CORE COMPETENCIES FOR CATALOGING **

AREAS OF COMPETENCY	FUNDAMENTAL*	INTERMEDIATE*	ADVANCED*
INTELLECTUAL ACCESS & INFORMATION ORGANIZATION	• Theory of information organization • Structure and hierarchy of subject analysis and classification • Theory of describing, identifying, and showing relationships among resources	• Methods describing, identifying, and showing relationships among resources • Bibliographic relationships underlying database design	• Program development based on national and international standards • Ability to develop and apply syndetic structure and controlled vocabulary • Relationship of cataloging to provision of access to resources
ACCESS & DESCRIPTION OF INFORMATION RESOURCES	• Cataloging tools and sources of bibliographic records (OCLC) • Classification tools (DDC and LCC) and documentation • Copy cataloging (MARC 21) • Authority records • Reading of 1+ languages	• Classification tools (DDC, LCC, NLM, SuDocs) and documentation • Methods of subject analysis and classification (LCSH, MeSH) • Original cataloging (MARC 21) • Reading of 3+ languages	• Original cataloging in multiple metadata schema, formats and languages • Methods of thesaurus construction • Creation of authority records • Current research and practice
STANDARDS & BEST PRACTICES	• Primary standards setting organizations • Emerging best practices • Follow set QC procedures • Trusted information resources	• Application of specific, relevant standards and best practices • Oversight and review of QC	• Program development around relevant standards and best practices • Establish QC guidelines
ADVOCACY & OUTREACH	• Promote cataloging awareness	• Instruction of library personnel and patrons in	• Initiation and support of cataloging projects • Education of current and future library personnel, patrons, and the public
WORKPLACE & MANAGEMENT SKILLS	• Communication (written and oral) • Work independently and collaboratively	• Supervisory experience • Training experience	• Management of several units
COLLABORATION	• Cataloging implications throughout institution	• Departmental operations and institutional policies in relation to cataloging	• Local, regional, and national cooperative cataloging efforts

* The terms Fundamental, Intermediate, and Advanced are used to distinguish between audiences. Fundamental audiences include all library staff. Intermediate audiences include persons with limited cataloging responsibilities or unit heads within technical services and/or bibliographic access. Advanced audiences encompass all cataloging, technical services and/or bibliographic access administrators. The courses developed within the areas of competency should be designed as self-selecting, allowing individuals to determine a level of expertise appropriate to their circumstances.
** While not explicitly referenced, these competencies can be applied to all collection and media types.