

Training Scenarios for the BIBCO Standard Record and MAPs
New BIBCO Libraries/Catalogers
Draft, March 9, 2010

Assumptions

The intended audience of the BIBCO standard record training materials is experienced catalogers new to the BIBCO program and knowledgeable in the use of AACR2, LCSH or other subject heading thesaurus, LCRIs, MARC 21 Format for Bibliographic Data, and LCCN or other classification schemes. In addition catalogers at a potential BIBCO library need to have had training for preparing NACO headings.

Training purpose, emphasis, and options

Emphasis would be given to the BIBCO standard record concepts of floor records, user tasks, essential elements, cataloger judgment, and fullness of records. The importance of access fields over data redundancy in descriptive fields would also be addressed. The metadata application profiles would be reviewed in relationship to mandatory and mandatory if applicable fields as well as use of fields not required in a metadata application profile. It is important for trainees and their supervisors to know that this training would not provide basic cataloging for catalogers new to a particular library. Training options should include online only, on-site training or any combination thereof so libraries without means to support travel and lodging would be eligible for training. The training scenarios would address the items in the accompanying document, "*BIBCO Standard Record Training Materials Content Outline*", draft, March 9, 2010.

BSR/MAP training scenarios

Training scenarios should be built around the needs of the new BIBCO library in order to open up BIBCO training experiences to all libraries. The ones described below are just three possibilities and by no means intend to be the only way that training content can be delivered to new BIBCO catalogers.

1. Online tutorial

Ideally a 30-45 minute online, interactive tutorial would contain training materials necessary for new BIBCO catalogers. This scenario would have the new BIBCO library catalogers complete the online tutorial and work with a BIBCO trainer via email, Google Wave, or some other communication tool. Discussions would be based on questions/answers on any of the training material content.

2. Online training materials

Instead of an online tutorial, training materials would be available in html at the BIBCO WWW site. Trainees would read the training materials and complete some basic catalog records (templates available via pdf or as Word files that can be filled in.) Similar to the online tutorial, but not as interactive, this scenario might involve more work with a BIBCO trainer. The BIBCO trainer could work via email, Google Wave, or some other communication tool for questions and answers.

3. On-site training only (optional)

On-site training would require only one day. Either the online tutorial or the html training material will be used, followed by the question and answer session. During this time cataloging of actual items or surrogates could be included.

4. Record review (required)

Each trainee cataloger would send a predetermined number of records to be reviewed by the BIBCO trainer/reviewer. The review would include: a check of mandatory and mandatory if applicable elements appropriate to the MAPs used; use of tags, indicators, subfield delimiters, codes and punctuation, and spelling. Choice of main entry, added entries, subject headings, or form/genre headings would not be evaluated or commented on with regard to being appropriate to the item content. However access fields 6XX, 7XX, and 8XX will be searched to verify that they are established in the NAF or that NACO headings have been prepared for them. It is possible that the review period might provide venues for discussions about floor records, user tasks, etc.