ETEC 540 ORGANIZATION OF RESOURCES

PROCESS ASSESSMENT (SLO #1-8)

Visit a library (not your own) staffed by a credentialed/master's degree librarian, and report on how technical processing is handled at the site. Include in your report the following information:

1) Name of site, system (e.g., school district), librarian title, list of other staff positions (3 pts.)

2) Note how the collection is organized; look for possible arrangement by format or specialty, handling of electronic resources, and other unique issues (5 pts.)

3) Flowchart how materials are processed for this library: receipt, cataloging, classifying, shelflist, labelling, covering, shelving, inventory, withdrawal (note where process is done: site, district, other); consider both print and nonprint materials (15 pts.)

4) Identify/detail processing profile (5 pts): sample profile template are found at https://www.mackin.com/hq/wp-content/uploads/mackin-spec-form_10-19-20.pdf and https://www.perma-bound.com/static//forms-and-flyers/Library_Processing_US_2014.pdf

5) List written policies/procedures for processing library materials (5 pts.)

6) Describe what librarian perceives are the benefits and drawbacks of processing practices and policies (5 pts.)

7) Describe how library resources (all formats, including equipment) are maintained and repaired (5 pts.)

8) Reflect on your findings and determine what practices you would follow or change (and how) (7 pts.)

Total of 50 points