

## **Notes for Workshop Sponsors Regarding Duplication of Workshop Materials**

Workshop Title:	Cataloging: Audiovisual Materials and More
Workshop Format:	Lecture, small-group discussion, and written exercises
Prerequisites:	Cataloging: An Overview

### **Include in confirmation letters:**

This workshop is designed for people who have attended the Cataloging: An Overview workshop or who have very basic knowledge of the source of MARC records and their general structure. The instructor assumes no specific knowledge of MARC tags and their content.

### **Preparation necessary before each class:**

Arrange tables and chairs in a rectangular arrangement, if the size of the class permits. If the class is too large for this format, arrange the tables and chairs in a classroom format.

### **Notice of permission to copy materials:**

Dreama K. Deskins grants permission to copy these materials for the workshop participants registered to attend the contracted workshop(s). Upon completion of the workshop, the master may be discarded or returned to Dreama K. Deskins at the address listed below.

### **Instructions for duplication of workshop materials:**

Double-side and place in binder, using white paper.



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