

Faculty	Faculty of Arts			
Home Department	Library and Information Science			
Module Topic	Resource Description, Subject Analysis & Collection Management			
Generic Module Name	Library & Information Studies 716			
Alpha-numeric Code	LBS716			
NQF Level	8			
NQF Credit Value	30			
Duration	Year			
Proposed semester to be offered. (For Calendar Groups)	Both Semesters			
Programmes in which the module will be offered	Post Graduate Diploma in Library & Information Studies (2829)			
Year level	1			
Main Outcomes	<p>On completion of this module, a student should be able to:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the relationship between subject cataloging and information discovery • Apply the core concepts, principles, and objectives in the description of information resources • Demonstrate basic skills in applying controlled vocabulary • Clarify the relationship between subject description and information discovery • Use the Dewey Decimal System in the classification of information in various media formats • Build databases to organize & provide access to collections of cuttings & other materials not provided for in the catalogue • Critically explain what pre-and post-coordinate indexing systems are • Assign index terms to documents for later retrieval • Apply selection criteria and concepts of collection development to select and deselect library materials • Create a collection development policy 			
Main Content	<ul style="list-style-type: none"> • Cataloguing: key concepts; purpose and functions of the library catalogue; comparison of retrieval devices; evaluation of the library catalogue; cataloguing policy; authority files; analytical cataloguing; original versus copy cataloguing; AACR2 to RDA; Practical use of RDA in resource description • Metadata, the bibliographic record, bibliographic utilities; the MARC record; Classification schemes; construction of faceted classification; depth classification; classification policies, practices and limitations; • Indexing and abstracting, controlled vocabularies; semantic and syntactical relationships in indexing; subject headings and classification • The future of knowledge organization • Criteria, concepts and theories of collection development • Legal aspects in collection policy e.g. copyright, intellectual property 			
Pre-requisite modules	None			
Co-requisite modules	None			
Prohibited module Combination	None			
A. Breakdown of Learning Time(example)	Hours	B. Time-table Requirement per week		Other teaching modes that do not require time-table
<i>Contact with lecturer / tutor:</i>	84	<i>Lectures</i>	2	Online discussion forum
<i>Assignments & tasks:</i>	74	<i>Practicals</i>	1	
<i>Practicals:</i>	56	<i>Tutorials</i>		
<i>Assessments</i>	6			
<i>Self-study</i>	80			
<i>Other: Please specify</i>				
Total Learning Time	300			
Method of Student Assessment	Continuous Assessment: 60% Final Assessment: 40%			
Assessment Module type	CFA			