The purpose of this course is to provide practical experience in Technical Services operations in libraries and information centers. The course will take place in the Thomas J. Watson Library at the Metropolitan Museum of Art, to provide hands-on work in as many facets of Technical Services as possible, and to see the specifics of how they are implemented in a large research library.

Among the topics students will examine are: copy cataloging (both in Millennium and Connexion), library acquisitions, collection development, serials control, record loading, data manipulation, materials processing, knowledge organization, and integrated library systems. There will be some reading, but the focus will be on practice.

**Time and place:**
Classes will take place Saturdays from 12-5 in the Thomas J. Watson Library at the Metropolitan Museum of Art. Thomas J. Watson Library is the central research library of The Metropolitan Museum of Art. Its collection of books and periodicals relating to the history of art is one of the most comprehensive in the world.

**Office hours/availability:**
Available by appointment 9-5, M-F, or by email

**Course Objectives:**

Students will demonstrate an understanding of the following:

1. The operational components of a technical services department
2. The “back-end” support issues for both public and technical services
3. The materials management issues in support of library collections and access
4. The basic technical operations that support integrated library systems

**Grading:**
Since this class is focused on gaining practical experience, 50% of the grade of the class will be based on class participation, as measured by completion of in-class exercises. To gain a broader theoretical knowledge of technical services in a broader sense, there will be self-directed readings, with 4 short reflection papers. Papers are ungraded; each one submitted on time according to will be worth 5%. The remaining 10% will be for the on-time submission of the MarcEdit data transformation assignment.

**Reading/writing:**
There is no required textbook for this class; over the course of the class, the instructor may provide additional articles for reading. For the final four weeks, students will do a review of appropriate library science journals and select one article relating to technical services each week; in the reflection paper, they will summarize the article briefly, briefly state the claim that the article is making, explain whether they find it persuasive, and why. These papers are ungraded, and format is not specified.
Grading rubric for written assignments:
Credit:
Assignment is well-written; grammatical errors, misspellings, and typos are minimal (average one-two per page) or non-existent. There is a link to the article being discussed and a citation, a summary of the article and a discussion about whether the article convinces the student with regard to its thesis. Assignment is submitted via email prior to midnight the Thursday before class.
No credit:
Assignment is submitted late; grammatical errors, misspellings, and typos are very frequent (average 11-14 per page) and adversely affect the structure and flow of the narrative; there is no citation or link provided for the article; no attempt is made to summarize the article, to state the thesis the article is making, or to explain why this is or is not convincing.

Any paper turned in via email by midnight the Thursday before class that meets the criteria above will be given full credit. We will discuss the articles briefly at the beginning of class.

Palmer School Learning Objectives
This course addresses the following objectives:
- Goal II (Utilize a broad range of systems and technologies to manage and deliver information), specifically IIa (use professional standards to organize, manage, preserve, evaluate and deliver information resources in a variety of formats)
- Goal IV (Staff, manage and lead libraries and information centers of all types), especially IVb (explain and apply management principles, processes and practices including those relating to innovation and strategic planning as well as human resources, financial, and operational functions of a library or other type of information organization)

Tentative class schedule


November 1: Discussion of articles. Hands-on: cataloging auction catalogs; cataloging exhibition catalogs.

November 8: Discussion of articles. Hands-on: copy cataloging in Connexion Client

November 15: Discussion of articles. Hands-on: acquisitions; the process of selecting and ordering monographs for a library. Lecture/demonstration: receiving books (shelf-ready and non), loading shelf-ready records from vendors. EDIFACT invoicing.