

Cataloguing Electronic Resources

Key concepts and practical skills

Workshop Presenter MARY GOUGH

This hands-on, interactive workshop introduces participants to the guidelines for creating bibliographic records for a variety of electronic resources, with an emphasis on online resources.

Participants will learn to:

- > Catalogue a range of electronic resources
 - CD-ROMs
 - e-journals
 - websites
 - digitized materials
 - e-books
 - blogs
- > Apply international standards for descriptive cataloguing of electronic resources (using AACR2 basic rules and introducing RDA)
- > Use relevant MARC21 bibliographic coding
- > Select and consult online cataloguing tools and guidelines.

**WITH SPECIAL DISCOUNTS
FOR ALIA MEMBERS.**

Strictly Limited Numbers

Workshop numbers are limited to 16 to permit meaningful interaction between the group and to allow the presenter to give personal attention to individual needs.

DATES

Brisbane
22 June 2012

Sydney
29 June 2012

Melbourne
6 July 2012

Canberra
20 July 2012

Townsville
27 July 2012

All participants
will receive a
certificate of
accomplishment.

About the course

Even experienced cataloguers can find that cataloguing electronic resources presents challenges.

Electronic resources (also called Digital resources) are quite varied in nature. They may be software programs, or they may consist of text, images, music, cartographic material, sound or video files. How they are catalogued will vary according to the primary nature of the content.

Online resources pose particular problems because of their dynamic nature. Online journals will not necessarily be the same in frequency or content as their print counterparts. It is relatively easy for publishers to make changes to online resources so that titles and other key features change dramatically and previous versions disappear without trace. Websites can undergo surprising changes, or be here one day and gone the next.

This course aims to demystify the process of cataloguing e-resources. This is achieved firstly by demonstrating how the basic rules of cataloguing apply to these formats as to all others, then, by introducing key concepts and guidelines that apply specifically to e-resource cataloguing.

The course focuses on descriptive cataloguing and MARC21 coding, as the subject analysis and classification of electronic resources differs only marginally from that applied to other resources.

About RDA and AACR2

The cataloguing practices in this course are based on AACR2, the current standard for descriptive cataloguing. It is expected that in 2013 AACR2 will be replaced by a new standard, RDA (Resource Description and Access). As part of this course, a brief explanation of RDA key concepts will be given, and throughout the workshop reference will be made to RDA at points where its implementation is expected to impact on the cataloguing of electronic resources. Be assured that what you learn about cataloguing through this workshop will provide a firm basis for the eventual transition to RDA.

The program

Introduction

- > Definition of electronic resources
- > Key concepts
- > Distinctions and decisions in preparing to catalogue resources

International cataloguing standards and guidelines

- > MARC21 bibliographic format - online access
- > AACR2 chapters 1, 9 and 12 and relevant RDA changes
- > Libraries Australia and other guidelines

The descriptive catalogue record and its MARC coding

- > Fixed fields - their importance and how to code them
- > Variable fields (title, edition, publication details, physical description and notes areas)
- > 856 field

Full record examples and exercises for:

- > Computer software
- > Electronic journals
- > Online databases
- > E-books
- > Websites

References, tools and tips

Who should attend

This workshop is designed for library staff who wish to extend their cataloguing experience to the cataloguing of electronic resources. It would also be valuable for anyone who will be managing the cataloguing of electronic resources.

Participants should have a basic knowledge of cataloguing and some familiarity with MARC 21.

Methodology

The course is practical and hands-on with all participants having a PC and online access to internet resources and cataloguing tools

- > Explanation and demonstration of basic principles of cataloguing e-resources
- > Exercises in cataloguing a variety of resources both physical and online.
- > Extension exercises for those who wish to extend their skills.
- > Comprehensive take-home manual.
- > Group discussion and sharing of views and local practices in managing electronic resources and maintaining records for them.

In-house workshops

Enquiries for conducting Cataloguing Electronic Resources in-house to Jill Moor at PICS – 03 9835 8900 or jillmoor@pics.com.au

Program Timetable

| | | | |
|----------------------------------|---------|---|---------|
| Registration & Coffee | 8.30am | - | 9.00am |
| Morning Tea | 10.30am | - | 10.45am |
| Lunch | 12.30pm | - | 1.30pm |
| Afternoon Tea | 3.00pm | - | 3.15pm |
| Close | 5.00pm | | |

Breaks and lunch fully provided.

The Presenter

Mary Gough is an experienced senior cataloguer who has worked across a variety of library environments. These range from universities to small one-person libraries. Mary currently works for Education Services Australia where she catalogues resources in all formats onto SCIS, the national cataloguing database for school libraries in Australia and New Zealand.



Mary brings to her training an emphasis on the importance of international standards and an understanding of how to interpret these rules with the needs of local users in mind.

Mary has extensive experience in training librarians and other library staff responsible for creating and downloading catalogue records. She prefers to work in small, hands-on groups, enabling her to give individual assistance to maximize the opportunity for each participant to develop confidence and skills.

Strictly limited numbers

To ensure that participants can work at their own level and receive individual attention the workshop is limited to 16 participants.

VENUES

BRISBANE

22 June 2012
SAXONS TRAINING
Level 11, 300 Adelaide Street
Brisbane QLD 4000
Tel: (07) 3222 3777

SYDNEY

29 June 2012
SAXONS TRAINING
Level 10, 10 Barrack Street
Sydney NSW 2000
Tel: (02) 8234 6888

MELBOURNE

6 July 2012
SAXONS TRAINING
Level 8, 500 Collins Street
Melbourne, VIC 3000
Tel: (03) 8610 0200

CANBERRA

20 July 2012
TRAINING CHOICE
Lvl 4, 54 Marcus Clarke St,
Canberra, ACT 2604
Tel: (02) 6262 6066

TOWNSVILLE

27 July 2012
BARRIER REEF
INSTITUTE OF TAFE
E Block
Cnr. Fulham Road & Hugh Street
Pimlico, Townsville 4810

IN-HOUSE

Enquiries conducting Cataloguing
Electronic Resources
in-house to Jill Moor at PICS
on (03) 9835 8900 or
jillmoor@pics.com.au

Registration and enquiries, please contact:

Jill Moor - P.I.C.S.
PO Box 1040
Hawthorn, Vic 3122
T: 03 9835 8900
F: 03 9835 8999
E: registrations@pics.com.au

Register Online:
www.pics.com.au

PERFORMANCE
IMPROVEMENT
CONFERENCES &
SEMINARS

P i C S
www.pics.com.au

Fee: The registration fee, including GST, is \$880 per attendee including lunches, refreshments and workshop papers.

ALIA Discount: A special discount is offered to current members of ALIA, (individual and institutional). The registration fee, including lunches, refreshments and workshop papers is \$781.

Registration: Register online at www.pics.com.au or forward the completed registration form by fax, post or email to secure your place. Payment must be made prior to the workshop.

GST: Fees quoted include 10% GST. Registered entities will be able to claim an input tax credit for GST charges on taxable supplies made by PICS. It is the responsibility of those entities to assess their eligibility for any such tax credit.

Payment: On receipt of your registration a GST invoice will be issued by PICS. Payment may be made by cheque payable to PICS, credit card, or electronic transfer.

Cancellations: Should you be unable to attend, a substitute attendee is always welcome at no extra charge. Alternatively, we will make full and prompt refund for cancellations received fourteen days prior to commencement of the workshop less a 20% administration fee.

REGISTRATION FORM

PICS ABN: 15 062 943 766

One form per person.
Photocopy if necessary.

Cataloguing Electronic Resources

Please complete and return with your payment to PICS as soon as possible. Registration Fees are payable in advance.

Surname _____

First Name (for badge) _____

Position _____

Company Name _____

Address _____

City _____ Postcode _____

Tel () _____ Fax () _____

Email _____

I wish to attend: **BRISBANE** **SYDNEY** **MELBOURNE**
 CANBERRA **TOWNSVILLE**

Discount: **ALIA DISCOUNT** MEMBERSHIP NO. _____

CHEQUES PAYABLE TO P.I.C.S. OR CHARGE TO:

VISA **MASTERCARD** **AMEX** **DINERS**

Account Number _____

Name (Please Print) _____ Expiry Date _____

Authorised Signature _____ Authorised Amount _____

PICS is 100% Australian owned and managed

In the event of unforeseen circumstances, PICS reserves the right to substitute other speakers or otherwise amend the program as necessary.