



UNIVERSITI TEKNOLOGI MARA

MLS711: ORGANIZATION OF KNOWLEDGE

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| Course Name (English) | ORGANIZATION OF KNOWLEDGE APPROVED | |
| Course Code | MLS711 | |
| MQF Credit | 3 | |
| Course Description | The course examines theories and practices in knowledge organization: cataloguing, bibliographic description, subject analysis and classification. It covers the organization of information in various formats, including examination and application of the Anglo-American Cataloging Rules (AACR, 2nd revised ed.), major classification schemes and subject headings lists, authority work and formatting bibliographic or surrogate records for computer manipulation using international standards like MARC and Dublin Core | |
| Transferable Skills | Cataloging | |
| Teaching Methodologies | Lectures, Practical Classes, Tutorial, Discussion | |
| CLO | CLO1 Analyze the theoretical background of current practices in cataloguing, classification and subject analysis CLO2 Adapt the principles and practices of knowledge representation and intellectual access for different formats of information packages. CLO3 Construct bibliographic/surrogate records for various types of materials using basic cataloguing principles, interpretations, rules, standards, formats and special codes. | |
| Pre-Requisite Courses | No course recommendations | |
| Reading List | Recommended Text | • Chan, L.M 2007, <i>Cataloging and Classification: An Introduction</i> , 3 Ed., McGraw-Hill Scarecrow • Chan, L.M. 1994, <i>Cataloging and Classification: An Introduction</i> , 2 Ed., McGraw Hill New York • Taylor, A. G. 2003, <i>The Organization of Information</i> , 2 Ed., Libraries Unlimited Colorado • Lois Mai Chan 2007, <i>Cataloging and Classification</i> , 3 Ed. [ISBN: 0810859440] |
| | Reference Book Resources | • Michael Gorman 2004, <i>The Concise AACR2 Based on AACR2 2002 Revision, 2004 update</i> • Rowley, J. and Farrow, J 2000, <i>Organizing Knowledge: An Introduction to Managing Access to Information</i> , 3 Ed., Gower Burlington, VT • Mary Gosling 1999, <i>Learn Reference Work</i> [ISBN: 9748279642] • Gretchen L. Hoffman 2019, <i>Organizing Library Collections</i> , Rowman & Littlefield Publishers [ISBN: 153810850X] • Arlene G. Taylor, Daniel N. Joudrey 2016, <i>The Organization of Information</i> , Libraries Unlimited [ISBN: 1598848593] • Arlene G. Taylor, Daniel N. Joudrey, David P. Miller 2015, <i>Introduction to Cataloging and Classification</i> , Libraries Unlimited [ISBN: 1598848577] • Alex Wright 2014, <i>Cataloging the World</i> , Oxford University Press, USA [ISBN: 0199931410] • Lois Mai Chan, Athena Salaba, <i>Cataloging and Classification</i> [ISBN: 1442232498] • Heather Lea Moulaison, Raegan Wiechert 2015, <i>Crash Course in Basic Cataloging with RDA</i> , Libraries Unlimited [ISBN: 1440837767] • Rebecca Mugridge 2019, <i>Assessment of Cataloging and Metadata Services</i> [ISBN: 1138326658] |
| Article/Paper List | Reference Article/Paper Resources | • 2014 Issues, benefits and challenges of original cataloguing versus copy cataloguing: The experience at the Lagos State University, <i>International Journal of Library and Information Science</i> , Vol.6(5), pp. 88-97, November, 2014 [ISSN: 2141-262] https://academicjournals.org/article/article1418393132_Orbin%20and%20Aina.pdf |
| Other References | This Course does not have any other resources | |