	Learning Outcomes	Project/Task Description	Evidence/Criteria for Evaluation
1	Gain knowledge and hand-on experience in creating MARC records. Become familiar with MARC21 formats and standards, and cataloging tools, such as OCLC Connexion. Maps to SLOs: 1, 2, 3, 4, 9, 10 Rationale: Cataloging requires learning and utilizing cataloging tools. It also requires critical thinking, understanding and critically applying cataloging rules and standards. Cataloging and enriching access for Chinese language materials involves process, preservation, and providing access to information sources for diverse communities and organizations. It also promotes accessibility, and empowers the Chinese-reading community through a culturally sensitive approach.	Catalog Chinese print books in MARC21 bibliographic format using OCLC Connexion, including modern publications and rare materials.	Retain OCLC bibliographic record numbers for each record created; evaluate the quality and completeness of the bibliographic records.
2	Learn to apply RDA Toolkit and CJK cataloging rules. Maps to SLOs: 4, 5, 6, 9 Rationale: Applying RDA and CJK cataloging rules and practice promotes DEIA principles, engages with non-Western perspectives, and fosters critical thinking.	Perform descriptive cataloging using RDA and CJK (Chinese, Japanese, and Korean) cataloging guidelines and rules; analyze integration of RDA and MARC.	Demonstrate understanding of RDA and CJK cataloging guidelines and standards by correctly applying them in creating MARC records.
3	Learn NACO authority work for persons and become familiarized with the authority control process. Maps to SLOs: 2, 4, 6, 9 Rationale: Authority control promotes standardization of information which empowers	Create and/or update personal name authorities through NACO as needed for cataloging work; consider privacy and DEI in creation of authority records for users	Retain OCLC ARN for each personal name authority created; evaluate the quality and completeness of the authority records.

	library users to find the resources they need in a more efficient way. Authority work involves ethical considerations such as privacy and inclusion while establishing authority records, which requires understanding and critically applying concepts of knowledge organization in cultural and societal contexts.		
4	Learn how to construct LC subject analysis and classification using Classweb Plus. Become familiar with LCSH and LCC. Maps to SLOs: 1, 2, 4, 5, 6 Rationale: Assigning appropriate and accurate LCSHs/LCC/LCGFT promotes DEIA, reflects user needs and institutional rules, demonstrates critical engagement with metadata standards, and applies non-Western ways of knowing.	Performs subject analysis, assigns Library of Congress subject headings (LCSH), Library of Congress Genre/Form Terms (LCGFT), and Library of Congress Classification (LCC) number. Consider DEI in subject analysis and other aspects of descriptive work.	Retain OCLC bibliographic record numbers for each record created. Evaluate assigned LCSHs and LCC for accuracy.
5	Learn to use Ex Libris Alma. Become familiar with Alma/Primo. Maps to SLOs: 2, 3, 4, 10 Rationale: Learning how to use the integrated library system effectively is essential in managing the library collection to provide discoverability and accessibility for users.	Managing inventory records by creating and/or updating holdings and item records for cataloged materials using Ex Libris Alma. Import bibliographic records from OCLC Connexion and update records as necessary.	Ex Libris Alma holdings and items can be looked up using OCLC bibliographic record numbers. Evaluate the accuracy of inventory records.