that can be considered in the practical sessions.)

11.15 Coffee

11.30 3. The cataloguing and indexing process, 1

The description

Access by title, creator, series, ...

Practical exercise: Making simple records

4. The cataloguing and indexing process, 2

Access by subject

Practical exercise: Representing subjects

13.15 Lunch

14.00 5. The products

The catalogue

The collection, organised

The authority control files

Practical exercise: The demonstration catalogue
(Participants may wish to bring a memory stick if they wish to make a copy of the demonstration catalogue.)

15.00 Tea

15.15 6. Automation aspects

The computerised catalogue

User interfaces (OPACs)

Practical exercise: Locating records in online OPACs
(Participants may wish to bring a memory stick if they wish to download sample records.)

16.45 Close

All times are approximate and will be adjusted to suit the needs of the group as the programme develops