



# Cataloging and Classification for Library Technicians, Second Edition

*Mary L. Kao*

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# Cataloging and Classification for Library Technicians, Second Edition

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## **Cataloging and Classification for Library Technicians, Second Edition** Mary L. Kao

Structure your workload with this comprehensive guide to the role and responsibilities of library technicians! More than basic instructions on how to do library classification, this classic work is a how-to handbook covering all aspects of a library technician's job. *Cataloging and Classification for Library Technicians, Second Edition*, gives step-by-step instructions for all aspects of cataloging and classification of library materials (book and non-book), emphasizing copy cataloging but also discussing original cataloging. Because much has changed in the library field since the first edition of this valuable resource was published in 1995, each chapter has been revised and updated, and an entire new chapter has been added to discuss computer cataloging in the MARC format and cataloging of Internet materials. *Cataloging and Classification for Library Technicians, Second Edition*, interprets and explains cataloging rules and how they should be applied. Kao describes library organization and personnel patterns to illustrate the relationship between library technicians and other library staff. Library technicians will find many helpful features in *Cataloging and Classification for Library Technicians, Second Edition*, including:

- definitions of relevant terminology
- review questions to focus learning
- a list of suggested readings
- routines and responsibilities of library technicians
- issues and trends in library cataloging and classification
- detailed tables and figures to enable easier learning
- many convenient Web addresses for up-to-date information

*Cataloging and Classification for Library Technicians, Second Edition*, is an ideal text to use in programs for library technical assistants and a handy reference for practicing library technicians.

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