



Educational Technology and Media Leadership Program

Signature Assignment for ETEC 540

Cataloging System Analysis

Student Learning Outcome(s) Assessed:

SLO #8: Organize collections according to standard library cataloging and classification principles.

Description of the Signature Assignment

Candidates catalog (at level 3) and classify 10 items representative of problems addressed in library professional technical services work. Each entry consists of a public access view and a basic MARC record.

Directions for Students

Cataloging: (100 points)

Using AACR2R rules, catalog 10 items representative of problems addressed in this course. Each print item must represent one of the following: fiction, nonfiction, paperback, reference, series, and periodical. Each non-print item must represent a different format: CD-ROM, video, sound, and website. One item must be bilingual or in a language other than English.

1. Prepare a main entry for each item including: call number, body of the record, all added entries (tracings); this would look like with the patron would see
2. Records may be done using an automated cataloging system, or in card format.
3. For ALL items, create an accompanying MARC record. These may be generated using an automated system.

Each item is worth 10 points, and is graded based on accuracy on: the form of the entry; punctuation and spacing; accuracy of main entry added entries.

Classification: (30 points)

For the 10 items catalogued (in the same forms), assign the correct

1. Dewey Decimal Classification (1 point per item)
2. Sears Subject Headings (2 points per item)

Scoring Rubric:

Criteria	4	3	2	1	Score	
Cataloging (100 points max)						
USMARC Tagging	<p>Correct tagging in fields. Correct use & data content of indicators. <i>(50 pts)</i></p>	<p>Correct tagging in majority of fields – no more than 2 errors. Correct use & data content of indicators – no more than 2 errors. <i>(40 pts)</i></p>	<p>Correct tagging in majority of fields – no more than 5 errors. Correct use & data content of indicators – no more than 5 errors. <i>(30 pts)</i></p>	<p>Correct tagging in majority of fields – more than 6 errors. Correct use & data content of indicators – more than 6 errors. <i>(20 pts)</i></p>	<p>Correct tagging in majority of fields – more than 10 errors. Correct use & data content of indicators – no more than 10 errors. <i>(10 pts)</i></p>	/50
Content	<p>Correct & complete transcription of all bibliographic data elements. Assignment of appropriate subject headings. Assignment of reasonable, complete classification notation. <i>(50 pts)</i></p>	<p>Correct & complete transcription of majority of bibliographic data elements. Assignment of appropriate subject headings – at least 3 Assignment of reasonable, complete classification notation. <i>(40 pts)</i></p>	<p>Correct & complete transcription of majority of bibliographic data elements. Assignment of appropriate subject headings – at least 2 Assignment of reasonable, incomplete classification notation. <i>(30 pts)</i></p>	<p>Partially correct & incomplete transcription of bibliographic data elements. Assignment of appropriate subject headings – at least 1 Assignment of incomplete classification notation. <i>(20 pts)</i></p>	<p>Partially correct & incomplete transcription of bibliographic data elements. Assignment of inappropriate subject headings. Assignment of incorrect classification notation. <i>(10 pts)</i></p>	/50
Classification (30 points max)						
Mechanics	<p>Correct tagging in all fields Correct use & data content of indicators. Correct use of punctuation marks in appropriate locations. Correct spacing within all fields. <i>(30 pts)</i></p>	<p>Correct tagging in majority of fields – no more than 2 errors Correct use & data content of majority of indicators in “key” fields (1XX, 245, 500, 6XX, 7XX). Correct use of punctuation marks in majority of locations in appropriate locations. Correct spacing within majority of fields – no more than 2 errors. <i>(24 pts)</i></p>	<p>Correct tagging in majority of fields – no more than 2 errors. Correct use & data content of majority of indicators in “key” fields (1XX, 245, 500, 6XX, 7XX). Correct use of punctuation marks in majority of appropriate locations. Correct spacing within majority of fields – no more than 5 errors. <i>(18 pts)</i></p>	<p>Partially correct & incomplete tagging in fields – more than 6 errors. Incorrect use & data content of indicators in “key” fields (1XX, 245, 500, 6XX, 7XX). Incorrect use of punctuation marks in majority of appropriate locations. Incorrect spacing within majority of fields –more than 6 errors. <i>(12 pts)</i></p>	<p>Incorrect tagging in majority of fields –more than 10 errors. Incorrect use & data content of majority of indicators in “key” fields (1XX, 245, 500, 6XX, 7XX). Incorrect use of punctuation marks in majority of appropriate locations. Incorrect spacing within majority of fields –more than 10 errors. <i>(6 pts)</i></p>	/30
Total					/130	

Legend

Total Points	College of Education Assessment Scale Equivalent
117-130	4 (Exceeds Expectations)
104-116	3 (Meets Expectations)
91-103	2 (Meets Some Expectations)
78-90	1 (Does Not Meet Expectations)
0-77	0 (Can't Score)