



Crash Course in Cataloging for Non-Catalogers: A Casual Conversation on Organizing Information

Allison G. Kaplan

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People who run small, rural libraries without formal education will use this book to help them make informed decisions about the organization of their library and the information it holds. This is one of the key tasks in any library. While many librarians may buy all of their items already cataloged, they may need to catalog an item, change a subject heading, or tape a classification number to a book.

Reading this book, analyzing the examples, and working through problem sets provides an exciting introduction to organizing the library. It serves as an excellent tool for staff development of paraprofessionals.

Non-catalogers can organize library collections when they use information available which has been created by professional catalogers. This book explains the tools of the trade, becoming familiar with all the parts of the record, how to adapt another's work cutting and pasting descriptions.

The practice problems will be useful to workshop presenters who will use this book in teaching newly hired librarians who will be working, often unassisted, in small libraries.

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