UNIVERSITY OF CAPE TOWN

Library and Information Studies Centre (LISC)

Masters Degrees
in Library and Information Studies

COURSE INFORMATION
&
PROGRAMME HANDBOOK

2015

Contents

Introduction

The Masters degrees (MLIS & MPhil.) are further steps in a career of work with information which calls for a blend of skills, knowledge and a client-oriented personality and which puts you at the service of a community of users of information.

The transformation of South Africa, its economy and society, depends on the ability of the populace to make intelligent use of information. In this, it mirrors the societies in many countries and shares some of their problems and opportunities. The objectives of the Masters degrees are to enskill you with a variety of information-handling techniques, to encourage discussion of how this ability to make intelligent use of information can be inculcated in society and to introduce you to ways in which the skills can be taught to others. Library and information services play an active and important developmental role in our cultural, economic, scientific and socio-political environment. Libraries are important agents in the South African development agenda and knowledge project.

The objectives of the Masters degrees are to provide you with a foundation in research techniques and opportunities for advanced study in particular aspects of information work and information science. These re-structured and re-curriculated Masters degrees reflect the rapidly changing nature of the LIS discipline and the complex interplay of quality information provision and state-of-the-art information technology which has become characteristic of libraries and information services.

Study at this level needs a combination of academic competence, experience and a receptive personality. For this reason, many people choose to work for a few years to acquire experience in a professional post before undertaking further study. If you have particular research interests or requirements, the flexible nature of the degree courses should provide you with ample opportunity to follow up your interests.

The Masters Degree in Library and Information Studies may be obtained by means of three routes:

- The one or two year MLIS Degree by coursework and minor dissertation,
- The one or two year MPhil (Specialisation in Digital Curation) by coursework and minor dissertation
- The one or two year Masters Degree by means of Research and a full dissertation (MPhil)

We hope that you will find the Programme interesting; the staff of the Library and Information and Studies Centre (LISC) know that you will find it both challenging and hard work. The staff are here to assist you in the task of learning but your co-operation and commitment are a vital ingredient of success.

While the Library and Information Studies Centre is located, organisationally, within the University of Cape Town Libraries, it offers its programmes in Library and Information Studies (LIS) through the Faculty of Humanities.

Location and contact details of the Library and Information Studies Centre (LISC)

The current physical location of the Centre is Level 6 of the Chancellor Oppenheimer Library, Library Road, Upper Campus of the University of Cape Town.

Postal address:

Library and Information Studies Centre
University of Cape Town
Private Bag X03
RONDEBOSCH
7701

General telephone enquiries and voicemail: 021 650 4546

Fax: 021 650 5497

Electronic mail: lisc@uct.ac.za

Web page: http://www.lisc.uct.ac.za/

Staff contact details

	Function	Room	Direct-line	e-mail address
Mrs Tasneem Salie	Administrative Officer	6.02	021 650 4546	Tasneem.Salie@uct.ac.za
A.Prof. Jaya Raju	Head	6.01	021-650 3091	Jaya.Raju@uct.ac.za
Dr Connie Bitso	Lecturer	6.03	021-650 2488	Connie.Bitso@uct.ac.za
Mr Richard Higgs	Lecturer	6.05	021 650 1852	Richard.Higgs@uct.ac.za
Ms Michelle Kahn	Lecturer	6. 06	021 650 1851	Michelle.Kahn@uct.ac.za
Em. A.Prof. Mary Nassimbeni	Lecturer	6.04	021 650 3092	Mary.Nassimbeni@uct.ac.za
Em. A.Prof. Karin de Jager	Lecturer	6.04	021 650 3094	Karin.DeJager@uct.ac.za

The Administrative Officer deals with matters relating to the courses in the Programme. For matters relating to Registration you will need to contact the Graduate School of Humanities, details of which follow.

Your contact details

Please note that it is most important that the Centre be able to contact you. At Registration you will have been asked to supply a local address and telephone number: it is your responsibility to inform the Administrative Officer of any changes to this information.

Similarly, when you have completed the Programme, it is a good idea to leave a permanent contact address with the Centre, especially if you are seeking employment.

Other contact information:

Dean of the Faculty	Professor Sakhela Buhlungu	Dean's Office, Beattie Building	021 650 3059	hum-dean@uct.ac.za
Graduate Administration Office	Karen Hendricks	Graduate School of Humanities	021 650 2693	Karen.Hendricks@uct.ac.za
Careers Office	David Casey	Level 1, Hoerikwaggo Building	021 650 2497	Careers.service@uct.ac.za

Financial matters, such as the payment of fees, are dealt with by the Fees Office in the Bremner Building on Lower Campus (General enquiries) and the Kramer Building on Middle Campus (Cashiers).

Fees Office Enquiries	Student Administration Block (Masingene)	021 650 1704	Fnd-fees@uct.ac.za
Postgraduate and Scholarships Office	Level 3, Kramer Law Building	021 650 3545	financialaid@uct.ac.za
Student Information and Orientation Centre	Level 2, Otto Beit Student Union Building	021 650 5082	uctorientation@uct.ac.za

Seeking advice

If you wish to discuss some aspect of academic work please contact your supervisor or the appropriate convener for the course you wish to discuss. The names of the conveners are listed in the course outlines. If you have a question relating to the complete Programme or wish to discuss your general progress you may wish to talk to the Programme conveners or the head of LISC Associate Professor Jaya Raju. MLIS Programme convener is Dr Connie Bitso, while MPhil (Digital Curation) Programme convener is Mr Richard Higgs.

Staff welcome enquiries or comments sent by e-mail and if yours is a simple enquiry it can often be answered more quickly by this means than by seeking an appointment. If you need to make an appointment, staff display timetables on boards outside their rooms and you are encouraged to make an appointment by nominating an available 'slot'. Please remember that staff have other teaching and commitments within and outside the University, which means that they are unlikely to be available at short notice.

Notice-board and Vula site

Timetables and other official notices are on a notice-board near the Administration Office of the Centre. Advertisements for jobs, scholarships and similar information are displayed there. Examination results and examination timetables are also displayed. It is important that you scan this board regularly.

Vula is UCT's online learning and student communication site. If you are an MLIS or MPhil (Digital Curation) student, it is also very important that you regularly visit the Vula (https://vula.uct.ac.za/portal) site as this is our chief means of communication with students; it is the space for all online lectures as well as the channel for submission of assignments. The Vula site is also used to post learning materials for the different courses and to conduct course evaluations at the end of each course. It is important, before the course starts, that you have tested your access to the Vula platform. Use your UCT-issued username (your student number) and password to access Vula. **Important:** Your password was sent to you in your "Application for Admission" letter from the UCT Admissions Office, and you should change your password

in the password self-service application (http://password.uct.ac.za). For password assistance, or if you are unable to locate your password, you can contact the ICTS helpdesk (021 650 4500), who will reset your password for you.

If you use an email address other than your myuct email, it is critical that you redirect all email from your myuct email account to your usual mailbox, or that you check your myuct email account daily, as emails are sent from Vula to your myuct email account only.

If you are a UCT staff member, it is preferable for you to access the Vula website for academic purposes using your **student** details, rather than your staff login, otherwise we need to register you separately, and this often creates complications with class lists and grading of assignments.

Communications with you

As part of your introduction to UCT, you will be allocated an e-mail address with an electronic mailbox and this will be used to send any urgent information and other official communications. It is important that you check this mailbox regularly. If you have other email accounts please ensure that these accounts are linked to your UCT e-mail account.

If you have a cell phone or a landline where you may be contacted, please make sure that the Centre has these numbers and that you notify the Centre if these numbers change.

Diary 2015

TERM 1

11 February	MLIS & MPhil registration
16 February	Lectures commence
27 March`	Term 1 lectures end

28 Mar. - 06 April: VACATION

TERM 2

03 April	Good Friday (Public Holiday)
06 April	Family Day (Public Holiday)
07 April	Term 2 lectures resume
27 April	Freedom Day (Public Holiday)
01May	Workers' Day (Public Holiday)
20 May	Term 2 lectures end
26 June	Final projects due

13 June - 19 July: MID-YEAR VACATION

TERM 3

20 July	Start of Semester 2 and Term 3; Lectures resume
09 August	National Women's Day (Public Holiday)
10 August	Public Holiday
17-21 August	IFLA Conference in Cape Town, No lectures at LISC
28 August	Term 3 lectures end

29 August – 6 September: VACATION

TERM 4

07 September	Start Term 4; Lectures resume
24 September	Heritage Day (Public Holiday)
20 October	Term 4 lectures end
06 November	ALL projects due 06 Nov.
26 November	Final results posted on system (12h00)
14-19 December	Graduation period and end of academic year

Computer facilities

The Centre does not have computer facilities of its own for student use. As a registered UCT student you are provided with a user account so that you can use the computers and store your work, use the Internet and send and receive electronic mail. You will need a memory stick on which to store data; these can be purchased in the campus bookshop.

Reserving a computer

You may use computers in the Research Commons, and the Student Learning Centres whenever they are not in use by booked classes. In some locations you may be able to book a computer for a specific time: please check with the administrator of the facility you wish to use.

Facility	Location	Opening hours (term)
Research Commons, Chancellor Oppenheimer Library	6.16.2	Library opening hours
Research Wing, Chancellor Oppenheimer Library	Levels 4 & 5	Library opening hours
Postgraduate Commons	Humanities Graduate School	24 hours a day
Upper Campus Student Learning Centre (UCSLC)	4th Floor, Steve Biko Building	Mon-Thurs 08h00-20h00 Friday 08h00-18h00

SMOKING, EATING, DRINKING AND THE USE OF CELLPHONES IN THESE FACILITIES ARE FORBIDDEN

Librarian in charge of the Research Commons

Amina Adam	6.16.2	0216504473	Amina.Adam@uct.ac.za

Storage

You will automatically be allocated some storage space on the network computers that serve the laboratories; however, you are strongly advised to keep a separate back-up copy of your work, especially if it is for assessment purposes. For this purpose, a memory stick/'flash drive', purchasable from most stationery stores, is convenient.

Software compatibility

Please also note that the word-processing software in use in the Laboratory is Microsoft (MS) Word for Windows. Files prepared using other word-processors may not be compatible; you are advised to use one word-processing package consistently.

Here follows UCT's policy on the appropriate use of computing facilities.

Appropriate use of computing facilities

Introduction

Computing and networking play increasingly important roles in teaching, research, and administration. The University anticipates many benefits from the use of information technology by students and staff.

UCT maintains computing and networking facilities for the purpose of conducting and fostering the teaching, research and administration activities of the University. The Appropriate Use of Computer Facilities policy is designed to ensure the proper use of computing facilities consistent with the general principles that govern our academic community. To maximise the usefulness of Computer Facilities, UCT provides access in the most open manner permitted by the owners or providers of the Computing Facilities.

Please read this policy carefully. Additional policies may govern the use of particular resources. Be sure to familiarise yourself with these guidelines. Many computing facilities on campus have individual policies regarding their use.

In this policy, the term, "Computer Facilities", is defined to include computers, computer networks, connections to external computer networks, and subscriptions to external computer services. "Licensed Software" collectively refers to copyrighted and proprietary programs, data and documentation.

The failure of any Computer Facility to prevent unauthorised use of that Computer Facility does not relieve an individual of the responsibility of obtaining authorisation prior to his or her use of the Computer Facility.

Prohibited activities

The following activities involving use of Computer Facilities are prohibited:

- Transmitting unsolicited information, which contains obscene, indecent, lewd or lascivious material or other material, which explicitly or implicitly refers to sexual conduct.
- Transmitting unsolicited information, which contains profane language or panders to bigotry, sexism, or other forms of discrimination.
- Transmitting information which threatens bodily harm or which intimidates another person or organisation.
- Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.
- Creating, modifying, executing or retransmitting any computer program or instructions intended to gain unauthorised access to, or make unauthorised use of, a Computer Facility or Licensed Software.
- Creating, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages", including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Accessing or intentionally destroying software in a Computer Facility without the permission of the owner of such software or the controlling authority of the Facility.
- Making unauthorised copies of Licensed Software.

- Communicating any credit card number or other financial account number without the permission of its owner.
- Effecting or receiving unauthorised electronic transfer of funds.
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.
- Using the Computer Facilities in a manner inconsistent with the University's contractual obligations to suppliers of Computer Facilities or with any published University policy.
- Using the Computer Facilities for commercial purposes.
- Violating the provisions of copyright, particularly on software, data and publications

Mailing lists

Potential subscribers to electronic mailing lists are responsible for determining the purpose of the list before subscribing. Persons subscribing to an electronic mailing list will be viewed as having solicited materials delivered by the list as long as the material is consistent with the list's purpose. Persons sending materials to a mailing list, which are not consistent with the purpose of the mailing list, will be viewed as having sent unsolicited materials.

Use of external computer facilities

Use of external Computer Facilities is permitted for the purposes of teaching, research and administration. Use of UCT Computing Facilities for commercial purposes is expressly prohibited.

Exceptions

The Executive Director of Information and Communications Technologies may approve exceptions.

Programme outline

The Masters degree programmes in Library and Information Studies (MLIS and MPhil) are one- or two year, postgraduate programmes. Full time candidates are required to register for a minimum of one year and are expected to complete within one year. Librarians or information workers with PGDipLIS at NQF level 8, or an Honours degree in Library and Information Science, or equivalent qualification and who have achieved a total grade average of at least 65% may be admitted to a Master's degree programme.

Requirements for the MLIS

A candidate for the MLIS shall complete:

    a) Two courses (48 credits each) prescribed for the Degree amounting to a value of not less than 96 credits;

    b) A Minor Dissertation which should not exceed 25 000 words in length. To be awarded the degree not less than 50% must be obtained for the dissertation.

Requirements for the MPhil (Specialisation in Digital Curation)

A candidate for the MPhil (Specialisation in Digital Curation shall complete:

    a) One compulsory (core) course (LIS5025F) (48 credits)

    b) Two elective courses (24 credits each) from the list prescribed for the Degree

    c) A Minor Dissertation which should not exceed 25 000 words in length. To be awarded the degree not less than 50% must be obtained for the dissertation.

Programme Structures

All courses in the Department of Information and Library Studies bear a course code beginning with 'LIS'. The following options are available:

Master of Library and Information Studies (MLIS) (192HEQF credits)

The curriculum comprises **two courses** selected from the following:

LIS6003S	Internship	48 credits
LIS6013S	Digital Curation	48 credits
LIS6014 F	LIS Leadership & Management	48 credits
LIS6015F	Research Librarianship	48 credits
AND		
LIS6002W	Minor Dissertation of about 25 000 words	96 credits.

Master of Philosophy (Specialisation in Digital Curation) (192HEQF credits)

The curriculum comprises **one compulsory course**:

LIS5025F	Principles of Digital Curation	48 credits

AND

Two elective courses selected from the following:

LIS5026S	Curating in Context	24 credits
LIS5027S	Curation for Digital Media and Formats	24 credits
LIS5028S	Information Architecture and Metadata	24 credits
LIS5029S	Research Data Management	24 credits
LIS5030S	Technology Enablers for Digital Curation	24 credits
AND		
LIS5030W	Minor Dissertation of about 25 000 words	96 credits.

Attendance and submission of work

Assessed work and written or oral examinations constitute the examination requirements for each course; the precise mixture varies with each course and is given in the course outlines. You are required to submit all assessed projects or assessed practical work by the due date. Work for assessment should be submitted to the Departmental Office or the lecturer concerned. For DP requirements, active participation in online lectures and submission of all assignments are required. It is your responsibility to keep electronic copies of all your work and to have reliable connection to the internet for online lectures.

Dates for submission

First semester: Friday 26th June 2015, by 17h00.
Second semester: Friday 6th November 2015, by 17h00.

Research Master's (MPhil) (180 HEQF credits)

Applicants must have the required academic background and submit an acceptable research proposal for which supervision is available. Research degrees are encouraged where the field of research is clearly defined, the student wishes to concentrate on a specific research topic and has demonstrated the ability to do so. Topics should be discussed with the convener of the Masters programme in the first instance, who will then process the scrutiny of proposals by the Department staff and after consultation refer candidates to an appropriate supervisor.

Submission of the **major research dissertation (LIS6018W)** of about 50 000 words constitutes **100%** of the overall mark.

Applicants must have the required academic background and comply with Faculty Rule FM3, and the applicable University General Rules. An acceptable research proposal for which supervision is available should be submitted.

Examination is by dissertation alone. The dissertation should not exceed 50 000 words in length. To be awarded the degree not less than 50% must be obtained for the dissertation.

Please note the following deadline dates:

Topic approval: Preliminary discussion with the convener of Masters at the beginning of the 1st Term, followed by consultations with supervisor resulting in approval of the Topic by the latest mid-May. The Masters convener then submits the Dissertation details to the Graduate Programmes Office. In the case of the major Dissertation (6018W) the research proposal is submitted and for minor dissertations only the title is submitted.

For possible Graduation in December:
Written notice to the Graduate Programmes Office, Humanities Faculty, of the intention to submit minor dissertation : by **15 July**
Final date for submission of dissertation: by **7 September**

For possible Graduation in June:
Written notice to the Graduate Programmes Office, Humanities Faculty, of the intention to submit dissertation by **15 February**
Final date for submission of dissertation: by **1 April**.

NO EXTENSIONS TO THESE DATES WILL BE GRANTED

Course Descriptions

MLIS

LIS 6003S INTERNSHIP (48 credits)
1st or 2nd semester
Convener: Associate Professor Jaya Raju / Ms Michelle Kahn
Course outline: A six-week programme under supervision to experience an aspect of work in an approved library or an information service which provides an opportunity to investigate specific problems in a site of professional practice. The objective of this is to foster a critical, reflective, approach to experience, coupled with an ability to make comparisons of practice which are grounded in reality. Essentially, it provides a forum within which an action research project can be conducted..
Examination requirements: A written report of 7 000 to 10 000 words discussing and analysing the problem or issue identified and proposing solutions, counting for 100% of the assessment.

LIS 6013S DIGITAL CURATION (48 credits) (Note: this is distinct from the courses offered in the MPhil Specialising in Digital Curation)
2nd semester
Convener: Mr Richard Higgs
Course outline: The course will be framed by the requirements of digital stewardship in archives, libraries and other repositories. It will offer an overview of the theory and practice of digital preservation and stewardship. It will investigate the curation lifecycle in all its stages, taking into account the changing scholarly environment driven by rapidly evolving technology. Metadata, access and standards will be considered, together with issues of intellectual property and licensing in an open-access environment.
Examination requirements: Project work 100%

LIS 6014F LIS LEADERSHIP AND MANAGEMENT (48 credits)
1st semester
Convener: Mr Richard Higgs
Course outline: This course equips students for leadership and management roles in libraries and information management by providing a grounding in the theoretical and practical aspects of the management of institutional assets (human, financial and information) and critical reflection on leadership in the information management arena. Course topics include strategy, governance, human resources and labour practice, financial resource management, operations and process management, marketing and advocacy, and measurement and evaluation. Students engage with systems and complexity theory as well as critical discussion on power structures and leadership.
Examination requirements: Formative exercises consisting of various written assignments (including a weblog) will constitute 40% of the assessment. A summative assessment project will constitute the remaining 60%.

LIS6015F RESEARCH LIBRARIANSHIP (48 credits)
1st semester
Convener: Ms Michelle Kahn / Associate Professor Karin de Jager
Course outline: This course equips students to develop knowledge and skills required in support of the regional, national and institutional research agenda. It does this through exploring the research landscape; analysing macro and institutional policies relating to knowledge production; understanding knowledge structures of particular disciplines and changing patterns in scholarly communication; developing insights into the research process in various domains; assessing and addressing needs of scholars and creating active partnerships within the research community.
Examination requirements: Project work 100%.

LIS 6002W MINOR DISSERTATION (48 credits)

Applicants must have the required academic background and submit an acceptable research proposal for which supervision is available. Candidates are encouraged to focus their minor dissertation on a topic that may be developed from one of their completed LIS 6000 courses. A minor dissertation should not exceed 25 00 words in length.

MPhil (Specialising in Digital Curation)

LIS 5025F PRINCIPLES OF DIGITAL CURATION (48 credits) (compulsory).
1st semester
Convener: Mr Richard Higgs
Course outline: The course introduces the concepts of curatorial endeavour and of technology in context, and then expands on each of these as they are relevant to Digital Curation, with reference to meaning and medium, ethics, change and evolution. It will examine the specific power and responsibilities of the digital curator.
Examination requirements: Formative assessments are conducted throughout the course (typically on a weekly basis). A final summative assessment, comprising 70% of the total mark, in the form of a written report of 5 000 to 8 000 words.

LIS 5026S CURATING IN CONTEXT (24 credits) (elective)
2nd semester
Convener: Associate Professor Jaya Raju / Mr Richard Higgs
Course outline: A research project on an approved topic will form the assessable component of the course. The topic is proposed by the student in consultation with the host organisation and the supervisor. The supervisor will provide comprehensive guidance and direction before, during and after the one month on-site experience. Students can be expected to present themselves for regular meetings for this purpose. By the end of the course the student should have engaged with, and provided a recommendable solution to, a digital curation problem encountered in the real world.
Examination requirements: A written report of 7 000 to 10 000 words, comprising 100% of the total mark for the course.

LIS 5027S CURATION FOR DIGITAL MEDIA AND FORMATS (24 credits) (elective)
2nd semester
Convener: Mr Richard Higgs
Course outline: The various digital formats and encoding mechanisms are explored, and the distinction between born-digital and derivative artefacts is considered in detail, with consideration of the implications for rendering, preservation and persistence of each. Levels of granularity for artefacts and collections are discussed, and then the course draws on and presents specialist expertise and practice domains for image, sound and video management.
Examination requirements: A written report of 5 000 to 7 000 words, consisting of a comparative analysis of 3 digital derivatives of a single analogue or physical artefact, comprising 100% of the total mark for the course

LIS 5028S INFORMATION ARCHITECTURE AND METADATA (24 credits) (elective)
2nd semester
Convener: Dr Connie Bitso
Course outline: The course covers information architecture (IA) and creation of metadata for digital artefacts. It investigates components of the IA layer, namely, sourcing, storage and representation. Students are exposed to sourcing techniques such as harvesting, data mining and crowdsourcing. Students will investigate storage and representation options, including metadata schemas and standards, in order to design appropriate navigation architectures for content representation in a collective domain.
Examination requirements: An essay and reflective journal each counting 20%, and a final project counting 60% of the total mark.

LIS 5029S RESEARCH DATA MANAGEMENT (24 credits) (elective)
2nd semester
Convener: Ms Michelle Kahn
Course outline: This course offers students who are interested in the area of research support an opportunity to explore the range of issues associated with data curation and research data management (RDM). There will be a focus on policy analysis and development, the management of research data throughout its lifecycle, and attendant cultural and disciplinary challenges. Roles and responsibilities of the "data scientist" will be explored.
Examination requirements: A formative project (30%), externally examined research paper (70%)

LIS 5030S TECHNOLOGY ENABLERS FOR DIGITAL CURATION (24 credits) (elective)
2nd semester
Convener: Mr Richard Higgs
Course outline: The course introduces the generic tiered content management architecture, examines the detailed ideal functionality and interoperability of each tier, and how these are enabled through XML. It also stimulates reflection on the governance, forward compatibility and constraints of content management systems.
Examination requirements: Formative assessment exercises (30%) and an externally examined research paper (70%).

LIS 5031W MINOR DISSERTATION (96 credits)

Applicants must have the required academic background and submit an acceptable research proposal for which supervision is available. Candidates are encouraged to focus their minor dissertation on a topic that may be developed from one of their completed MPhil Specialising in Digital Curation courses. A minor dissertation should not exceed 25 00 words in length.

Assignments and assessment

In many cases the expected length of assessed work will be indicated by the lecturer setting the work. If no guideline is given, the following conventions apply. The 'page count' assumes an average of 250 words a page which, in a word-processed form, means choosing a line-spacing of 1.5 or 2:

Essay: 2 000 words; 8 pages

Research paper 4 000 to 5000 words (maximum); 15-20 pages

Masters Project: 7 000 to 10000 words; +/- 30-40 pages

Masters Minor dissertation: approximately 25 000 words; 100 pages

Masters Major Dissertation: approximately 50 000 words; 200 pages.

Presentation of assignments and dissertations

Assessed work must be submitted in a word-processed form. Text should be laid out with line-spacing of 1.5 or 2, font size 12 and page numbers; a summary and the use of section headings are also expected. Sources used should be cited using a consistent style; the Centre recommends the style which is presented in the online 'Handbook on citation' which is available from the UCT Libraries website at

http://www.lib.uct.ac.za/sites/default/files/image_tool/images/25/resources/harvard-uct-2014.pdf
(Download the 'Harvard-UCT author-date' file)

It is *your* responsibility to check your work for the use of correct spelling, grammar and punctuation. All word-processing programs contain a spelling-checker and you are advised to discover how to use it. Marks will be lost for poor presentation.

When you are handing in assignments please attach a 'cover' page to your work. This **must** include the following information:

- Your name
- Your student number
- Date of submission
- Name of lecturer for whom it has been prepared
- Course code and title (These are listed in the Faculty Handbook and pages 5 & 6 of this Handbook)
- Title of assignment (This may be a descriptive title you have invented or it may be taken from the assignment schedule)
- A statement that the work is your own, using the following wording:

DECLARATION	
1.	I know that plagiarism is wrong. Plagiarism is to use another's work and to pretend that it is one's own.
2.	I have used the augmented Harvard convention for citation and referencing. Each significant contribution to, and quotation in, this essay/report/project/… from the work, or works, of other people has been attributed, and has been cited and referenced.
3.	This essay/report/project/… is my own work.
4.	I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.
SIGNATURE:	
DATE OF SUBMISSION:	

You are warned that any essay/report/project handed in for assessment would be subjected by your lecturer to the software programme *Turnitin* to ascertain the extent of duplication of the work of others and if the percentage of duplication is significantly high, then the work would be immediately returned to you for rewriting and re-submission.

As a registered Vula user, you can submit your assignments to Turnitin for a duplication analysis before final submission for marking. On submission of your first assignment, you will be guided through the process of registering on Turnitin as a UCT student. It is therefore important to aim to submit your first written assignment well before the due date, to familiarise yourself with the process, and to give yourself a chance to make any necessary corrections.

An assignment covering several pages ought to include a contents page listing the sections and a brief summary of up to 100 words.

Please remember to **number the pages** of the assignment

If you wish, you may present your work in a binder.

Essays, projects and other work that forms part of the assessed work for a course, will be retained as a part of the record of the final assessment and will not be returned to students. If you wish to retain a copy, please make one before submission; it is also wise to do this, in case you need to revise the work for an Additional or Supplementary Assessment.

Many people find writing essays and projects difficult, especially when it comes to starting. You may like to experiment with one or more of the various Online Writing Assistants available on the World Wide Web.

The UCT Writing Centre may also be able to assist you.

Also of considerable value in planning and presenting your work is the Libraries' Information Literacy resource, which is available at:
http://www2.lib.uct.ac.za/Training/Infolit/infolit/InfoLit.html

Marking conventions

In marking any piece of work, the staff of the Centre look primarily at content: a brief, but clear, statement of intent or definition, an explanation which proceeds logically and uses appropriate examples and supporting evidence, and a reasoned conclusion. In a project, essay or research paper the sources of any quotations or supporting evidence must be cited accurately.

Presentation is a secondary, but still important, consideration. Providing headings to distinguish parts of the text and organise the flow of argument is a simple way of ensuring that the reader can follow the content with ease. A tidily-presented piece of work which is easy to read will ensure that the attention of the reader is not distracted from the intellectual content.

Marks are awarded for both the content and the presentation of work.

The following range of marks is used:

75% and over	First Class
70 - 74%	Second Class (1st Division)
60 - 69%	Second Class (2nd Division)
50 - 59%	Third Class
Under 50%	Fail

Distinctions

The degree may be awarded with distinction where the candidate has achieved an overall average of 75% and not less than 70% has been achieved in any component individually.

Obtaining your results

Provisional results, if available, are posted on the notice board outside the Centre. Students may also obtain their results via *PeopleSoft* (go to www.uct.ac.za, Quick Links, select "PeopleSoft (students) ").

Results will not be given over the telephone: this is to avoid the possibility of error or misunderstanding.

Please note that the University will only give you a transcript of results if you have settled your fee account. The Library and Information Studies Centre cannot supply you with any letter, testimonial or reference about your results if your fee account is unpaid.

Academic dishonesty

The University will not tolerate academic dishonesty and all forms of cheating, if detected, attract severe penalties, including the award of zero marks for the work in question and prosecution before the University Court. If the case is proved, a conviction for cheating will appear on your academic record and can result in your expulsion from the University. Such a conviction will, almost certainly, hinder your professional career.

Cheating includes plagiarism in essays, projects and assignments. Plagiarism occurs if you copy text from another source (another student or published work, for example) and do not acknowledge the original source.

It is your responsibility to ensure that all work which is not your own is acknowledged and correctly cited. The 'Handbook on citation' recommends and illustrates an appropriate style. Please note that you are required to complete a Declaration (see page 8 of this Handbook) in respect of *every* piece of work you submit for assessment.

What next?

Having completed your studies you may decide to use your qualification in a number of ways. Skilled professional information workers can be found in libraries serving communities (e.g. public libraries) and organisations (e.g. university libraries), services supplying specialised information to groups such as lawyers or doctors and in 'information broking' groups, which sell information to clients. Your choice of career path depends largely on how you wish to put your professional skills to use.

You may wish to discuss your career path with the staff of the Centre, who have knowledge of job opportunities in South Africa and some knowledge of the work environment in other

countries. The Careers Office (Level 1 of the Hoerikwaggo Building) is also a source of help in the task of preparing a career profile, résumé or job application.

Jobs are advertised in national and regional newspapers and electronically on various listservs. The noticeboard in the Library and Information Studies Centre is used to display details of any jobs of which the staff are aware. Vula is also used to share these job advertisements with you.

Please make sure that you inform the Administration Officer of your new contact details, when you leave at the end of the academic year.

Testimonials and references

References take two forms: testimonials and confidential references. Testimonials simply record whether you have attended the Programme and whether your conduct has been satisfactory. Few prospective employers will wish to rely upon this limited information. For this reason, if you are making an application for a job, it is usually preferable to list a member of the academic staff as a confidential referee whom the prospective employer can contact. Please ensure that you

- obtain permission from the member of staff before doing this
- give the member of staff a copy of your c.v.
- list the correct name and academic title of the member of staff and full contact information

Library and information service associations

Within South Africa there is, at present, one association of people who work in libraries, resource centres and information services. Meetings may be advertised on the noticeboard of the Centre and you are welcome to attend, join and take part.

Librarians are highly-networked people: that is, much of their job depends on knowing people and sources of information. Joining a professional association is a good way of beginning to form your own network and contributing information to the networks of others.

> *Library and Information Association of South Africa (LIASA)*
> Web site: http://www.liasa.org.za
> For Western Cape membership:
> Contact: Samantha Bennett
> Telephone: 021 460 9320 E-mail: samantha@saao.ac.za

There are other, specialist, national associations:

> *Association of Southern African Indexers and Bibliographers (ASAIB)*
> Website: http://www.asaib.org.za/
> Contact: Madely du Preez
> Telephone: 012 429 6792 E-mail: preezm@unisa.ac.za

There are also international associations, such as the International Federation of Library Associations and Institutions (IFLA). Membership may be individual or corporate, depending on the rules of the association.