Postgraduate Diploma in Library and Information Studies

Course outline

- NQF Level 8
- Bachelor’s Degree - minimum admission requirement
- 5 courses of equal weight; 24 credits each

1. **Research Methods and User Studies (24 credits):**

Research as a process: problem definition, question formulation
Qualitative and quantitative approaches: data collection & analysis
Basic statistics
Research proposals
Design & implementation of research projects
Research reports
Research ethics
User groups and information use
Libraries in society
Libraries in the academy

**Assessment:** Research proposal (60%) & examination project (40%)

2. **Resource Planning and Use (24 credits):**

Within the context of managing information organisations:
Organisational behaviour
Strategic planning
Financial management
Project management
Marketing & Communication
Performance evaluation
Exploration of theory through experiential learning

**Assessment:** Project (40%); Case studies (30%); Fieldwork report (30%)
3. **Information Resources (24 credits):**

- Resource discovery in research and public libraries
- Structure of knowledge; Core resources in different disciplinary domains
- Information sources & services in the print and electronic domains
- Needs assessment; Reference interviews & services
- Research support in libraries
- Curriculum development for information literacy
- Intellectual property
- Library 2.2 and social media

**Assessment:** Project (100%)

4. **Resource Description & Communication (24 credits):**

- Principles & standards in the creation and organisation of bibliographic databases
- Metadata for a variety of formats in large databases
- Bibliographic & Authority control
- Applications of digital technologies relevant to the principles and practices of information transfer
- Digital collections: construction, development & preservation
- Open access and Institutional repositories
- Web content management and optimisation

**Assessment:** Two projects (30% each); Examination project (40%)

5. **Knowledge Organisation & Management (24 credits):**

- Knowledge Management (KM): principles & foundations
- The learning organisation, organisational culture, innovation and creating strategic advantage
- KM practices, including knowledge harvesting, knowledge creation and mapping; building a collaborative environment through knowledge networking
- Introduction to information retrieval systems, their architectures, retrieval models and information dissemination
- Organisation of knowledge; Index language construction (classification schemes, thesauri, taxonomies)

**Assessment:** Two projects (30% each); Examination project (40%)