

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

**Workshop Title:** Cataloging: Introduction  
**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 learned about MARC records through another means. The instructor assumes a very basic knowledge of the source of MARC records and the overall structure of MARC records at the level presented in this previous class. Participants are asked to bring a copy of *Anglo-American Cataloguing Rules, 2<sup>nd</sup> ed., 2002 Revision*. If a copy of this publication is not available, information will be distributed in class that will enable you to complete the written exercises without it.

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

Provide tables and chairs for the participants. If the size of the group and the size of the room permit, arrange the tables in a square. If this arrangement is not possible, set up the tables and chairs in classroom style.

### **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 bind or staple the lecture notes, using white paper. Single-side and staple the examples, using white paper. Double-side and staple the answers to the exercises, using blue paper.



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