

MODULE DESCRIPTOR

Module Title

Cataloguing and Classification

Reference	CBM058	Version	3
Created	June 2022	SCQF Level	SCQF 11
Approved	March 2015	SCQF Points	15
Amended	June 2022	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 conforming to AACR2R, RDA, 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 (ISBD(G), AACR2R, RDA, and MARC21); application of cataloguing codes and standards. RDA Toolkit. 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
Actual Placement hours for professional, statutory or regulatory body		

ASSESSMENT PLAN

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

Component 1

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4
Description:	Individual Portfolio Assessment				

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The calculation of the overall grade for this module is based on 100% weighting of C1. An overall minimum grade D is required to pass the module.

Module Grade	Minimum Requirements to achieve Module Grade:
A	The student needs to achieve an A in C1.
B	The student needs to achieve a B in C1.
C	The student needs to achieve a C in C1.
D	The student needs to achieve a D in C1.
E	The student needs to achieve an E in C1.
F	The student needs to achieve an F in C1.
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 HIDER, P., 2018. *Information resource description : creating and managing metadata* London:Facet
- 4 MAXWELL,R. L., 2014. *Maxwell's handbook for RDA: explaining and illustrating RDA: resource description and access using MARC21*. London:Facet
- 5 ROWLEY, J. E., 2017. *Organizing knowledge : introduction to access to information*. London : Routledge