

# Murray State University

## COURSE SYLLABUS

January 2008

**DEPARTMENT:** Early Childhood and Elementary Education

**COURSE NUMBER:** LIB 636

**CREDIT HOURS:** 1

**I. TITLE:** Library Practicum: Cataloging

**II. CATALOG DESCRIPTION:** Observation and supervised practice work in an assigned media center with a focus on cataloging and classification. Students are assigned to an approved school library media center, under the supervision of a certified, experienced school media specialist as well as a university coordinator, where they must spend a minimum of 50 clock hours “on the job.” **Prerequisite:** LIB 630 Classification and Cataloging (may be taken concurrently).

**III. PURPOSE:** The purpose of this class is to provide students with opportunities to demonstrate teaching skills and behaviors, and to observe and experience the organization of library media services in authentic classroom and library settings, with a particular focus on selection and acquisition of books and other print and non-print materials and cataloging and classification duties.

#### **IV. COURSE OBJECTIVES:**

Class activities will focus on the attainment of the course objectives listed below. These objectives are understood to be reflective of, but not limited to, those behaviors advocated by the Kentucky Education Reform Act (KERA) guidelines. Curriculum connections will be made with KERA Initiatives: Kentucky Learner Goals and Academic Expectations, Program of Studies, and Core Content. The Kentucky Education Professional Standards Board (EPSB) Themes of diversity, assessment, literacy, and gap achievement are addressed in the course as potential topics for discussion with the supervising library media specialist and practical experience in developing relevant activities, both administrative and instructional. In the same way, the additional themes regarding technology and leadership are central issues that are integrated throughout the course. The Code of Ethics is discussed in various connections as appropriate with the supervising library media specialist.

Following each objective, and enclosed in parentheses, are numbers that reference the Kentucky Experienced Teacher Standards (ETS) and the NCATE/American Library Association (ALA) Program Standards addressed by that objective.

Upon successful completion of the course, the student will be able to:

- A. Describe the library media center as a coordinating and a service agency to complement, enrich and expand the school curriculum. [KY Standards 1, 2, 6, 8-10; ALA Standards 3-4]

- B.** Perform tasks in the area of acquisitions, collection management and inventory control. [KY Standards 1, 2, 4, 8, 10; ALA Standards 1-4]
- C.** Perform minor maintenance tasks on media materials (print and non-print) and equipment. [KY Standards 3, 10; ALA Standards 4]
- D.** Perform selection, acquisition and cataloging functions developed in prerequisite courses (and prior experience, where appropriate). [KY Standards 2, 10, ALA Standards 1, 4]
- E.** Function effectively as a school library media specialist working at the grade levels on which the practicum focused. [KY Standards 1-10; ALA Standards 1-4].

## **V. CONTENT OUTLINE:**

### **A. Collection Management and Cataloging—Print/Non-Print**

1. Selection
2. Acquisition
3. Cataloging
4. Classification
5. Collection evaluation/mapping
6. Weeding
7. Processing of materials
8. Minor repair and cleaning of equipment
9. Minor repairs of books, periodicals, non-book media, etc.

### **B. Professional Activities**

1. Read professional library periodicals
2. Attend faculty meetings
3. Attend district and state meetings
4. Plan and carry out professional development

## **VI. INSTRUCTIONAL ACTIVITIES:**

Instructional activities will include activities, projects and services as outlined by the supervising library media specialist.

## **VII. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:**

The course consists of a minimum of 50 clock hours of clinical experiences in an assigned media center.

## **VIII. RESOURCES:**

Students will be able to use resources available at the practicum site and others as assigned by the coordinator and the supervising library media specialist.

## **IX. GRADING PROCEDURES:**

A grade is assigned after the practicum coordinator and field supervisor discuss the competencies of the student. The grading scale will be **Pass/Fail**.

Students will complete a minimum number of required activities from the “Practicum Competency Checklist.” The checklist is also available as part of the electronic portfolio.

Students will be required to keep a daily log of their activities. The log will be attached to the online portfolio after the practicum is completed and become the focus of a final interview with the coordinator.

**X. ATTENDANCE POLICY:**

This course adheres to the policy published in the current Murray State University *Graduate Bulletin*.

Students are assigned to an approved school library media center where they must spend a minimum of 50 clock hours “on the job” to earn three hours of credit. Of these, at least 15 hours must involve contact with media center users during the service hours of the center.

**XI. ACADEMIC HONESTY POLICY:**

This course adheres to the policy published in the current Murray State University *Graduate Bulletin*.

**XII. TEXT AND REFERENCES:**

Students will read texts and other references as assigned by the field supervisor or by the practicum coordinator, according to individual needs.

**XIII. PREREQUISITE:**

LIB 630 Classification and Cataloging (may be taken concurrently).

**XIV. STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY:**

Murray State University does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, or disability in employment, admission, or the provision of services, educational programs and activities, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. For information regarding nondiscrimination policies contact the Office of Equal Opportunity, 270-809-3155.