

28 March 2004

BIBCO Training Manual Organization: Working Table of Contents

We have prepared a draft version of our BIBCO Training Manual (BTM) organization, constituting a working table of contents for the revised BTM. It is a “working” organization in that we anticipate modifying it as the revision progresses. At this point, this TOC gives us an overview of general content, together with a structure for dividing and organizing our editing work.

In preparing this TOC, we reviewed all of the preliminary BTM materials posted on the Web at <http://www.library.cornell.edu/cts/pccsct/BTMTOC.html>

We also read comments about revising the BTM that several people sent David Banush last year. We then wrote up, compiled, and discussed comments about the available materials. For each section, we generally addressed whether to include it in the revised manual -- with reasons why we thought that the information in it would or would not be useful -- and, if included, how much updating, expanding, abridging, or other adjusting it would need. We also listed additional material that could be included in the revised version.

This work formed the basis for our revised organization. In this TOC, we indicate the type of information that we plan to include in each part, sometimes relating it to the content of the preliminary BTM Web page. We have also included a few questions (in parts 6 and 8 of this draft TOC). At this stage, we have not attempted to provide a detailed breakdown of each section, which will develop as we work on the editing.

Overall, we plan to expand the material that deals with cataloguing BIBCO records -- full-level as well as core -- including more field-by-field information and exercises working with records (in parts 4 and 5). Examples in different formats will be provided. We plan to put less emphasis on the discussion of values, the cataloguing environment, and so forth than used to be the case in BIBCO training, although basic principles will continue to be addressed (in Part 3), as well as general background on PCC and BIBCO (Part 2). Part 8, “Preparing for Training,” is planned for inclusion in BIBCO trainers’ manuals only.

We would very much appreciate your comments and suggestions about this draft organization.

Thanks very much,

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