

**DLS 1202: ORGANISATION OF KNOWLEDGE: CLASSIFICATION II – THEORY &
PRACTICE**



KAMPALA INTERNATIONAL UNIVERSITY, KAMPALA

**SCHOOL OF MATHEMATICS AND COMPUTING
STUDY GUIDE FOR DIPLOMA IN LIBRARY AND INFORMATION STUDIES**

**DLS 1202: ORGANISATION OF KNOWLEDGE: CLASSIFICATION II – THEORY &
PRACTICE**

**COURSE DEVELOPMENT TEAM
INSTRUCTIONAL DESIGNER: Ms. Lois Nankya**

Introduction

DLS 1202: Organisation of Knowledge: Classification II–Theory & Practice is a 3 credit unit module for students studying towards a Diploma of Library and Information Systems. The course is a continuation of Organisation of Knowledge: Classification I - Theory and Practice which was done in Semester one and is designed to prepare students for their roles as archivists, librarians and information and records managers.

This course provides practical skills in Library Classification, which is one of the core courses for the field of Library and Information Science.

Learners will also be introduced to the major schemes of library classification that are utilized around the world. They will also learn about how ICTs can be utilized in Library Classification.

By the end of this course, the learners will be better skilled to classify different categories of information materials.

This course guide therefore provides the student with an overview of what DLS 1105 is all about, the textbooks and other materials to be referenced, what you expect to know in each study unit and how to work through the course materials. You are welcome to one of the interesting courses you will offer during your study in KIU.

Recommended Study Time

This course is a 3-unit course divided into practical study units. You are enjoined to spend at least 3 hours in studying the content of each study unit.

What you are about to learn in this course

The overall aim of this course, DLS 1202 is to introduce you to:

- The process and importance of Library classification
- The stages in assigning call numbers to subjects
- Practical sessions with common schemes for Library Classification

Course Aim

The aim of this course is to enable learners perfect their knowledge and skills in classification of library and information materials.

Course Objectives

It is important to note that each study unit has specific objectives. Students should study them carefully before proceeding to subsequent unit. Therefore, it may be useful to refer to these objectives in the course of your study of the unit to assess your progress.

You should always look at the study unit objectives after completing the unit. In this way, you can be sure that you have done what is required of you by the end of the study unit.

- This course covers the basics of classification useful in information management
- The aim of this course is to enable learners perfect their knowledge and skills in classification of library and information materials.

However, below are overall objectives of this course.

By the end of the Module, learners should be able to:

- Classify different kinds of information materials using different classification schemes.
- Evaluate classification schemes in relation to different environments.
- Develop customized classification schemes.

On completing this course, you should be able to understand:

- Purposes, types and Components of a Scheme of Library Classification
- Types of Library Classification Schemes
- History and Types of Library Classification Schemes
- Dewey Decimal Classification Scheme
- Library of Congress Classification Scheme
- Universal Decimal Classification Scheme
- Colon Classification Scheme
- Book Number Schemes

Working through this course

In order to have a thorough understanding of the course study units, you will need to read and understand the contents and practice what is discussed in this module.

This course is designed to cover approximately fifteen weeks and it will require your devoted attention. You should do the exercises in the Tutor-Marked Assignments and submit to your tutors via the Learning Management System.

Teaching – Learning Materials

- Course Guide
- Printed Lecture materials
- Text Books
- Interactive DVD and Tapes
- Electronic Lecture materials via LMS
- Tutor Marked Assignments
- LMS
- Whiteboard and markers
- Flip charts
- Interactive Lectures
- Practical assignments
- Documentaries

The printed lecture material consists of 6 study units broken down into sub-units;

Study Unit 1: Purpose and Importance of Library Classification/recap of Semester One

Study Unit 2: Classifying with DDC

Study Unit 3: Classifying with UDC

Study Unit 4: Classifying using LCC

Study Unit 5: Specified Schemes for Library Classification

Study Unit 6: Call Numbers with Cutter Author Table

References and Additional Reading Materials

The following texts and Internet resource links will be of enormous benefit to you in learning this course:

1. Ranganathan S. R. (1989). *Prolegomena to library classification 3rd ed.* London: Asia Publishing House.
2. Kumar, K. (1933). *Theory of Classification.* India: Vikas Publishing PVT Ltd
Chan L.M (1999). Cataloging and classification: an introduction with the assistance of Theodora L. Hodges.by Chan, Lois Chicago Hall

3. Glidden H. S. (1975). A library classification for public administration materials Rev. ed.
4. Hussain S. Library classification: facets and analyses
5. Sharma, C.K. Practical handbook of Dewey decimal classification
6. Lazarinis, F. (2014). Cataloguing and classification: An introduction.
<https://ebookcentral.proquest.com/>

Assessment

There are two aspects to the assessment of this course. First, there are tutor marked assignments and second the written examination. Therefore, you are expected to take note of the facts, information and problem solving gathered during the course. The tutor marked assignments must be submitted to your tutor for formal assessment in accordance to the deadline given. The work submitted will count for 40% of your total course mark.

At the end of the course, you will need to sit for a final written examination. This examination will account for 60% of your total score. You will be required to submit some assignments by uploading them to DLS 1102 page on the LMS.

Tutor-Marked Assignment (TMA)

There are TMAs in this course. You need to submit all the TMAs. When you have completed each assignment, send them to your tutor as soon as possible and make certain that it gets to your tutor on or before the stipulated deadline. If for any reason you cannot complete your assignment on time, contact your tutor before the assignment is due to discuss the possibility of extension. Extension will not be granted after the deadline, unless on extraordinary cases.

Final Examination and Grading

The final examination for DLS 1202 will last for a period not more than 3 hours and has a value of 60% of the total course grade.

The examination will consist of questions which reflect the Self-Review Questions (SRQs), In-text Questions (ITQs) and Tutor Marked Assignments (TMA) that you have previously encountered. Furthermore, all areas of the course will be examined. It would be better to use the time between finishing the last study unit and sitting for the examination to revise the entire course.

You might find it useful to review your TMAs and comment on them before the examination. The final examination covers information from all parts of the course. Final examinations will be conducted either via Computer Based Testing (CBT) or Pen on Paper (PoP) or both combined.

Tutors and Tutorials

There are few hours of face-to-face tutorial provided in support of this course. You will be notified of the dates, time and location together with the name and phone number of your tutor as soon as you are allocated a tutorial group. Your tutor will mark and comment on your assignments, keep a close watch on your progress and on any difficulties you might encounter and provide assistance to you during the course. You must submit your tutor marked assignment to your tutor well before the due date. At least two working days are required for this purpose. They will be marked by your tutor and returned as soon as possible via the same means of submission.

Do not hesitate to contact your tutor by telephone, e-mail or discussion board if you need help. The following might be circumstances in which you would find help necessary: contact your tutor if:

- You do not understand any part of the study unit or the assigned readings.
- You have difficulty with the self-test or exercise.
- You have questions or problems with an assignment, with your tutor's comments on an assignment or with the grading of an assignment.

You should endeavour to attend the tutorials. This is the only opportunity to have face-to-face contact with your tutor and ask questions which are answered instantly. You can raise any problem encountered in the course of your study. To gain the maximum benefit from the course tutorials, have some questions handy before attending them. You will learn a lot from participating actively in discussions.

GOODLUCK!