



UNIVERSITY OF CAPE COAST

College of Humanities and Legal Studies

Faculty of Arts

Information Literacy Skills Unit

ILT 101

FORMATION LITERACY SKILLS

SESSION 4 : ORGANISATION OF KNOWLEDGE

SESSION OBJECTIVES

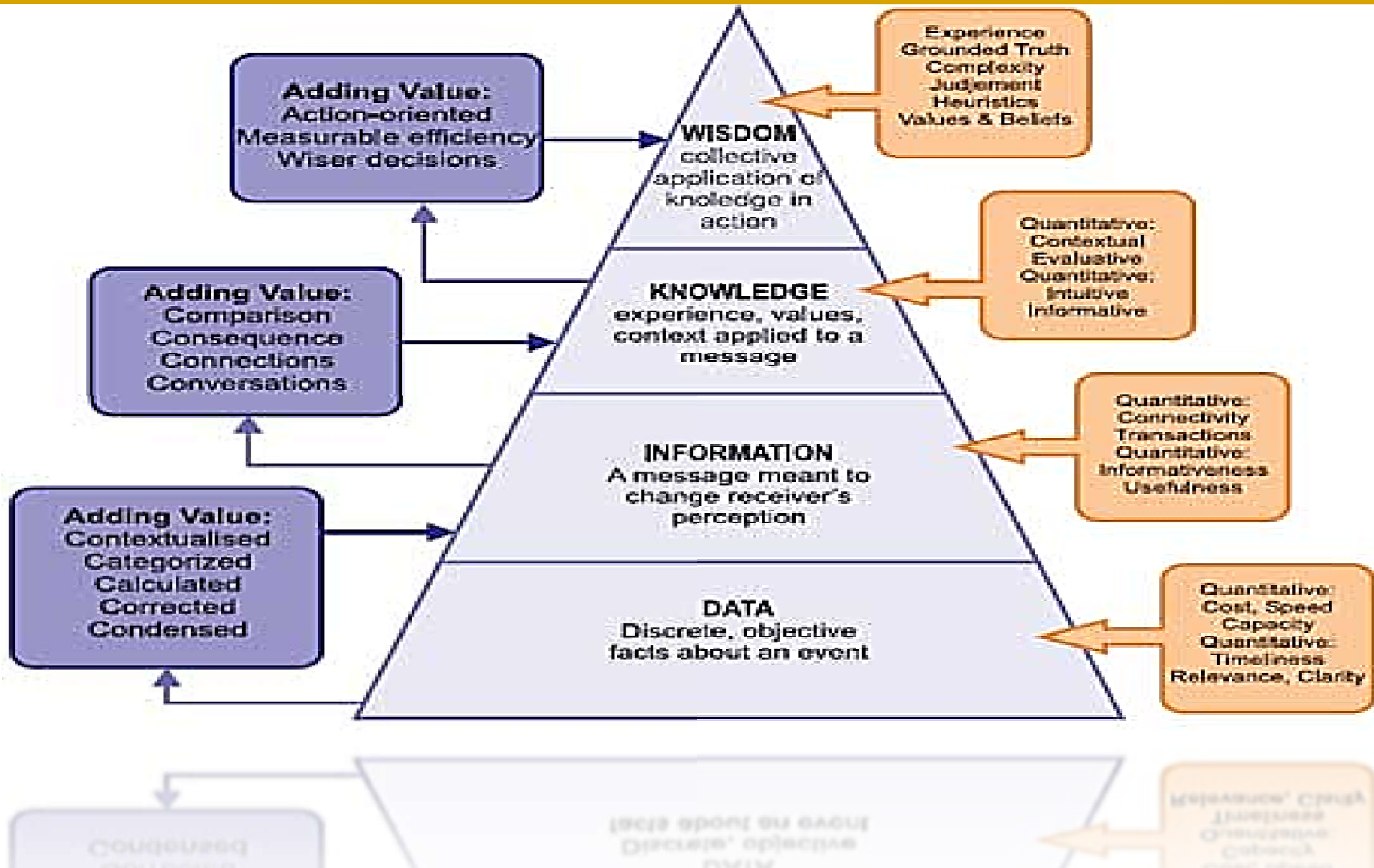
By the end of the session, the student will be able to:

- Differentiate information from knowledge
- Identify the main tools for organizing information in libraries.
- Identify and use various access points to retrieve information.

INFORMATION AND KNOWLEDGE

- Information is defined as facts or data that are collected, recorded, processed and stored in a retrievable form.
- Knowledge refers to human understanding and interpretation derived from processed information. Thus, knowledge is a blend of human experience, analysis, deduction and assimilation.

INFORMATION/KNOWLEDGE PYRAMID



ORGANISATION OF INFORMATION

This deals with how information is organized in the library for easy retrieval and use.

It entails using tools in structuring and disseminating information.

Librarians in their quest to organize information employ the use of two main tools. They are:

Cataloguing – which is basically the process of recording information about an item (book) according to accepted standards.

Classification - which is the process of grouping library materials based on their subject areas.

ORGANISATION OF INFORMATION CONT.

REASONS FOR CATALOGUING

1. For users to locate a material of which the title, author or subject is known
2. To show what the library has by a given author or subject
3. To help library patrons in their choice of a book as to its edition or character

CATALOGUING/ BIBLIOGRAPHIC RECORD

This is the record or information obtained after cataloguing an information item

ORGANISATION OF INFORMATION CONT.

LIBRARY CATALOGUE

is a list of all the documents in a library with the entries representing the documents in systematic order.

VARIOUS FORMS OF LIBRARY CATALOGUES

and

link

microform

Computer Access Catalogue/Online Catalogue/OPAC

ACCESS POINTS

These are codes or terms used to locate or trace an information resource in a catalogue or database.

1. Call Mark
2. Author
3. Title
4. Subject
5. Series
6. International Standard Book Number (ISBN)/
7. International Standard Serial Number (ISSN)

CLASSIFICATION

Library classification deals with grouping of information resources based on their subject areas

There are two major classification schemes

1. Library of Congress Classification Scheme (LC)
2. Dewey Decimal Classification Scheme (DDC)

Refer to the course book (Page 74 & 75) for the outline of the Library of Congress classification scheme (examinable).

READING LIST

Entsua-Mensah, C. (ed.).(2015). *Information literacy skills: A course book*.
Cape Coast: The Library Publications Committee.

Chan, L.M. & Salaba, A. (2015). *Cataloguing and classification: An introduction*
(4thed).Lanham: Rowman & Littlefield.

Loudrey, D.N., Taylor, A.G. & Miller, D.P. (2015). *Introduction to cataloging and*
classification (11th ed.). Englewood: Libraries Unlimited Inc