LEAD CITY UNIVERSITY

Faculty of Education

Department of Library and Information Science

COURSE DETAILS

Course Code: LIS 116
Course Title: Organization of Knowledge 11
No. of Units: 3
Status: Compulsory

LECTURER(S) DETAILS

Name: Adetunji O. Albert (Mr.)
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Area of Specialization: Knowledge organization, Cataloging & Classification and Legal Information Sources and Services.

COURSE DESCRIPTION

The course is designed to introduce 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 of the course is to further introduce the basic principles of Organization of Knowledge, cataloging of non book materials and description of bibliographical units through descriptive cataloguing using AACR 2; Subject Cataloguing and Classification; MARC Format; Filling Rules and Systems.

ASSESMENT

Class Attendance	10 marks
Test(s) and Assignments	30 marks
Final Examination	60 marks

LECTURE PLAN

Week	Topic
Week 1	**Introduction to the cataloguing of non-book materials:** Definition of books and non-book materials, differences and similarities and peculiarity of non-book materials.
Week 2	Introduction to the cataloguing of non-book materials continued
Week 3	**Tools for retrieving knowledge:** e.g. Abstracting, Indexing, bibliography, Catalogue etc.
Week 4	**Identification and description of recorded information:** Definition of recorded Information, types and format of recorded information.
Week 5	Identification of recorded Information continued
Week 6	**Further lectures on Anglo American Cataloguing Rule:** Definitions, Organization, structures and key principles.
Week 7	Different types of Classification Schemes:
Week 8	Application of computers to cataloguing:
Week 9	Application of computers to cataloging continued.
Week 10	**Notation:** Definition, types, functions and qualities.
Week 11	**Filling Systems:** Definition, types e.g. Chronological, alphabetical, geographical, miscellaneous etc
Week 12	Filling System continued
Week 13	Revision:
Week 14	Test

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

1. Explain extensively why you think computer is necessary in organizing Information materials in the library.

2(a.) Define MARC

(b) Explain the Organization of the MARC Format Documents.

3. Mention and extensively explain four (4) barriers to Knowledge Organization in Academic Libraries.

4. Mention and explain fully, four (4) characteristics of knowledge

5. What do you understanding by descriptive cataloguing?

(b) Explain briefly different types of entries in a catalogue

6. What are the elements of Library of Congress Subject Headings?

7. Mention and explain extensively, the core competencies of a cataloger

8. What do you consider as the characteristics of an ideal form of catalogue?

9. (a) Define classification

(b) Mention four (4) types of classification and extensively describe two (2) of them.

10. Compare and contrast the Library of Congress (LC) and Dewey Decimal Classification (DDC) Schemes, bring out areas of either differences and /or similarities.

11. Mention and explain the similarities and differences in cataloguing of books and non book materials.

12. Identify and explain extensively five (4) tools for knowledge retrieval in the library.