

Tutorial Letter 101/3/2018

INTRODUCING INFORMATION RECORDS AND SOURCES

AIS1503

Semesters 1 and 2

DEPARTMENT OF INFORMATION SCIENCE

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

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1 INTRODUCTION

Dear Student

Welcome to this module. I am very excited to have you as one of our students for AIS1503. *Introducing information records and sources* is intended to introduce you to variety of records and information sources that are found in the libraries and information agencies. The records and information sources are used for various purposes by the clients of libraries and Information agencies.

As a prospective information specialist, you are expected to distinguish between different kinds of records and information sources and where they can be found or retrieved.

In this tutorial letter 101, you will find the assignments, due dates of the assignments, examination guidelines, final mark calculation, certain general and administrative information about this module.

Right from the start I would like to point out that **you must read all the tutorial letters** you receive during the semester **immediately and carefully**, as they always contain important and sometimes urgent information.

Please read through this tutorial letter before you embark on any work in the study guide

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 in theoretical and technical processes underlying information records and sources as applied in various information services and libraries.

2.2 Outcomes

Outcome 1:

Distinguish between information records and information sources (whether print-based or electronic) and identify the characteristics associated with records and information sources.

Outcome 2:

Distinguish between different types of ready reference sources and use relevant bibliographic control tools to locate or retrieve specific ready reference sources.

Outcome 3:

Distinguish between different types of dictionaries and encyclopaedias and highlight their specific purposes and characteristics.

Outcome 4:

Distinguish between different types of biographies and geographical sources and highlight their specific purposes and characteristics.

Outcome 5:

Distinguish between different types of official publications and grey literature and highlight the value and importance of each.

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

The lecturer for this module is **Mr. Salmon Makhubela**

Muckleneuk Campus, Theo van Wijk Building

Office number: TvW 10-183

Email address: makhuss@unisa.ac.za

Telephone number: **(012) 429 6624**

All queries that are not of a purely administrative nature but are about the content of this module should be directed to me. Please have your study material with you when you contact me.

Email and telephone numbers are included above but you might also want to write to me. Letters should be sent to:

Mr. SS Makhubela

Department of Information Science

PO Box 392

UNISA

0003

3.2 Department

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

Telephone number: (012) 429 6703

Email: infoscience@unisa.ac.za

3.3 University

Please note that general Unisa contact details are in *Study @ Unisa brochure*. Please remember to have your student number at hand when contacting the University.

4 RESOURCES

4.1 Prescribed books

There is no prescribed textbook for AIS1503

4.2 Recommended books

There are no recommended books for this module. **You are however encouraged to consult and read other relevant sources.**

4.3 Electronic reserves (e-reserves)

You can find all your tutorial letters and study guide on *myStudies @ Unisa* under Official Study Material. You can also check under additional materials for articles and other sources.

1. Chen, Y. 2010. Dictionary use and EFL learning: a constructive study of pocket electronic dictionaries and paper dictionaries. *International Journal of Lexicography*, 23(3): 275-306.
2. Gilchrist, A. 2015. Reflection on knowledge, communication and knowledge organisation. *Knowledge organisation*, 42 (6): 456–469.
3. Li, Y., Lin, L &.Lin, Y. 2014. A recommender mechanism for social knowledge navigation in an online encyclopedia. *Information Processing & Management*, 50(5): 634-652.
4. Lourenco, A. 2011. *Studying Africa: a guide to the sources*. Entirely revised by Mattia Akesson, March 2014. Available on:

<http://www.diva-portal.org/smash/get/diva2:705251/FULLTEXT02.pdf>.
5. Niccolucci, N & Hermon, S. 2016. Representing gazetteers and period thesauri in four-dimensional space-time. *International Journal on Digital Libraries*, 17(1): 63-69.
6. Raamkumar, AS, Foo, S & Pang, N. 2015. More than just black and white: a case for grey literature references in scientific paper information retrieval systems. Available at: http://link.springer.com/chapter/10.1007%2F978-3-319-27974-9_26.

4.4 Library services and resources information

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

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of 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 more information on the various student support systems and services available at Unisa (e.g. student counseling, tutorial classes, language support), please consult *Study @ Unisa brochure*, which you received with your study material.

Using *myUnisa*

If you have access to the internet, you can quickly access resources and information at the university. The *myUnisa* learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the internet.

To go to the *myUnisa* website, start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the “Login to *myUnisa*” link on the right-hand side of the screen. This should take you to the *myUnisa* website. You can also go there directly by typing in <http://my.unisa.ac.za>.

Please consult *Study @ Unisa brochure*, which you received with your study material, for more information on *myUnisa*.

6 STUDY PLAN

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

How to start your studies:

1. Read this tutorial letter, namely *Tutorial Letter AIS1503/101/3/2018*. It identifies essential tutorial matter and provides information on the assignments.
2. Then look at tutorial letters for *INKALLE/301/4/2018* and *INKALLE/302/4/2018*, which provide general guidelines for studying and doing assignments.
3. Turn to the Study Guide for AIS1503, and read study unit 1. This will give you an overview of the module and some hints on how to organise your time.
4. Draw up your own study programme, taking note of the assignment due dates.
5. Start working through your Study Guide.
 - Read your study guide for AIS1503. 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.
 - Plan your time and studies, firstly according to what you would like to accomplish during the semester, then for the month, then during a week, and then for each specific 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 the time according to how many modules you are registered for. On your year planner, 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 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 more information on how to complete your assignments consult *my Studies @ Unisa* brochure

Study Programme

Amount of time to allocate to studies

You should spend at least **120 hours in total** studying for this module. You will need to pace yourself throughout the semester if you are to keep up with the workload.

E-tutors

You will be allocated e-tutor/s who will help you with the content of the module and interact with you weekly. You are urged to participate on the session that will be allocated for teaching on specific days by e-tutors.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There is no practical work for 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 examination questions may also be based on your self-assessment questions.

There are two assignments for this module. Assignment 01 is a practical assignment, while assignment 02 consists of short questions. Both assignments are compulsory, and they count 20% of your final mark. Take note of the due dates for these assignments and please submit them before the due dates.

8.2 Assessment plan

Assignments are numbered consecutively per module, starting from 01.

Semester I

01 and 02

Semester II

01 and 02

8.3 Assignment numbers

8.3.1 General assignment numbers

There are two assignments that need to be completed and submitted each semester.

8.3.2 Unique assignment numbers

Semester	Assignment number	Unique number
I	01 (compulsory)	743170
	02 (compulsory)	815803
	Assignment number	Unique number
II	01 (compulsory)	718250
	02 (compulsory)	870309

8.4 Assignment due dates

Semester	Assignment number	Due date
I	01 Compulsory	05/03/2018
	02 Compulsory	03/04/2018
II	01 Compulsory	07/08/2018
	02 Compulsory	05/09/2018

8.5 Submission of assignments

Assignments are seen as part of the learning material for this module. As you do the assignments, study your study guide, **consult other resources**, discuss the work with fellow students or tutors or do research, you are actively engaged in learning. Looking at the assessment criteria given for each assignment will help you to understand what is required of you more clearly.

PLEASE NOTE: Enquiries about assignments (e.g. whether or not the university has received your assignment or the date on which an assignment was returned to you) consult *my Studies @ Unisa* brochure for contact details, and please remember to have your student number at hand when contacting the University.

Posted assignments should be addressed to

The Registrar
PO Box 392
UNISA
0003

You may submit written assignments either by post or electronically (the preferred option) via **myUnisa**. Assignments may **not** be submitted by fax or email. For detailed information and requirements as far as assignments are concerned, see the brochure *my studies @ Unisa*, which you received with your study material.

To submit an assignment **via myUnisa**:

- Go to *myUnisa*.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the menu on the left.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen.

8.6 The assignment topics

For the assignment topics, please refer to page 11 of this tutorial letter.

8.7 Other assessment methods

There are no other assessments in this module.

8.8 The examination

8.8.1 Examination admission

In order to gain admission to the examination, you have to submit assignment 01 on the specified due date in this tutorial letter. The assignments count 20% of your final mark, while the examination counts 80% of your final mark.

8.8.2 Examination period

This module is offered in a semester period of 15 weeks. This means that if you are registered for the **first semester**, you will write the examination in May/June 2018 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.

During the semester, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

8.8.3 Examination paper

The **examination** consists of a 2-hour paper. The paper will consist of short questions, which will be divided into different sections numbered, for example, (A), (B) and /or (C).

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

8.8.4 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.

8.8.5 Preparation for examination

To help you in your preparation for the examination, you will receive a tutorial letter (201) that will explain the format of the examination paper. This tutorial letter will also provide feedback to the assignments.

9 FREQUENTLY ASKED QUESTIONS

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

10 SOURCES CONSULTED

11 CONCLUSION

I hope you will enjoy this module and wish you success with your studies.

12 ADDENDUM

Assignments

Semester I

There are two compulsory assignments for this module:

Please note that it is compulsory to submit this assignment on time, as failure to do so will automatically prevent you from writing the examination. No late submissions will be accepted.

Assignment 1

Assignment 01	Due date: 05/03/2018	Unique no:743170
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Instruction: Go to your nearest library and identify types of information sources that are available at the library and answer the following questions:

1. Write a bibliographic list of any ten of the information sources and also explain what they are used for. (30)
2. Explain why the information sources available at the library reference section are not allowed to be taken out. (5)
3. Distinguish between primary, secondary and tertiary information sources (6)
4. Explain why it is important for students to use the library. (9)

Total 50x2= 100 Marks

Assignment 2

Assignment 02	Due date: 03/04/2018	Unique no: 815803
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Answer all three questions

Question 1

1. Distinguish between the following biographies:

- i). General biography. (5)
- ii) Specialised biography. (5)

2. Read the autobiography of Mr Nelson Rolihlahla Mandela, the former President of South Africa and answer the following questions:

2.1 Indicate the title and author of the autobiography (4)

2.2 When and where was it published? (4)

2.3 What is the importance of an autobiography? (2)

[20]

Question 2

1. Explain the importance and information value of the following printed information sources in libraries and other information agencies:

1. Serials (10)

2. Books/Monographs (10)

3. Illustrative records (10)

[30]

Question 3

1. Discuss the problems associated with internet sources. (10)

2. Discuss storage and transmission of information as a communication process. (30)

3. It is necessary for the user to evaluate information before using it. Discuss why it is important and how information can be evaluated. (10)

[50]

Total: 100 Marks

Semester II

There are two compulsory assignments for this module:

Please note that it is compulsory to submit this assignment on time, as failure to do so will automatically prevent you from writing the examination. No late submissions will be accepted.

Assignment 1

Assignment 01	Due date: 07/08/2018	Unique no:718250
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Instruction: Go to your nearest library and identify types of information sources that are available at the library.

1. Mention at least ten of the information sources and explain what they are used for. (30)
2. Explain why the information sources available at the library reference section are not allowed to be taken out. (10)
3. How do the information sources found in the library help students with their studies? (10)

Total 50x2= 100 Marks

Assignment 2

Assignment 02	Due date: 05/09/2018	Unique no: 870309
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Answer all three questions

Question 1

1. Distinguish between general encyclopedias and subject encyclopedias. Provide examples of each type. (20)
2. Define the term 'drop-box'. (3)
3. What are the advantages and disadvantages of saving information and using a dropbox? (12)

[35]

Question 2

1. Define "grey literature". (5)
2. Describe five types of grey literature. (10)
3. Explain characteristics of the following collected biographies:
 - a. national biography. (10)

b. special biography. (10)

[35]

Question 3

1. Write notes on the information value of official publications. (10)

2. Describe four (4) major types of official publications found in South Africa. (20)

[30]

Total: 100 marks