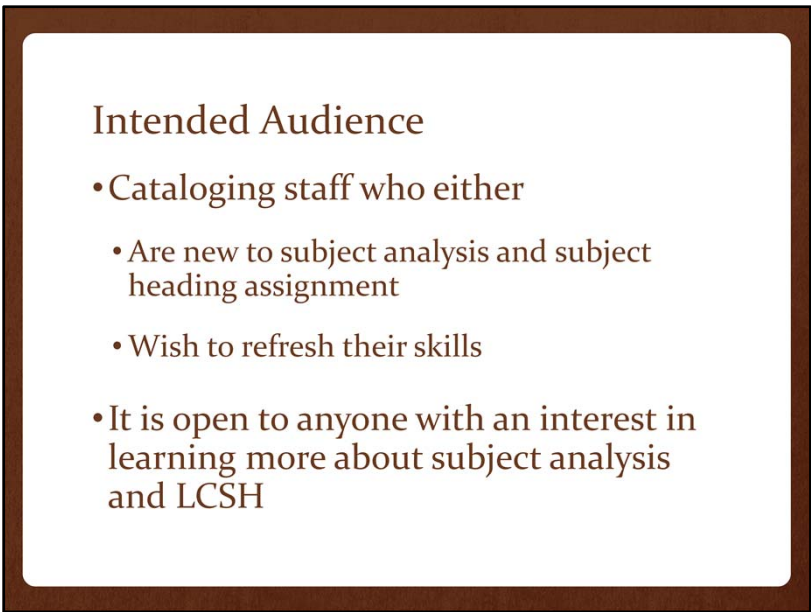


Instructors

- Janis L. Young, MA, MSLS
 - Senior Cataloging Policy Specialist in the Policy and Standards Division of the Library of Congress
- Daniel N. Joudrey, MLIS, Ph. D.
 - Associate Professor at the School of Library and Information Science, Simmons College

Hello, my name is Janis Young, and I am a senior cataloging policy specialist in the Policy and Standards Division at the Library of Congress. I am one of the LC staff who is responsible for maintaining *Library of Congress Subject Headings* (LCSH), and I also train catalogers on their use and application. I am also the editor of the *Subject Headings Manual*.

Hi, my name is Daniel Joudrey. I am an Associate Professor at the School of Library and Information Science, at Simmons College in Boston, Massachusetts. I am an author of the 11th edition of *Introduction to Cataloging and Classification*, along with Arlene G. Taylor and David Miller. I am also an author of the 3rd and the upcoming 4th editions of *The Organization of Information*, all of which are published by Libraries Unlimited. I teach courses in information organization, descriptive cataloging, and subject cataloging and classification.



Intended Audience

- Cataloging staff who either
 - Are new to subject analysis and subject heading assignment
 - Wish to refresh their skills
- It is open to anyone with an interest in learning more about subject analysis and LCSH

This training on LCSH is provided for free by the Library of Congress, and is open to cataloging staff who are either new to subject analysis and to subject heading assignment, or who wish to refresh their skills in those areas.

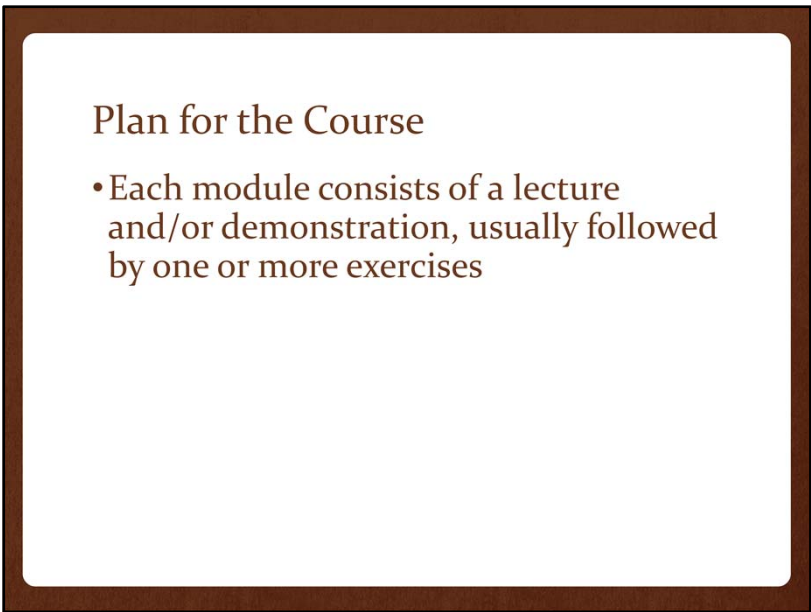
It is open to anyone however who has an interest in learning more about subject analysis and LCSH.

Plan for the Course

- Divided into units, which consist of individual modules
 - Foundations
 - Structure of LCSH
 - *Subject Headings Manual*
 - Assignment and evaluation of headings

This course is divided into units, each of which consists of two or more individual modules. The course starts with a unit called Foundations, which explains the principles of subject cataloging and the purpose of controlled vocabularies – and what a controlled vocabulary is! – and it gives a general introduction to the history and contents of LCSH.

Successive modules provide instructions on the structure of the LCSH, the *Subject Headings Manual*, and the practice of subject analysis and subject heading assignment.



Plan for the Course

- Each module consists of a lecture and/or demonstration, usually followed by one or more exercises

Each module in this training consists of a lecture and/or demonstration, usually followed by one or more exercises.

Although we encourage those working through this training to complete all the modules, in order, that is not necessarily required.

Some, especially those with previous experience, may prefer to pick and choose which modules they wish to view in order to refresh their skills.

Resource Requirements

- Access to LCSH through
 - Classification Web (preferred)
 - Some other method of access
 - LC's authorities website, <http://authorities.loc.gov>
 - LC's Linked Data Service, <http://id.loc.gov>
 - Free PDFs, available at <http://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html>

In order to complete the training modules, you will need access to LCSH. There are several methods for doing that.

The preferred method is *Classification Web*, which is the Library of Congress' subscription-based service for our vocabularies. All of the examples and exercises will be from *Classification Web*.

There are also free methods of access. They are the Library of Congress' Authority website, the Library of Congress' Linked Data service, and also the free PDFs of LCSH, which are available on the Library of Congress website.

Resource Requirements

- Access to the *Subject Headings Manual* (SHM) through
 - Cataloger's Desktop (preferred)
 - Free PDFs, available at <http://www.loc.gov/aba/publications/FreeSHM/freeshm.html>

You will also need access to the *Subject Headings Manual* (also called the SHM).

The preferred method of access is through *Cataloger's Desktop*, which is the Library of Congress' fee-based subscription service for documentation.

You may also have access to the SHM, though, through the PDFs, which are available for free on the Library of Congress' website.



Technical Requirements

- An Internet connection
- Speakers or headset

As for the technical requirements for this training, if you are listening to this right now, you have already achieved them! You have an internet connection and speakers or a headset in order to listen to the lectures.

Welcome to the course!