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MODULE DESCRIPTOR

Module Title

Cataloguing and Classification

Reference	BSM058	Version	4
Created	May 2017	SCQF Level	SCQF 11
Approved	March 2015	SCQF Points	15
Amended	August 2017	ECTS Points	7.5

Aims of Module

1. To provide students with an overview of the theory and practice of bibliographic classification schemes. 2. To provide students with knowledge and understanding of the principles of cataloguing and in particular to examine the issue of record creation and amendment using machine readable formats.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Discuss and justify the role of classification in the organisation of knowledge and the role of bibliographic classification schemes in the retrieval of documentary information.
- 2 Appraise the theoretical and practical issues relating to the construction and uses of bibliographic classification. Develop practical skills in classification using a standard classification scheme.
- 3 Construct bibliographic records conform to AACR2R and MARC standards applying appropriate headings and providing accurate bibliographic description using MARC record and field indicators.
- 4 Provide a reasoned criticism of current standards for description and access, and offer constructive suggestions for their enhancement.

Indicative Module Content

Definition of classification and its context in information retrieval. Principles of classification construction. Classification requirements, notation and practical features. Examination of enumerative and faceted schemes. Reflections on future developments. Theory and structure of bibliographic record;. Elements and approaches. Codes and standards (AACR2R, MARC and ISBD(G); application of cataloguing codes and standards. Introduction to metadata.

Module Delivery

Lectures, tutorials, seminars, practical workshops and directed learning.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	51	17
Non-Contact Hours	99	133
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	150
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	60%	Outcomes Assessed:	1, 2, 3, 4
Description:	Individual Portfolio Assessment				

Component 2

Type:	Coursework	Weighting:	40%	Outcomes Assessed:	1, 2, 3, 4
Description:	Individual Portfolio Assessment				

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The Module is assessed by two components: C1 - Coursework - 60% weighting. C2 - Coursework - 40% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
A	At least 70% on weighted aggregate and at least 35% in each component
B	At least 60% on weighted aggregate and at least 35% in each component
C	At least 50% on weighted aggregate and at least 35% in each component
D	At least 40% on weighted aggregate and at least 35% in each component
E	At least 35% on weighted aggregate
F	Less than 35% on weighted aggregate
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

- 1 BOWMAN, J.H., 2003. *Essential cataloguing*. London: Facet Publishing.
- 2 BROUGHTON, V., 2004. *Essential classification*. London: Facet Publishing.
- 3 HAYNES, E. and FOUNTAIN, J., 2005. *Unlocking the mysteries of cataloguing: a workbook of examples*. 2nd ed. Westport, CT: Libraries Unlimited.
- 4 MAXWELL, R. L., 2014. *Maxwell's handbook for RDA: explaining and illustrating RDA: resource description and access using MARC21*. London: Facet
- 5 TAYLOR, A.G., 2009. *The organization of information*. 3rd ed. Englewood, CO: Libraries Unlimited .