

## Instructors

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Hello, my name is Janis Young, and I am a senior cataloging policy specialist in the Policy, Training & Cooperative Programs Division at the Library of Congress. I am one of the LC staff who is responsible for maintaining Library of Congress Classification (LCC), and I also train cataloging staff on its use and application. I am also the editor of the *Classification and Shelving Manual*.

## Instructors

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Professor

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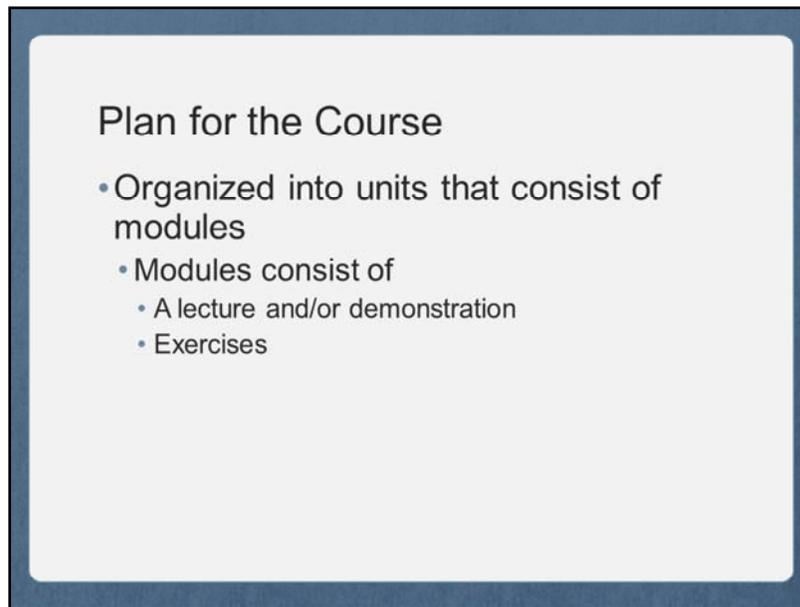
Hi, my name is Daniel Joudrey, but most people call me Danny. I am a professor at the School of Library and Information Science, at Simmons University in Boston, Massachusetts. I am an author of the 11<sup>th</sup> edition of *Introduction to Cataloging and Classification*, along with Arlene Taylor and David Miller. I am also an author of the 3<sup>rd</sup> and 4<sup>th</sup> editions of *The Organization of Information*, both of which are published by Libraries Unlimited. I teach graduate courses in information organization, descriptive cataloging, and subject cataloging and classification.

### Intended Audience

- Cataloging staff
  - Who are new to LC classification
  - Who wish to refresh their skills
- Open to anyone with an interest in learning more about LC classification

This training is provided for free by the Library of Congress with the support of Simmons, and is open to cataloging staff who are new to LC classification and to more experienced users who wish to refresh their skills.

However, it is widely open to anyone who has an interest in learning more about LC classification.



**Plan for the Course**

- Organized into units that consist of modules
  - Modules consist of
    - A lecture and/or demonstration
    - Exercises

This course is divided into units, each of which consists of two or more modules. Each module consists of a lecture and/or a demonstration, followed by exercises.

## Plan for the Course

- Organized into units that consist of modules
  - Modules consist of
    - A lecture and/or demonstration
    - Exercises
- Units build on each other to provide a full understanding of LCC
  - But modules may be viewed individually

You can decide how to approach the training, based on your needs. We encourage you to complete all of the units and modules in order because they build on each other and provide you with a full understanding of LCC. However, you may wish to increase your understanding of particular aspects of LCC, and therefore may choose to concentrate on selected units or even particular modules.

## Resource Requirements

- Access to LC Classification through
  - Classification Web (preferred)
  - Free PDFs, available at <http://www.loc.gov/aba/publications/FreeLCC/freelcc.html>

In order to complete the training modules, you will need access to the LC classification schedules.

The preferred method is through Classification Web, which is a subscription-based service from the Library of Congress. All of the examples and exercises will be from Classification Web.

Those who do not have access to Class Web should use the free PDFs of the schedules and tables that LC provides on its website. The URL is on your screen.

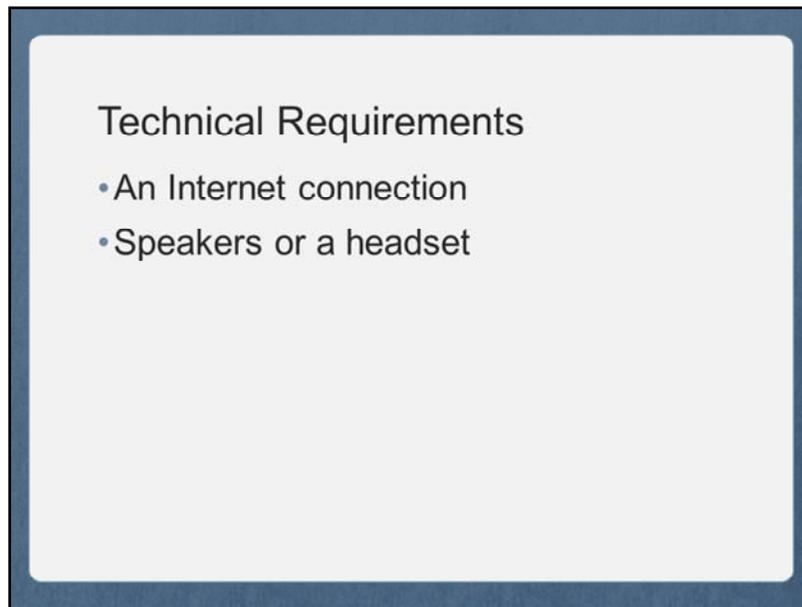
## Resource Requirements

- Access to the *Classification and Shelisting Manual* (CSM) through
  - Cataloger's Desktop (preferred)
  - Free PDFs, available at <http://www.loc.gov/aba/publications/FreeCSM/freecsm.html>

You will also need access to the *Classification and Shelisting Manual* (also called the CSM).

The preferred method of access is through Cataloger's Desktop, which is the Library of Congress' subscription service for documentation.

You can also access the CSM through the PDFs that LC provides for free on its website.



As for the technical requirements for this training, if you are listening to this right now, you have already achieved them! You have an internet connection and speakers or a headset in order to listen to the lectures.

For those who are not able to hear the audio, for whatever reason, or who wish to follow along, transcripts of the lectures are provided in PDF form.

Welcome to the course!