

Notes for Workshop Sponsors Regarding Duplication of Workshop Materials

Workshop Title: Cataloging: An Overview
Workshop Format: Lecture and small-group discussion
Prerequisites: None

Include in confirmation letters:

This workshop is designed to provide an overview of cataloging issues. The instructor emphasizes the importance of adhering to the standards of machine-readable cataloging (MARC).

Preparation necessary before each class:

Arrange the tables in a square to encourage group participation.

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 spiral bind or staple.



1011 NE Hyacinth Lane* Ankeny, Iowa 50021-9290
515/964-5478 voice * 515/963-0146 fax * dreama@dkdconsulting.com
www.dkdconsulting.com