

# 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%)