

**Fundamentals of Series Authorities:
An ALCTS/PCC Workshop**

Trainee Manual

ALCTS/CCS-PCC Task Force to Develop
Series Authority Training

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Developed as a joint effort of the

Cataloging and Classification Section (CCS) of the Association for Library Collections &
Technical Services (ALCTS)

and the

Program for Cooperative Cataloging (PCC)

ALCTS and the Program for Cooperative Cataloging (PCC) developed this course jointly to provide additional cataloging training opportunities for the larger library community, including both PCC and non-PCC participants. This workshop content is similar to PCC training materials in enabling participants to create authority records for its local catalog, but *does not fulfill the PCC's requirements to contribute authority records to the Library of Congress/NACO Authority File. Interested parties are invited to visit the PCC web page: <<http://www.loc.gov/catdir/pcc/>>*

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Appendix D: Evaluation Form Fundamentals of Series Authorities

Your evaluation of this workshop is very important to the future development of this course and other similar courses. Your honest, candid answers to the following questions will assist us in providing quality programs.

Please rate the following aspects of today's workshop by checking the box that best reflects your evaluation:

1. The overall content of the workshop:

		5	4	3	2	1	
follow	a. was extremely valuable						was of little value
	b. provided enough detail						was too general
	c. was current & relevant						was outdated
	d. was cohesive & logical						was fragmented/difficult to
	e. was appropriate to my needs						was not at all appropriate
	f. met its stated objectives						did not meet objectives

2. Presenter:

		5	4	3	2	1	
skills	a. was knowledgeable						was unsure of the material
	b. had good presentation skills						had poor presentation
	c. encouraged participation						discouraged participation
	d. addressed my level of understanding						did not consider my level
	e. answered questions directly						did not answer questions
	f. was prepared						was not prepared
	g. understood the audience dynamics						ignored audience dynamics

3. Presenter:

		5	4	3	2	1	
skills	a. was knowledgeable						was unsure of the material
	b. had good presentation skills						had poor presentation
	c. encouraged participation						discouraged participation
	d. addressed my level of understanding						did not consider my level
	e. answered questions directly						did not answer questions
	f. was prepared						was not prepared
	g. understood the audience dynamics						ignored audience dynamics

4. The handouts:

	5	4	3	2	1	
a. are excellent						are poor
b. followed course content sequence						are disjointed/out of
c. are valuable for future reference						are of no value

5. The PowerPoint slides:

	5	4	3	2	1	
a. were clear and easy to read						were hard to read
b. were well organized						were poorly organized
c. illustrated concepts clearly						were confusing
d. covered an appropriate amount of information						contained too much or not enough information
e. were visually effective						were not effective
f. were enhanced by and supported the presenter's remarks						were poorly related to the presenter's remarks

Please give the following information about yourself:

6. Your level of knowledge in the subject of this workshop before today: expert 5 4 3 2
1 novice
7. Your level of experience in the subject of this workshop before today: very experienced 5 4 3 2
1 beginner
8. Other comments:

Comments on specific sessions:

THANK YOU!