



**UNIVERSITY OF GHANA**

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**DEPARTMENT OF INFORMATION STUDIES**

**SCHOOL OF INFORMATION AND COMMUNICATION**

**COURSE SYLLABUS**

**INFS 322: THEORY AND PRACTICE OF CLASSIFICATION**

**3 Credits**

**Lecture Period:** Monday 9:30-11:25

**Venue:** JQB 09

**Course Instructor:**

**Name:** Miss Patience Emefa Dzandza

**Office Location:** Department of Information Studies

**Office Hours:** Mon 12noon-2pm, Tue 10am-12noon

**Sakai online time:** Wed 10am – 12noon

**E-mail:** [pedzandza@ug.edu.gh](mailto:pedzandza@ug.edu.gh)

**Teaching assistant**

**Course Description:** This course deals with the theory of knowledge and the history of classification, definition and purpose of classification; structure and use of the major classification schemes and practical classification.

**Course Objective**

The course is designed to help students know the purpose of classification and also to be able to classify with major classification schemes.



## Learning outcomes

Upon completion of the course the student should be able to

1. Differentiate between the various resources held in libraries
2. Identify the role classification plays in libraries
3. Be familiar with subject classification
4. Evaluate classification schemes
5. Be able to classify information resources using a classification scheme

## Plagiarism policy

Plagiarism in any form is unacceptable in the University of Ghana and shall be treated as a serious offence. Appropriate sanctions, as stipulated in the Plagiarism Policy, will be applied when students are found to have violated the Plagiarism policy.

## Assessment and Grading

Class participation and presentation	10%
Interim Assessment	20%
Final Exams	70%

## Grading Scale

80 -100	A
75-79	B+
70-74	B
65-69	C+
60-64	C
55-59	D+
50-54	D
45-49	E
0-44	F



## Reading List

1. Batley, Sue. (2005) Classification in theory and practice Oxford : Chandos
2. Chan, Lois Mai. (2007) Cataloging and classification: an introduction Lanham, Md. Scarecrow Press.
3. Hunter, E. (2009) Classification made simple: an introduction to knowledge organisation and information retrieval Farnham, Surrey: Ashgate .
4. Hunter, Eric J. (2002) Classification made simple / Eric J. Hunter Aldershot, Hants, England; Burlington, VT : Ashgate.
5. Kumar, Krishan (2008) Theory of classification New Delhi : Vikas Publishing.

## Electronic Resources

1. Adeleke A.A. and Olorunsola, R. (2007) "Cataloguing and classification online: the experience of Redeemer's University Library", The Electronic Library, Vol. 25 Iss: 6, pp.725 – 732
2. Hjørland, Birger (2012) "Is classification necessary after Google?", Journal of Documentation, Vol. 68 Iss: 3, pp.299 – 317
3. Mai, Jens-Erik (2011) "The modernity of classification", Journal of Documentation, Vol. 67 Iss: 4, pp.710 – 730
4. Kim, Jeong-Hyen and Lee, Kyung-Ho (2002) "Designing a knowledge base for automatic book classification", The Electronic Library, Vol. 20 Iss: 6, pp.488 – 495

**Note: The Lecturer may make changes to the course content on the syllabus; any changes so made will be announce in class, notice board and on the sakai platform**



Week No.	Date	Lecture Course	Tutorials	Venue	Assessment
1	Jan 30 – Feb.3	Introduction		JQB 9	
2	Feb.6-10	Library Classification		JQB 9	
3	Feb.13-17	The role of Classification in the Library		JQB 9	
4	Feb.20-24	The Subject Approach to Information		JQB 9	
5	Feb. 27-Mar.3	The History of Classification		JQB 9	
6	Mar. 6-10	The Theory of Bibliographic Classification		JQB 9	Independence Day
7	Mar. 13-17	The General Classification Schemes		JQB 9	
8	Mar. 20-24	The General Classification Schemes		JQB 9	
9	Mar.27-31	Classification and Information Technology		JQB 9	
10	April. 3-7	The General Classification Schemes and Africana		JQB 9	
11	April 10-14	Practical		JQB 9	
12	April 17-21	Practical		JQB 9	Easter Monday
13	April 24-28	Practical		JQB 9	
14	Revision				
15 - 16	Exam				