



Module Descriptor **Cataloguing**

Award Type: Minor
Award Level: 3
Award Code: 3N0850
FÁS Assessment Code: 3N0850-054
Validation Date: 22nd November 2011
Revision 1.0

Module Descriptor

Purpose: The purpose of this module is to equip the learner with the knowledge, skill and competence to accurately classify and catalogue a variety of objects and items under supervision.

Module Duration: The learning effort required from a typical learner to successfully achieve the stated learning outcomes for the module is **50 (fifty)** hours

Learning Outcomes: By the end of this module, the learner will be able to:

1. Explain the purpose of creating and maintaining catalogues
2. Distinguish between primary and secondary data sources
3. Create an itemised list of all objects or items within a specified collection
4. Sort the list of objects or items into specified classifications
5. Use identified secondary research sources to assemble relevant information on selected objects or items
6. Match sourced information to the relevant object or item
7. List objects in a catalogue format by type and alphabetically
8. Describe the security, health, safety and personal hygiene precautions to be implemented when handling and storing objects or items, files and research materials.

Key Learning Points

1. Learning Outcome 1: Explain the purpose of creating and maintaining catalogues

Key Learning Points

- Understand what catalogues are used for
- Identify different types of catalogues
- Locate and access a number of catalogues
- Recognise the impact that Information Technology has had on cataloguing systems

2. Learning Outcome 2: Distinguish between primary and secondary data sources

Key Learning Points

- Understanding the different types of primary source material
- Identifying secondary source material
- Appreciate how secondary sources use primary source material

3. Learning Outcome 3: Create an itemised list of all objects or items within a specified collection

Key Learning Points

- Observing specified collection
- Recognising the relevant data, information or characteristics which must be listed
- Ensuring that all items are listed
- Applying writing skills
- Developing quality control by rechecking list against the collection

4. Learning Outcome 4: Sort the list of objects or items into specified classifications

Key Learning Points

- Understanding the purpose of classifying objects/items
- Recognising the relevant details of an object/item for classification
- Arranging a list into separate specified classifications
- Applying writing skills

5. Learning Outcome 5: Use identified secondary research sources to assemble relevant information on selected objects or items

Key Learning Points

- Reading material with an objective to target specific information

- Extracting relevant information
- Compiling all extracted relevant information
- Applying writing skills

6. Learning Outcome 6: Match sourced information to the relevant object or item

Key Learning Points

- Comparing sourced information to the relevant object/item
- Analysing relevant details
- Rechecking lists and sourced information
- Making a decision based on collected evidence

7. Learning Outcome 7: List objects in a catalogue format by type and alphabetically

Key Learning Points

- Creating lists
- Arranging list by type
- Arranging list in alphabetical order

8. Learning Outcome 8: Describe the security, health, safety and personal hygiene precautions to be implemented when handling and storing objects or items, files and research materials.

Key Learning Points

- Understanding the uniqueness of objects/items and the consequences of them being lost or stolen
- Recognising any health and safety issues that could arise when handling objects/items
- Recognising effects that poor personal hygiene or various personal hygiene products could have on objects/items
- Have a broad understanding of the precautions and the environmental conditions that need to be considered when handling and storing object/items

Assessment Specification

Award Title	Cataloguing
Award Type	Minor
FÁS Assessment Code	3N0850-054
Award Code:	3N0850
Credit Value :	5

Learning Outcome	Performance Criteria (Knowledge, Skill & Competence)	Assessment Techniques	Weighting	Assessment Instrument	Assessment Evidence
LO1	Knowledge	Skills Demonstration	11%	Learner's Instructions S1	Assessment Sheet
LO2	Knowledge	Skills Demonstration	11%	Learner's Instructions S1	Assessment Sheet
LO3	Skill	Skills Demonstration	11%	Learner's Instructions S1	Assessment Sheet
LO4	Skill	Skills Demonstration	11%	Learner's Instructions S1	Assessment Sheet
LO5	Knowledge Skill	Skills Demonstration	15%	Learner's Instructions S1	Assessment Sheet
LO6	Knowledge Skill	Skills Demonstration	11%	Learner's Instructions S1	Assessment Sheet
LO7	Competence	Skills Demonstration	15%	Learner's Instructions S1	Assessment Sheet
LO8	Knowledge	Skills Demonstration	15%	Learner's Instructions S1	Assessment Sheet

Suggested Learning Methodologies

- Note taking
- Practical work training
- Simulated work environment
- Activities
- Exercises
- Discussion groups
- Text books
- Videos/DVDs
- Internet
- Role plays

Specific Module Requirements

A specified collection of objects or items;
Computer with internet connection

Suggested Learning Resources

All of the highlighted Curriculum Resources mentioned below are available on the Moodle Community Services Curriculum and Assessment page. You can access the CSCA Moodle web page from this link:

<http://www.ecollege.ie/site/home.html>.

If you do not already have a username and password, ask your supervisor to contact us at CSCA@fas.ie

Generic Skills: Literacy and Numeracy

The learners will keep and maintain a **Learning Diary** throughout the course in order to record and file any useful and relevant information on any aspect of Cataloguing.

At the end of every week the learners will complete a short **Weekly Reflective Sheet** in order to reflect on their learning and progress during that week.

This Weekly Reflective Sheet will assist the learners to develop their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

The Learning Diary can be used as a reference for the learner when filling out the Mid Course and End of Course reflections.

The learners will create a **Personal Dictionary** of new words, key words and terms relating to Cataloguing. This Dictionary will be updated each week and kept in the Learning Diary.

The learners, as a group, will add words and terms to a **Key Word and Terminology Bank** in the classroom, relating to conducting research interviews. The learners will find words listed in text books, class notes, DVDs and internet websites etc.

Generic Skill: Literacy

Learners will gather relevant information, using a variety of methods, such as text books, the internet and class notes, newspaper articles etc, in order to write or type a short description of a number of selected objects or items in a specified collection.

Recommended by: _____

Manager Training Policy Development and Support

Approved by: _____

Director Training Policy Development and Support