



LEAD CITY UNIVERSITY
Faculty of Arts and Education
Department of Library and Information Science

COURSE PARTICULARS

Course Code: LIS 116
Course Title: Organization of Knowledge II
No. of Units: 3
Status: Compulsory

LECTURER DETAILS

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Areas of Specialization: Knowledge Organization/Management

COURSE DESCRIPTION

The course is designed to further the interest of students to the basic principles of organization of knowledge in the library with a view to discussing concept of knowledge, reasons for organizing knowledge, tools for retrieving knowledge and major ways by which library materials could be organized.

COURSE OBJECTIVES

The objective is to introduce the students to the basic principles of Organization of Knowledge, Standard techniques of identification and description of bibliographical units through descriptive cataloguing using AACR 2; Subject Cataloguing and Classification; Different Types of Classification Schemes; MARC Format, and Filing systems and rules.

ASSESSMENT

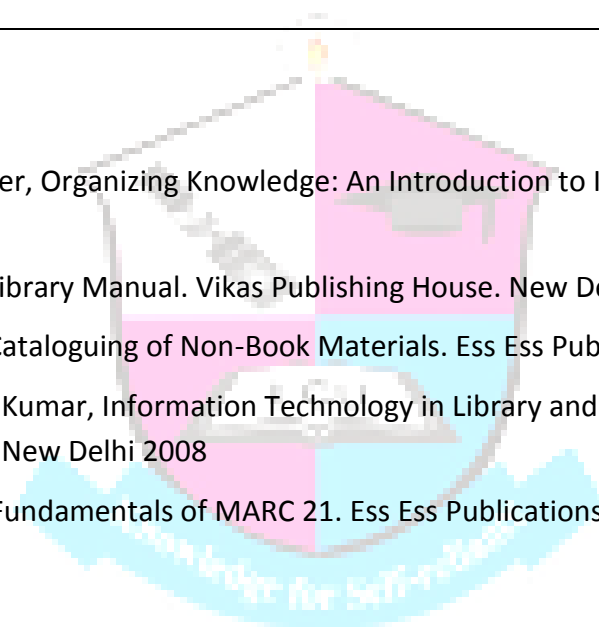
Class Attendance	5 marks
Test(s) and Assignments	25 marks
Final Examination	70 marks

LECTURE PLAN

Week	Topic
Week 1	Introduction to the cataloguing of non-book materials
Week 2	Tools for retrieving knowledge
Week 3	Identification and description of recorded information
Week 4	Identification of different formats of recorded information
Week 5	Further lectures on Anglo American Cataloguing Rule 2
Week 6	Different types of Classification Schemes
Week 7	Application of computers to cataloguing
Week 8	Introduction to MARC Format: Definition, uses, elements
Week 9	5 MARC 21 Communication format
Week 10	Notation: Definition, types, functions and qualities
Week 11	Filing Systems: Definition
Week 12	Revision:

READING LIST

1. Rowley, E. Jennifer, Organizing Knowledge: An Introduction to Information Retrieval. Gower, 1987
2. Kumar, Krishan Library Manual. Vikas Publishing House. New Delhi. 1978
3. Dhiman Anil K. Cataloguing of Non-Book Materials. Ess Ess Publications. New Delhi 2004
4. Galhotra Mohan Kumar, Information Technology in Library and Information Services. Ess Ess Publications. New Delhi 2008
5. Subarna K. Das. Fundamentals of MARC 21. Ess Ess Publications. New Delhi. 2009



TUTORIAL QUESTIONS (2016/2017)

1. Mention and explain the similarities and differences in cataloguing books and non book materials.
2. Identify and explain five (5) tools for knowledge retrieval in the library.
- 3(a). Define recorded information.
- (b) Mention and explain the characteristics of recorded information you are familiar with
4. Describe Anglo American Cataloguing Rules 2 under the following sub-headings.
 - Definition
 - Structures
 - Outlines
 - Key principles
5. Compare and contrast the DDC, UDC and CC as classification schemes under the following sub-headings.
 - Main outlines
 - Notation
 - Geographical division
 - Structure
6. Explain extensively why you think computer is necessary in cataloguing operation in the library.
- 7(a.) Define MARC
- (b) Explain the Organization of the MARC Format Documents.
8. Define Notation
- (b) Explain the qualities and usefulness of good notation in library classification.
9. What is filing system?
- (b) Mention and briefly explain different types of filing systems
10. Explain non-book materials under the following headings.
 - Definition
 - Categories
 - Description
 - Access point
11. List and explain briefly four (4) general characteristics of Dewey Decimal Classification Scheme.
12. List and briefly explain the general challenges in cataloguing non-book materials.

