**BLS2207; DOCUMENTATION WORK AND SERVICES**

**Course Description**

This course deals with the management of grey and semi-published literature. It covers collection development, citation analysis, bibliographic Control, indexing, abstracting, information resource sharing and networking

**Course Aim**

By the end of this course, learners should be able to select, gather, process and make accessible information contained in grey and semi-published literature.

**Learning Outcomes**

By the end of the course, learners should be able to:

* Identify grey and semi-published literature
* Evaluate grey and semi-published literature
* Select grey and semi-published literature
* Index and abstract grey and semi-published literature
* Repackage and disseminate information contained in grey and semi-published literature

**Intellectual, Practical and Transferable skills**

* Knowledge of documentation
* Practice of documentation work
* Information repackaging
* Information dissemination
* Indexing and abstracting

**Teaching and Learning Pattern**

* Lectures
* Guided visits to documentation centers
* Self directed research
* Practice
* Project work
* Seminars

**Indicative Content:**

Collection development, the nature of grey literature, sources of grey and semi-published literature, Citation styles, Bibliographic Control (institutional, national and international), bibliographic standards, bibliography compilation including African bibliography; Indexing what is indexing and an index? Indexing terms, basic rules, subject indexing, indexing languages, indexing systems, Abstracting; what is abstracting and abstracts? Types of abstracts, abstract of books, newspapers, reports and Articles, Conference proceedings etc., Computers as a tool for indexing and abstracting, guidelines and policies for access and retrieval of grey and semi-published literature, Information repackaging and dissemination (e.g. SDI and CAS), information resource sharing and networking.

**Assessment Method**

Test, Projects, Coursework, Group work presentations all carrying 30%

Final examination =70%

**Indicative Sources**

1. Balabkins, N. W. (1984). Collection information in developing countries. *Havard Library Bulletin, 32*, 63.
2. Cleveland, D.B & Cleveland A.D 2001. Introduction to abstracting and indexing, 3rd ed
3. Debachere, M. C. (1995). Problems in obtaining grey literature. *IFL4 Journal, 21* (2 ), 94-98.
4. Gokhale, P. A. (1999). Information system for grey literature in India: a model. *Library Science, 36*(4), 229-236.
5. Kargbo, J.A. (2005). Grey literature: the forgotten collection in academic libraries in Sierra Leone. *Information development, 21, 146.* Retrieved on June 11, 2008 from <http://idv.sagepub.com/cgi/content/abstract/21/2/146>
6. Kwafo-Akato, K. (1995). Collecting, publicizing and providing access to socio-economic Grey literature in Southern Africa with particular reference to Botswana. *Interlending and Document Supply 23*(2), 10-16.
7. Luzi, D. (2000). Trends and evolution in the development of grey literature: a review. *The International Journal on Grey Literature, 1(*3): 106-116.
8. Rowley, J. 1988. Abstracting and indexing, 2nd ed. London: Clive Bingley
9. Guha, B. 1983. Documentation and Information: services, techniques and systems. Culcatta: The World press private.
10. Evans, G. Edward. Developing library and information centre collections. Littleton: Libraries Unlimited.
11. Cernry, Rosanne. 1991. “When less is more: issues in collection development” School library journal 37(March 1991)
12. Mulvancy, Nancy C. 1994. Indexing books. Chicago: The University of Chicago Press.