

Notes for Workshop Sponsors Regarding Duplication of Workshop Materials

Workshop Title:	Cataloging: Intermediate
Workshop Format:	Lecture, small-group discussion, and written exercises
Prerequisites:	Cataloging: Introduction

Include in confirmation letters:

This workshop is designed for people who have attended the Cataloging: Introduction workshop or who have learned about descriptive cataloging through another means. The instructor assumes a basic knowledge of descriptive cataloging at the level presented in this previous class.

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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