

CLASS OUTLINE

"Streamlining Series" New procedures for Series Authority Checking for Monographs Copy Cataloging Section September 2007

1. Why do we need a new procedure?
 - Who is Backstage, and what does this mean to us? Paul Priebe explains.
2. The new procedure: step-by-step review of the new procedural handout. Led by Rita and Paul.
3. Example of how the new procedure works. Led by Rita and Paul.
4. A chance to practice! Small group exercise.
 - Each group will be given some books to examine. These items have been pulled from the Copy Cataloging backlog.
 - Each group will decide what, according to the new policy, the next step would be.
5. Large group discussion.
 - Small groups will share their decisions with the class.
 - Paul and Rita will lead the class in the follow-through steps.
 - We will discuss each step along the way.
6. Questions, anyone?