



Bachelor of Library and Information Science
Faculty of Adab and Humanities
Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Classification and Subject Headings
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6025113
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	4th
Module Coordinator(s)	Fadhilatul Hamdani
Lecturer(s)	Fadhilatul Hamdani, M.Hum Prisinta Wanastri, M.Hum
Language	Bahasa Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, classroom discussion, and p
Workloads	1 SKS equivalent to: In Class Lectures: 50 minutes per week Independent Assignment: 60 minutes per week Structured Assignment: 60 minutes per week
Credit Point	4 SKS or 6 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	1. Demonstrate a responsible attitude towards work in their field of expertise independently (S 9) 2. Mastering theoretical concepts in managing information sources which include needs analysis, collection development policies, procurement and selection, cataloguing, e-resources, and preservation. (P 2) 3. Able to manage information sources using information source management methods based on analysis of the functions of libraries, archives, and other information institutions (KK 2)
Content	1. Values in the Al-Quran and Hadith in Classification and Subject Headings 2. The concept of organizing information in libraries using information retrieval facilities (catalogs) 3. Difference between descriptive indexing and subject indexing 4. Subject indexing (subject analysis/conceptual analysis) of document concept types well 5. Subject indexing (subject analysis/conceptual analysis) document subject types

	6. Translation into non-verbal index language (classification) 7. Various classification systems in libraries 8. DDC classification system (Practice of determining notation) 9. The concept of subject headings in the library (verbal index language), natural language and controlled language 10. Determine document subject headings and create a serial subject index using a list of subject heading
Examination forms	Essay, Practicum and Presentation
Study and examination requirements	The final mark will be weighted as follows: 1 Final Examination 40% 2 Mid-Term Examination 30% 3 Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer
Reading list	<u>Main literatures:</u> 1. Joudrey, Daniel N & Taylor, Arlene G. 2018. <i>The Organization of Information. Fourth Edition</i>. SantaBarbara. California: Libraries Unlimited. 2. Mary Liu. (2001). ; <i>Cataloging and classification for library technicians</i>. New York. The Haworth Press (pdf) 3. Melvil Dewey. (2011). <i>Decimal Classification and relative index</i>. 23rd ed. Dublin. Ohio. OCLC (pdf). 4 volume 4. Mortimer, Mary (2003). <i>Learn Dewey Decimal Classification: Edition 22</i>. America: Total Recall Publication. Inc. 5. Perpustakaan RI (2011). Daftar Tajuk Subjek Islam dan Klasifikasi Islam: Adaptasi dan perluasan 297 DDC., Jakarta: Perpustakaan RI (pdf) 6. Perpustakaan RI (2011). Daftar Tajuk Subjek Perpustakaan Nasional, Jakarta: Perpustakaan RI (pdf) 7. Perpustakaan Nasional RI. (2014) Terjemahan klasifikasi Dewey: DDC Ringkas Edisi ke-15 8. Somadikarta, L.K. (1998). Titik akses organisasi informasi di perpustakaan. Depok: Universitas Indonesia <u>Additional literatures:</u> 1. British Standard Institutions, 2005. <i>UDC (Universal Decimal Classification)</i>: volume 2. London: BSI (pdf), e-book) 2. British Standard Institutions, 2005. <i>UDC (Universal Decimal Classification)</i>: volume 1. London: BSI (pdf), e-book) 3. Dittman, Helena & Hard, Jane. (2007) <i>Learn Library of Congress Classification</i>. Second North American Edition. Total recall Publication.Inc] 4. Doyle, Lauren B. <i>Information Retrieval and Processing</i>. Los Angeles, Melville Publishing Company, 1975. 410 p 5. Eryono, kailani (1998). <i>Pedoman Klasifikasi dan daftar tajuk subjek Islam</i>. Jakarta: Depag RI 6. Hariyati, Mutty. 2017. "Sejarah Klasifikasi Ilmu-Ilmu Keislaman Dan Perkembangannya Dalam Ilmu Perpustakaan." Pustakaloka, Volume 9 No. 1, Juni 2001. IAIN Ponorogo. hal: 147-154

	7. Muhammad Farhan Iskandar, 218410862. 2022. "Klasifikasi Ilmu Pengetahuan Menurut As-Suyuti (Studi Ayat-Ayat Ilmu Pengetahuan dalam Kitab Al-Itqan fi 'Ulum Al-Qur'an)." 8. Ranganathan, S. R. 1964. "SUBJECT HEADING AND FACET ANALYSIS." <i>Journal of Documentation</i> 20(3):109–19. doi: 10.1108/eb026343 9. Ranganathan, S.R. <i>Chain indexing</i>. https://www.librarianshipstudies.com/2017/04/chain-indexing.html 10. UNIT 14 CHAIN INDEXING (DDC – 19th EDITION) https://egyankosh.ac.in/bitstream/123456789/38416/5/Unit-14.pdf 11. Yulia, Yuyu & B. Mustafa. <i>Pengolahan bahan pustaka</i>, Jakarta: Universitas Terbuka, 2010
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