

## 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](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](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