

LIBR 2315: Media (Non-Book) Materials

[Modified for Spring 2019 term]

Course Contact Hours: 4.0

Credits: 3.0

Course Description:

This course will cover the role of non-book materials in libraries and information centres, and practices for their selection, acquisition, processing, maintenance and circulation. Issues of appropriate equipment and production of training and promotional materials will be addressed. As well, descriptive cataloguing and MARC coding of various non-book materials according to AACR2, RDA and MARC standards, and current library practice, will be covered. Issues in cataloguing, developments in cataloguing standards including RDA, and the challenges of new and changing formats are considered.

Prerequisites:

Both LIBR 1118 and 2418 taken within the last 3 years, or with department approval. It is recommended that LIBR 2418 be taken before LIBR 2315 but it may be taken concurrently.

Learning Outcomes:

At the end of the course, the student will have knowledge of the role and provision of non-book materials in the library and information center, and will be able to:

1. Describe the role of non-book materials, including media, in the library and information resource centers;
2. Identify selection tools and review sources for non-book materials;
3. Use appropriate evaluation methods and criteria for specific non-book materials;
4. Identify appropriate non-book material vendors and acquisitions procedures;
5. Apply appropriate copyright, licensing and public performance rights requirements for the non-book collections;
6. Identify requirements, costs and vendors for media equipment;
7. Describe storage, processing and maintenance requirements for selected non-book materials;
8. Explain the process and components of cataloguing for different kinds of non-book materials;
9. Explain current issues, conventions and library practice regarding non-book cataloguing, and the ongoing development of cataloguing standards and media formats;
10. Identify and use common cataloguing standards and tools for describing non-book materials;
11. Demonstrate proficiency in the use of cataloguing codes and related conventions by creating bibliographic descriptions in MARC format.

Textbook and Course Materials:

There is no assigned textbook for this course. There will be required readings each week available online.

This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to your instructor, so he/she can identify you when reviewing your class work.

Assessments:

- Activities: working individually students will be expected to complete small exercises.
- Discussions: will take place inclass and in the BrightSpace forums.
- Group Project: students will research and write a proposal for purchasing a selected typed of equipment for a library.
- Assignments: students will complete five individual assignments that demonstrate competence with technical skills, as well as understanding of their application to the library environment.
- Final exam: will involve original cataloguing of non-book materials

Assignment Weighting:

- Equipment Group Project: Create an equipment purchase proposal (15%)
- Four Cataloguing Assignments (4 x 10% = 40%)
- Local Library Non-Book Materials Tour Assignment (5%)
- MARCEdit Assignment (10%)
- Final Exam: Cataloging different Non-Book Materials (20%)
- Participation: 10%

Grading Guidelines:

Grade	Mark
A+	96-100
A	91-95
A-	88-90
B+	84-87
B	80-83
B-	77-79
C+	71-76
C	65-70
C-	60-64
D	50-59
F	Below 50