



**Faculty of Information Management  
Universiti Teknologi MARA**

**SCHEME OF WORK**

<b>PROGRAMME</b>	<b>DIPLOMA IN LIBRARY MANAGEMENT (IM 120)</b>
<b>COURSE</b>	<b>INTRODUCTION TO INDEXING (IML251)</b>
<b>COURSE CODE</b>	<b>IML251</b>
<b>CREDIT HOUR</b>	<b>3</b>
<b>SEMESTER</b>	<b>4</b>

**COURSE DESCRIPTION**

Builds students understanding on the concept of indexes as a finding aid in information storage and retrieval work. Students will be exposed to various indexing tools, learn how to use them and become familiar with various terminological control devices in the creation of different types of indexes.

**COURSE OUTCOME**

At the end of the course, students should be able to:

- Identify the basic principles of indexing. ( C1 )
- Construct basic types of indexes for information retrieval ( C3 )
- Explain the terminological control tools used in indexing ( C4 )

**TEACHING METHOD:**

- Lectures
- Tutorial

**COURSE EVALUATION:**

Course Work	Percentage
1. Article Review (Individual)	20%
2. Essay (Group)	25%
3. Indexing Exercises (Group)	25%
4. Test	30%
 Total Marks	 100%

## REFERENCES

Donald B. Cleveland, Ana D. Cleveland, *Introduction to Indexing and Abstracting*, 4, Libraries Unltd Incorporated, 2013, ISBN: 9781598849769

## OTHER REFERENCES

Lancaster, F. W., *Indexing and abstracting in theory and practice*, Facet Publication, 2003, ISBN: n/a

Fidel, R., *Writing abstracts for free-text searching*, 42, 1986, ISSN: n/a

## LECTURER

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## LESSON PLAN

WEEK	TOPICS	CLASS ACTIVITY
1	<u>Introduction to indexing</u> <ul style="list-style-type: none"> <li>Concepts and definitions</li> </ul> Discussion	Lecture Tutorial
2	<u>Introduction to indexing (cont.)</u> <ul style="list-style-type: none"> <li>History</li> </ul>	Lecture Tutorial
3	<u>Principles of Indexing</u> <ul style="list-style-type: none"> <li>Types of indexes</li> <li>Discussion &amp; Group/Individual work</li> </ul>	Lecture Tutorial
<b>ARTICLE REVIEW (20%) SUBMISSION</b>		
4	<u>Principles of Indexing (cont.)</u> <p>Levels of indexing:</p> <ul style="list-style-type: none"> <li>Word and name indexing</li> <li>Book index</li> <li>Periodical index</li> <li>Information retrieval systems index</li> </ul>	Lecture Tutorial
5	<u>Principles of Indexing (cont.)</u> <ul style="list-style-type: none"> <li>Indexing process</li> <li>Aboutness</li> </ul>	Lecture Tutorial
6	<u>Principles of Indexing (cont.)</u> <ul style="list-style-type: none"> <li>Steps in indexing</li> </ul>	Lecture Tutorial
<b>CUTI PERTENGAHAN SEMESTER</b>		
7	<u>Principles of Indexing (cont.)</u> <ul style="list-style-type: none"> <li>Methods of indexing</li> <li>Derived indexing</li> <li>Assigned indexing</li> </ul>	Lecture Tutorial

8	<u>Principles of Indexing (cont.)</u> <ul style="list-style-type: none"> <li>▪ Pre-coordinate index</li> <li>▪ Post-coordinate index</li> </ul>	Lecture Tutorial
<b>ESSAY (25%) SUBMISSION</b>		
9	<ul style="list-style-type: none"> <li>▪ Indexing rules</li> <li>▪ Subject vs. concepts</li> </ul>	Lecture Tutorial
10	<ul style="list-style-type: none"> <li>▪ Identification of indexable matters</li> </ul>	Lecture Tutorial
<b>CUTI KHAS</b>		
11	<u>Terminological control tools</u> <ul style="list-style-type: none"> <li>▪ Thesauri</li> <li>▪ Subject headings lists</li> <li>▪ Authority lists</li> </ul>	Lecture Tutorial
12	<u>Indexing languages</u> <ul style="list-style-type: none"> <li>▪ Controlled language indexing</li> <li>▪ Free -text indexing</li> <li>▪ Natural language indexing</li> </ul>	Lecture Tutorial
13	Indexing rules	Lecture Tutorial
<b>INDEXING EXERCISES (25%) SUBMISSION</b>		
14	<u>Professional associations</u> <ul style="list-style-type: none"> <li>▪ Career directions</li> <li>▪ Discussion</li> </ul>	Lecture Tutorial
<b>TEST (30%)</b>		
<b>REVISION WEEK</b>		
15 - 17	Continuous Assessments Examination	