

Tutorial Letter 101/3/2018

**Describing Library users and meeting
their needs**

AIS1501

Semesters 1 and 2

Department of Information Science

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

BARCODE

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1 INTRODUCTION

Dear Student,

I welcome you to this module AIS1501. Applied Information Science. I hope you will find the module interesting and rewarding. This tutorial letter contains important information about the assignments and resources for this module. I urge you to read it carefully and keep it at hand when working through the study material, preparing assignments, preparing for examination as well as addressing your concerns to me about the module.

You will receive a number of tutorial letters during this semester. Tutorial letters are one of the ways we use to communicate with you regarding our teaching, learning and assessment. To have a better understanding of what is expected of you; please read Tutorial Letters *INKALLE/301* and *INKALLE/302* in combination with this tutorial letter. Tutorial Letter *INKALLE/301* gives you information that is generally important when studying within the Department of Information Science. Tutorial letter *INKALLE/302* gives you information about how to present assignments. You are also reminded to refer to Studies @Unisa brochure, which contains important information when studying at a distance.

2 PURPOSE AND OUTCOMES

2.1 Purpose

This module is intended for students pursuing a career in the field of library and information science. The purpose of this module is to enable students to develop fundamental knowledge and applied competence regarding the history; aims and functions and typology of various information institutions.

2.2 Outcomes

A range of tasks in the study guides, tutorial letters, assignments and examinations will show that students have achieved the following outcomes:

Outcome 1

Identify the main historical events in the development of libraries and information services ranging from the fourth millennium BC up to the 21st century.

Outcome 2

Distinguish between the environment, missions, functions and purpose of different library and information services.

Outcome 3

Distinguish between different types of libraries such as public, school academic, special and national libraries.

Outcome 4

Analyse and evaluate the role and value of museums, archives and records offices or the purpose of preserving important documents and objects.

Outcome 5

Outline the nature of cooperation between information institutions, networks and consortia.

3 LECTURER(S) AND CONTACT DETAILS**3.1 Lecturer(s)**

I am the lecturer responsible for this module. You may contact me via the details provide below regarding all queries relating to the content of this module:

Ms KR Phalama

Muckleneuk Campus, Theo van Wyk building

Office number: 10-184

Email address:phalagr@unisa.ac.za

Telephone number: (012)429 6004

Fax: (012) 429 3792

3.2 Department

This module is offered by the Department of Information Science. Should you also want to contact our department, the contact details are as follows:

Telephone number: (102) 429 6703

Fax number: (102) 429 3792

3.3 University

If you need to contact the university about the matters not related to the content of this module, please consult the publication @ Unisa, which you received with your study materials. This brochure contains information on how to contact the university (e.g. to whom you can write for different queries, important telephone and fax numbers, addresses).

4 RESOURCES**4.1 Prescribed books**

There is no prescribed book for this module. Please note that if you do not have prescribed books it does not mean that you do not utilise library materials for broadening your understanding of the subject. I urge you to use as many sources as possible for widening your understanding of the subject. The study guide is for guiding you on what the module entails but it should not be the only source you use when answering your questions.

4.2 Recommended books

There are no recommended books.

4.3 Electronic reserves (e-reserves)

(1). Hart, G. 2011.The role of an academic library in research researchers perspective. SA Journal of Library and Information Science 77(1) pp 37-50.

<https://journals.co.za/content/liasa/77/1/EJC61355>

<http://digitalknowledge.cput.ac.za/xmlui/handle/11189/2780>

(2) Melville, D. 2005. Museums working in the public interest : the role of educational and public programming in public spaces : museums and communities. South African Museums Association Bulletin 31(1) 31-34 <https://journals.co.za/content/samab/31/1/EJC149816>

(3) Mojapelo, SM. 2017. Challenges faced by libraries in a democratic South Africa: a case of three community libraries in Limpopo Province. Information Development pp1–14

<http://journals.sagepub.com/doi/abs/10.1177/0266666917712337>

(4) Mojapelo, SM. 2014. Information access in high school libraries in Limpopo Province. South African Journal of Libraries and Information Science (80) pp8-16

<https://journals.co.za/content/liasa/80/2/EJC166200>

(5) Sandler, M. 2006. Collection Development in the Age Day of Google. Association for Library Collection & Technical Services 50(4) PP239-243

<http://dx.doi.org/10.5860/lrts.50n4.239>

4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to the Unisa website at <http://www.unisa.ac.za/> and click on **Library**.

For research support and services of personal librarians, go to

<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>.

The Library has compiled numerous library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding , obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

5 STUDENT SUPPORT SERVICES

For information on the various support systems and services available at Unisa (e.g. student counselling, tutorial classes, language support), please consult the publication *Studies @ Unisa*, which you received with your study materials also available on my Unisa.

5.1 Contact with fellow students: Study groups

It is advisable to have contact with fellow students. One way to do this is to form study groups. Addresses of students in your area are obtainable from the following department:

Directorate: Student Administration and Registration
P.O. Box 392
UNISA
0003

6 STUDY PLAN

For general information on planning your studies, such as time management and planning skills please refer to Studies @ Unisa brochure

After you have received your study materials for this module, follow the following steps:

- Read your Tutorial Letter101. This will give you an idea of what is expected of you for your module AIS2603, including your assignment due dates, your assignment questions and contact details of your lecturer.
- At the end of the *Studies @ Unisa* brochure you will find a year planner. Schedule all your assignments and other events in your year planner, to manage your time effectively.
- Read your study guide for module AIS2603. This will give you an idea of how much work is required for the module. Try to do this within a day or two of receiving your study material.
- Get connected to myUnisa. MyUnisa is a free online service offered to all students registered to study through Unisa. The website gives you access to study materials and allow you to keep in contact with other students and lecturers. For more information on how to join and register on myUnisa, please consult Studies @Unisa brochure.
- Plan your time and studies, firstly according to what you would like to accomplish during the semester, then for the month, during the week, and then for each day. Use your year planner to manage your time and plan your studies effectively. Calculate the number of hours you have available for study, and set that time aside. Remember to divide highlight the time you will be spending on studying for this module clearly.
- Complete your assignments. When completing your assignments, make sure you understand the question. Start by by collecting information on the specific questions from your study guide and your additional resources. Organise all the information you have collected and start by writing a draft answer. Include an introduction and headings for the main sections of your answer. End your answer with a summary. For your information on how to complete your assignments consult Studies @Unisa brochure.
- Plan and write your exams. When preparing for the exams you should not start studying day or two before the exam. Your preparation for the exam should be ongoing throughout the semester. Budget your time by calculating how much time is needed for module AIS1501 and all other modules for which you are registered.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There is no practical work in this module

8 ASSESSMENT

8.1 Assessment criteria

Assessment for this module includes self-assessment activities, assignments and an examination. You will find the self-assessment activities in your study guide. Please do not

submit these, however study these carefully as some of your exam questions may also be based on your assessment questions

8.2 Assessment plan

There are two assignments set for this module. Both assignments are compulsory, and they count 20% of your final mark. Each assignment will contribute 10% of the year mark. The first assignment contains 30 multiple-choice questions. It is important to submit this assignment on time, because it is marked electronically and it is very important for your exam admission. The second assignment is a written assignment, which is more practical. At the end of the semester you are registered for, you will also write examination. The examination is a two hour paper. The exam questions will be similar to the self assessment activities and your questions. Your examination counts 80% of your final mark.

The examination Department will provide you with information regarding the examination venues, examination dates and examination times.

8.2.1 Assignments are numbered consecutively per module starting with 01

8.3 General assignment numbers

Please remember to add the unique number for each assignment on the assignment cover sheet.

8.3.1 Unique assignment numbers

Semester 1	Semester 2
Assignment Unique number: 746257	Assignment Unique number: 870876
Assignment Unique number: 728906	Assignment Unique number: 817012

8.3.2 Due dates for assignments

Semester 1	Semester 2
Assignment 01: 2018/03/09	Assignment 01: 2018/08/17
Assignment 02: 2018/04/13	Assignment 02: 2018/09/14

8.4 Submission of assignments

You may submit your assignments by post or on *myUnisa*. You are however urged to use *myUnisa* to submit your assignments as it eases the tracking and marking. For detailed information on assignments, please refer to *Studies @Unisa* brochure, which you received with your study package. To submit an assignment via *myUnisa*:

- Go to *myUnisa*
- Log on with your student number and password.
- Select the module.
- Click on assignments in the menu on the left-hand side of the screen
- Click on the assignment number you wish to submit.

8.5 The assignments

FIRST SEMESTER COMPULSORY ASSIGNMENTS

There are two compulsory assignments for this module

Please note that it is compulsory to submit these assignments on time, failure to do so will automatically prevent you from writing your examination at the end of your module. No late submissions will be accepted.

For assignment 1 PLEASE note:

- It consists of 30 multiple choice questions on the contents of the study guide
- You have to select the most appropriate answer to each question. Although in some questions you may regard more than one answer as appropriate, you may select only one option which is more acceptable when compared to the other options
- The assignments can be completed manually on a mark reading sheet that was provided to you online on myUnisa. The latter is the preferred and most direct way of submitting MCQs. For more details on completion of MCQs consult your brochure Studies @ Unisa.
- Since MCQs are marked by the computer no extension for the closing date of this assignment will be granted.

For assignment 2 PLEASE note

Students are encouraged to research before attempting to write this assignment. Use of library resources is encouraged. Note: Plagiarism is not accepted and it is a bad practice. Therefore, kindly acknowledge sources used for this piece of work and a list of references is expected. Also, do not forget to rephrase or write in your own words.

ASSIGNMENT 01

Due date:2018/03/09

Unique number: 746357

QUESTION 1

Indicate the **incorrect** option.

The catalogue contains the following entries for a single record

- (1) Order number
- (2) Subjects
- (3) Author(s) and title

QUESTION 2

The library of the 21st century contains not only traditional materials but also:

- (1) Protects access to printed materials such as magazines, newspapers, and other periodicals
- (2) Provides reference, research and information services

- (3) Provides access to information in electronic form

QUESTION 3

Library and information services refer to a large number of other information institutions that are:

- (1) Administered by structures at all levels of the government
- (2) Requires payment to receive services at various levels of development and technological sophistication.
- (3) Serving people of all ages, regardless of educational attainment

QUESTION 4

Choose the correct hierarchy of the mission, aims and functions in an organization:

- (1) Mission, aim, objectives, functions and tasks
- (2) Vision, mission, aim, objectives and functions and tasks
- (3) Vision, mission, mission, goal, aim, objectives, functions and tasks

QUESTION 5

The best-known work on librarianship was written by Gabriel Naudee which laid the foundation for library management in... Century

- (1) 16th
- (2) 17th
- (3) 19th

QUESTION 6

The National Library of South Africa is found in Pretoria as well as in

- (1) Bloemfontein
- (2) Port Elizabeth
- (3) Cape Town

QUESTION 7

The professional association of librarians in South Africa

- (1) LIASA
- (2) IFLA
- (3) AALL

QUESTION 8

Indicate the incorrect option

The invention of printing was important for libraries because:

- (1) Collections were limited to religious works
- (2) Hand drawn illustrations replaced woodcuts
- (3) The transfer of knowledge became more efficient

QUESTION 9

To control information, certain activities or tasks need to be performed for example, it is necessary to

- (1) Regularly exchange part of the stock
- (2) Locate and acquire these and to retrieve information from such sources
- (3) Be educated and be able to read

QUESTION 10

Hand drawn illustrations were replaced by...which made it easier to copy illustration

- (1) Woodcuts
- (2) Oil paint
- (3) Rock paint

QUESTION 11

The cupboards, in which some library books were stored in the middle ages(5th to 14th centuries) during Monastic and cathedral libraries were called:

- (1) Scrolls
- (2) Armaria
- (3) Graphics

QUESTION 12

Select the one that is not affected

Factors that are influenced by information technology in libraries are:

- (1) Collection development and management
- (2) Cataloguing and classification
- (3) Physical arrangement of books on shelves

QUESTION 13

Clay tablets were used nearly 5000 years ago, as early as:

- (1) 668-627 BC
- (2) 3020 DC
- (3) 3020 BC

QUESTION 14

House museums are:

- (1) Located within the original home of the person
- (2) Collection consist of the original contents of the house
- (3) Collections that include war equipment

QUESTION 15

Legal Deposit is an important aim of ...

- (1) National Library
- (2) Special Library
- (3) School Library

QUESTION 16- 19

Select the correct option from 1-5 and answer questions 16-19

- (1) Acquisition
- (2) Information organisation and retrieval
- (3) Making items available
- (4) Collection development

QUESTION 16

... is a function that ensures that the user will find an item on the shelf..

QUESTION 17

This unction involves deciding what to add to the collection.

QUESTION 18

Ordering and receiving new material is part of ...

QUESTION 19

The lending procedure of a library is part of ...

QUESTION 20

Except for one option, all the below –mentioned options are part of the preparation functions of library and information service. Indicate the incorrect option.

- (1) Selection
- (2) Cataloguing and classification
- (3) Control

QUESTION 21

The preserving function includes

- (1) Preservation
- (2) Restoration
- (3) User orientation

QUESTION 22

The term “information skills” includes

- (1) All the skills that jointly contribute to the effective handling of information
- (2) Services such as the provision and replacement of class collections
- (3) Communicating at an informal level

QUESTION 23

The National Archivist has the following duties and responsibilities

- (1) Cataloguing and classification of records
- (2) A broad advisory function
- (3) Conducts research focusing on

QUESTION 24

The tasks of the subject librarian in an academic library includes

- (1) Selection of material for the particular subject field
- (2) Professional management of the library
- (3) To provide the local public library with technical assistance and professional guidance

QUESTION 25

The aims of records management are to:

- (1) Provide accurate and detailed information when this is required for the effective management and running of an organisation
- (2) Furnish information and records at the highest possible cost when this is required

- (3) Provide the user with minimum service

QUESTION 26-30

Select one of the library types in 1-5 below to answer questions in 26-30

- (1) Academic Library
- (2) National Library
- (3) Special Library
- (4) School Library
- (5) Public Library

QUESTION 26

Collect and preserves for posterity the published record of the country's cultural heritage

QUESTION 27

Learning centres in schools where a comprehensive series of printed and audiovisual material is made available for teaching and learning and recreation

QUESTION 28

A library that is associated with an academic institution above secondary level, and that provides for the teaching and research requirements of staff and students

QUESTION 29

It is a community-based agency, supported wholly or partly from public funds ...

QUESTION 30

Collects materials and offer information services in more specialised fields of knowledge

Total Marks: [100]

ASSIGNMENT 2**Due date: 2018/04/13****Unique number:870876**

- (1) Visit a public library and a school of your choice (2 library visits) and compare the collection development process of the two libraries. (25)
- (2) Describe in detail the process of preservation and restoration in museums and archives collections and briefly explain the importance of preservation in this regard (25)
- (3) The school library children with lifelong learning skills, develops their imagination and enables them to grow into responsible citizens. Indicate (25)
- (4) Write notes on special libraries under the following headings:
 - a. Definition (5)
 - b. Collection development (10)
 - c. Information organization and retrieval (10)

Total Marks: [100]**SECOND SEMESTER COMPULSORY ASSIGNMENTS****There are two compulsory assignments for this module**

Please note that it is compulsory to return these two (2) assignments on time, failure to do so will automatically prevent you from writing your examination at the end of your course. No late submission will be accepted. This compulsory assignment consist of 30 multiple choice questions based on the contents of the study guide:

For assignment 1 PLEASE note:

- It consists of 30 multiple choice questions on the contents of the study guide
- You have to select the most appropriate answer to each question. Although in some questions you may regard more than one answer as appropriate, you may select only one option which is more acceptable when compared to the other options
- The assignments can be completed manually on a mark reading sheet that was provided to you online on myUnisa. The latter is the preferred and most direct way of submitting MCQs. For more details on completion of MCQs consult your brochure Studies @ Unisa.
- Since MCQs are marked by the computer no extension for the closing date of this assignment will be granted.

For assignment 2 PLEASE note

Students are encouraged to research before attempting to write this assignment. Use of library resources is encouraged. Note: Plagiarism is not accepted and it is a bad practice. Therefore, kindly acknowledge sources used for this piece of work and a list of references is expected. Also, do not forget to rephrase or write in your own words.

ASSIGNMENT 01

Due date: 2018/08/10

Unique number: 728906

Select the **correct** option from **1-5** to answer questions **1-4**

- (1) Technological and industrial museums
- (2) Research or educational museums
- (3) Natural heritage museums
- (4) Themes and parks
- (5) Site museums

QUESTION 1

... are thematic museums, which focus on a specific subject

QUESTION 2

... collect plant types, vertebrates, invertebrates and archaeozoological objects

QUESTION 3

Depict the historical development of technology

QUESTION 4

...emphasis visitor participation

QUESTION 5

... museums that interpret remains of a cultural historical nature

QUESTION 6

The library and information service refer to a large number of other information institutions that are

- (1) Administered by structures at all levels of the government
- (2) Serving people of all ages, regardless of all ages, of educational attachment
- (3) Requires payment to receive services at various development and technological sophistication

QUESTION 8

Choose the correct hierarchy of the mission, aims and functions in an organization

- (1) Mission, aim, objectives, functions and tasks
- (2) Vision, mission, aim, objectives and functions and tasks
- (3) Vision, mission, mission, goal, aim, objectives, functions and tasks

QUESTION 9

The National Library of South Africa is found in Pretoria as well as in

- (1) Bloemfontein
- (2) Port Elizabeth
- (3) Cape Town

QUESTION 10

The professional association of librarians in South Africa

- (1) LIASA
- (2) IFLA
- (3) AALL

QUESTION 11

Indicate the incorrect option

The invention of printing was important for libraries because:

- (1) Collections were limited to religious works
- (2) Hand drawn illustrations replaced woodcuts
- (3) The transfer of knowledge became more efficient

QUESTION 12

To control information, certain activities or tasks need to be performed for example, it is necessary to

- (1) To regularly exchange part of the stock
- (2) Locate and acquire these and to retrieve information from such sources
- (3) Be educated and be able to read

QUESTION 13

Hand drawn illustrations were replaced by...which made it easier to copy illustration

- (1) Woodcuts
- (2) Oil paint
- (3) Rock paint

QUESTION 14

A good lending system should fulfil the following purposes

- (1) Enable the library staff to establish which user has borrowed which item and show which items are held users.
- (2) To freshen the human spirit through the provision of books and other media for relaxation and pleasure
- (3) To contribute to lifelong universal education

QUESTION 15

The cupboards, in which some library books were stored in the middle ages(5th to 14th centuries) during Monastic and cathedral libraries were called:

- (1) Scrolls
- (2) Armaria
- (3) Graphics

QUESTION 16

Select the one that is not affected

Factors that are influenced by information technology in libraries are:

- (1) Collection development and management
- (2) Cataloguing and classification
- (3) Physical arrangement of books on shelves

QUESTION 17

Clay tablets were used nearly 5000 years ago, as early as:

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QUESTION 18

House museums are:

- (1) Located within the original home of the person
- (2) Collection consist of the original contents of the house
- (3) Collections that include war equipment

QUESTION 19

Legal Deposit is an important aim of a ...

- (1) National Library
- (2) Special Library
- (3) School Library

QUESTION 20

In which library is a current awareness (SDI) service most likely to be found?

- (1) University library
- (2) Public library
- (3) Special library

QUESTION 21-25

Select one of the library types in 1-5 below to answer questions in 21-25

- (1) Academy library
- (2) National library
- (3) Special library
- (4) School library
- (5) Public library

QUESTION 21

Collect and preserve for posterity the published record of the country's cultural heritage

QUESTION 22

Learning centres in schools where a comprehensive series of printed and audiovisual material is made available for teaching and learning and recreation

QUESTION 23

A library that is associated with academic institution above secondary level, and that provides for teaching and research requirements of staff and students

QUESTION 24

It is a community –based agency, supported wholly or partly from public funds ...

QUESTION 25

Collects materials and other information services in more specialised fields of knowledge

QUESTION 26

Except for one, option all the below-mentioned options are part of the preparation functions of a library and information service. Indicate the **incorrect** option

- (1) Selection
- (2) Cataloguing
- (3) Control

QUESTION 27

The preserving function includes

- (1) Preservation
- (2) Restoration
- (3) User orientation

QUESTION 28

The National Archivist has the following duties and responsibilities:

- (1) A broad advisory function
- (2) Cataloguing and classification of records
- (3) Conducts research focusing on visitors

QUESTION 29

The task of the subject librarian in academic library includes

- (1) Selection of material for the particular subject field
- (2) Professional management of the library
- (3) To provide the local public library with technical assistance and professional guidance

QUESTION 30

The aims of records management are to

- (1) Provide the user with minimum service
- (2) Provide accurate and detailed information when this is required for the effective management and running of an organisation
- (3) Furnish information and records at the highest possible cost when this is required

Total Marks: [100]

ASSIGNMENT 2**Due date: 2018/09/14****Unique number: 817012**

- (1) Visit a public library and a school of your choice (2 library visits) and compare the collection development process of the two libraries. (25)
- (2) Discuss the difference between museums and archives and in details explain preservation of their collections. (25)
- (3) The school library children with lifelong learning skills, develops their imagination and enables them to grow into responsible citizens. Indicate (25)
- (4) Write notes on special libraries under the following headings:
 - a. Definition (5)
 - b. Collection development (10)
 - c. Information organization and retrieval (10)

Total Marks: [100**8.6 Other assessment methods**

You will only be assessed through two compulsory assignment and examination. No other assessment will be applicable.

8.7 The examination

This module is offered in a semester period of 13-15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June and the supplementary examination may be written in October/November 2018. If you are registered for the second semester, you will write the examination in October / November 2018 and the supplementary examination may be written in May/June 2019.

Use your Studies @ Unisa brochure for general examination guidelines and examination preparation guidelines. During the semester, the Examination Section will provide you with information regarding the examination in general, examination dates and examination times.

The examination admission

In order to gain entrance to the examination you have to submit assignment 01 and 02 on specified due dates. Your assignment count 20% of your final mark. Your examination counts 80% of your final mark.

Examination paper**Format**

The main features of the examination paper for AIS 1501 are as follows, although finality about this is communicated to you in tutorial letter 201:

- Examination paper
- Duration: two (2) hours

- Mark total: 100 marks
- Sub-minimum: 40%

Sections include questions of the following types:

- MCQ
- Essay, description and paragraph type questions

To pass this module, you must obtain a minimum of 50% overall (examination plus assignment marks), subject to the examination sub-minimum of 40%. Your final mark is made up as follows: examination (80%) + compulsory assignments (20%) = 100%.

Previous examination papers

Previous examination papers are available to students on myUnisa. We advise you, however, not to focus on old examination papers only as the content of modules and therefore examination papers changes from year to year. You may however accept that the type of questions that will be asked in the examination will be similar to those asked in the activities in your study guide and in the assignments.

Tutorial letter with information on the examination

To help you in your preparation for the examination, you will receive a tutorial letter the 201 series that will explain the format of the examination paper, give you examples of questions that you may expect and set out clearly what material you have to study for examination purposes.

9 FREQUENTLY ASKED QUESTIONS

For frequently asked questions that many students raise, please consult the *Studies @Unisa* brochure, which contains an A-Z guide of the most relevant study information.

10 SOURCES CONSULTED

The sources consulted for this module are available in your AIS1501 guide. You are also encouraged to consult other sources which are relevant to your studies even if they are not listed in your official study materials.

Reference within the text and a bibliography, at the end of the assignment, should be included in your assignments. Your Study guide and other authors must always be acknowledged, as not doing so is regarded as plagiarism. You will lose meaningful marks for failure to acknowledge the sources you consulted.

Please make use of the Harvard reference system and be consistent. Refer your *INKALLE/302* tutorial letter and any guide related to the Harvard reference system for guidance in this regard.

Please refer to Appendix C Plagiarism in your Tutorial letter *INKALLE/302* for more information.

The following signed statement must accompany your assignment.

11 CONCLUSION

I hope you will enjoy this module and I wish you success with your studies. Please do not hesitate to contact me when you need clarification or guidance regarding your studies related to this module.

Lecturer: K R Phalama

Email: phalagr@unisa.ac.za

Tel: 012 429 6004

12 ADDENDUM

If you use the ideas and arguments of other or present facts that you have obtained from their works in your assignment answers, you must cite the sources where you have found them. You should be honest and not pass off another person's work as your own. If you fail to acknowledge the sources, you are committing plagiarism, a serious academic offence that can lead to the rejection of your assignment.

See next page ...

Declaration Statement

I declare that this is my own, original work prepared specifically for the AIS1501 module and that all the sources I have used or quoted have been indicated and acknowledged by means of complete references.

.....

(Signature)

.....

(Name)

.....



(Date)