

THE EDUCATION AND TRAINING OF CATALOGUERS: A TRAINING RESOURCE PROGRAMME

by

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Abstract

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Title: The education and training of cataloguers: a training resource programme

This thesis reports on a study designed to investigate the utilisation of an integrated training resource programme for the education and training of cataloguing students. The study is concerned with the problems and limitations in the education and training of cataloguers and with the provision of possible solutions. A number of specific subproblems and research questions could be distinguished and had to be addressed and investigated. The research questions can be divided into the following categories:

- Requirements of cataloguers
- The adult learner and learning theories related to the cataloguing student
- The problems/obstacles in training cataloguers
- Utilisation of a mix of appropriate media and technologies

The study comprises an analysis of reported research, the design, development and evaluation of a computer program and the evaluation of a training resource programme consisting of a mix of media and technologies. The training resource programme can be utilised in training cataloguing students in contact classes, distance education and in-service training.

The results of the research enabled the researcher to derive guidelines for the design and development of a training resource programme consisting of a mix of media and technologies.

The results of this study could lead to the following possible applications:

- A self-paced flexible learning course
- A training resource utilising a mix of media and technologies
- Interactive distance learning web utilisation
- A cataloguing laboratory or virtual classroom in the web environment

Key words

cataloguing; cataloguers; cataloguing training; computer-based learning; information studies; library studies; training resource programme; virtual campus; web-based learning; web-based technologies; web-based classrooms.

Samevatting

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Titel: Die onderrig en opleiding van katalogiseerders: 'n opleidingshulpprogram

In hierdie proefskrif word verslag gedoen oor 'n ondersoek na die benutting van 'n geïntegreerde opleidingsprogram bestaande uit media en tegnologie vir die opleiding van katalogiseerders. Die studie spreek die probleme en beperkings rakende die opleiding van katalogiseerders aan en daar word gepoog om moontlike oplossings te vind. 'n Aantal spesifieke subprobleme en navorsingsvrae is geïdentifiseer. Die navorsingsvrae kan in die volgende kategorieë onderskei word:

- Vereistes van katalogiseerders
- Die volwasse leerder en leerteorieë met spesifieke verwysing na die katalogiseerder student
- Die probleme/struikelblokke in die opleiding van katalogiseerders
- Benutting van 'n kombinasie van geskikte media en tegnologie

Die studie behels 'n ontleding van verslae oor bestaande navorsing, die ontwerp, ontwikkelig en evaluering van 'n rekenaarprogram en die evaluering van 'n opleidingsprogram bestaande uit media en tegnologie. Die opleidingsprogram kan benut word vir die opleiding van katalogiseerders deur kontakonderrig, afstandsonderrig en indiensopleiding.

Die navorsingsresultate het die navorsers instaat gestel om riglyne saam te stel vir die ontwerp en ontwikkeling van 'n opleidingsprogram bestaande uit 'n kombinasie van media en tegnologie.

Die resultate kan aanleiding gee tot die volgende moontlike toepassings:

- 'n Aanpasbare opleidingskurses
- 'n Opleidingsprogram bestaande uit 'n kombinasie van media en tegnologie
- Interaktiewe afstandsonderrig web benutting
- 'n Katalogiseringslaboratorium of virtuele klaskamer in die web omgewing

Sleutelwoorde:

biblioteekstudies; inligtingstudies; katalogisering; katalogiseerders; opleiding in katalogisering; rekenaargebaseerde onderrig; virtuele kampus; webgebaseerde leer; webgebaseerde tegnologieë; webgebaseerde klaskamers.

The opinions expressed and conclusions arrived at in this study are those of the author and are not necessarily to be attributed to Technikon SA.

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Definition of terms

Active learning

The learner speaks, writes, performs, etc. as opposed to reads and listens to lectures (Brooks, 1997:185).

Bandwidth

The amount of electronic information that can be delivered per unit time (Brooks, 1997:185).

Browser

Software with graphical user interfaces used by the receiver on the Internet to view web pages, for example Internet Explorer and Netscape Navigator.

Contact class

A period during which the lecturer interacts with the students and the students interact with one another in a training situation.

Co-operative education

A form of tertiary education in which the educational institution and occupational field co-operate to provide a joint educational programme with alternate attendance in both the educational institution and work (Technikon SA, 2001:4).

Distance education

The organisational framework and process of providing learning at a distance. Distance education takes place when the lecturer and learners are physically separated and technology (including sound, video, print) is used as a bridge for communication (French, et al. 1999:198).

Distance learner

Someone who is studying within a defined framework, but away from formal classes, often with frequent tutor support (Bamber, 1995:1).

Distance learning

Study by means of correspondence, telecommunication media or computer programs. Courses are self-instructional and two-way communication takes place between students and the institution (Technikon SA, 2001:8).

Downloading

An electronic procedure for transferring or retrieving a file from a distant computer or network and placing it on your own (French, et al., 1999:198).

E-mail

Electronic mail delivered and received over an electronic network such as the Internet. A popular method of distributing digitised information among individuals or members of a large organisation (Erickson & Vonk, 1994:268).

Experiential learning

Learning that begins with experience and transforms it into knowledge, skill, attitude, emotions, values, beliefs and senses (Technikon SA, 2001:8).

Facilitator

Someone who assists and guides in taking the knowledge and learning forward without being directly involved in the learning process. The emphasis is on learning rather than teaching/lecturing (learning-centred approach) and on outcomes (what the learner becomes and understands) (Technikon SA, 2001:8).

Flexible learner

Learner who studies at his or her own pace, but who is also able to follow an organised study programme (Bamber, 1995:1).

Formative evaluation

The process of undertaking a preliminary evaluation exercise, usually during the process of the course, to improve the ongoing teaching and learning process (Technikon SA, 2001:9).

Hypermedia

A combination of video, music, sound effects, voice and animated graphics in hypertext creates hypermedia (Erickson & Vonk, 1994:269). Hypermedia can be linked to permit branching from one place to another.

Hypertext

Text linked so that the user can jump from one idea to another, usually by clicking on text (Brooks, 1997:187).

Independent learner

Learner who seeks to determine his or her own patterns of study and does not assume reliance on any specific study materials or tutor support.

Internet

Worldwide, dynamic, electronic network for exchanging information and communication (Brooks, 1997:187).

Learning outcome

The end product of a learning process or the learning result that one intends to achieve by the end of the learning process (Technikon SA, 2001:11).

Listserv

An automatic mailing system whereby messages are automatically sent to all participants.

Media

The output form of information; implies the nature of the medium, e.g. text, audio, video, or graphics as well as the format (Fisher, 1994:261).

Mentor

A person who guides and supports, more especially a newly appointed or newly promoted individual; a trusted adviser (Technikon SA, 2001:12).

Multimedia

The combination of many different information display media, typically text, sound, graphics and video, in a single output. Most multimedia applications require specialised hardware and software to provide the display.

An integration of video, animation and sound into presentation graphics (Erickson & Vonk, 1994:274 ; Vaughan, 1998:5).

Online delivery

Transmission of information by means of the Internet (Technikon SA, 2001:13).

Open learner

Learner who studies in order to achieve a recognised qualification and often uses material which has been specially prepared for this purpose and which does not depend on tutor support. No attendance of formal classes is required. Previous qualifications are not necessarily assumed and timescales for completion of the programme are not set.

Outcomes-based education and training (OBET)

A design for education which is learner-centred and oriented towards results or outcomes (Technikon SA, 2001:13).

Summative evaluation

The process of evaluating the outcome of a course or a programme of courses (Technikon SA, 2001:16).

Virtual teaching

The educational process of learning over the Internet without face-to-face contact. Learners use self-directed learning principles to master content at their own rate, at convenient times and a location of their preference (French, et al., 1999:202).

Webify

Preparing material for delivery over the Internet (Brooks, 1997:190).

World Wide Web (WWW)

A scheme for using the Internet to exchange information in hypermedia formats (Brooks, 1997:190).