

# Information Resource Management

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## Information Resource Management (IRM) Courses

### IRM 1000 [0.5 credit]

#### Introduction to Libraries and Information Society

Overview of the role of libraries and related issues in the information society. Course will examine the organization, services and programs provided by different types of libraries. Issues such as access to information, information management, literacy, censorship will also be discussed. Prerequisite(s): restricted to students in the B.I.T. degree program.

Lectures three hours a week.

### IRM 1001 [0.5 credit]

#### Metadata and Cataloguing I

Introduction to the descriptive cataloguing of monographs including International Standard Bibliographic Description (ISBD), the Anglo-American Cataloguing Rules, 2nd edition (AACR2), and Machine Readable Cataloguing (MARC21). Focus is placed on original cataloguing using these standards.

Prerequisite(s): Restricted to students in the B.I.T. program.

Lectures two hours a week, tutorial/laboratory two hours a week.

### IRM 1002 [0.5 credit]

#### Reference I

Introduction to the theory and techniques needed to conduct reference interviews and interpret reference queries. Students learn to select and use general reference sources such as dictionaries, encyclopedias, directories, bibliographies, periodical indexes, almanacs, and handbooks in print, and electronic formats. Prerequisite(s): restricted to students in the B.I.T. degree program.

Lectures two hours a week, tutorial/laboratory two hours a week.

### IRM 1003 [0.5 credit]

#### Collections management

Introduction to the principals of collections management including techniques and procedures for selecting, ordering and receiving library materials, accounting, collection development and automated acquisitions. Students also learn policies and procedures required for circulation, document delivery and interlibrary loans. Prerequisite(s): restricted to students in the B.I.T. degree program.

Lectures two hours a week, tutorial/laboratory two hours a week.

### IRM 1004 [0.5 credit]

#### Reader's Advisory Services

Students become familiar with fiction and non-fiction materials available to various categories of clients and learn how to market them. In addition, students further develop through various assignments their researching, writing, speaking, listening and communication skills. Prerequisite(s): Restricted to students in the B.I.T. degree program.

Lectures three hours a week.

### IRM 1005 [0.5 credit]

#### Web Interface Development

Combining graphics, text, audio and video to develop websites on an individual basis and in groups, using latest versions of HyperText Markup Language(HTML), Cascading Style Sheets (CSS), JavaScript and data interchange formats such as Extensible Markup Language(XML) and JavaScript Object Notation(JSON). Prerequisite(s): Restricted to students in the B.I.T. degree program.

Lectures three hours a week, tutorial/laboratory one hour a week.

### IRM 1006 [0.5 credit]

#### Subject Analysis and Indexing

Students learn the basic theory of subject analysis and indexing methods used to provide access to library materials and literature. Practical instruction makes use of thesauri, as well as standard subject heading lists, such as Sears and Library of Congress.

Prerequisite(s): Restricted to students in the B.I.T. degree program.

Lectures two hours a week, tutorial/laboratory two hour a week.

### IRM 2000 [0.5 credit]

#### Multimedia Data Management

Concepts and fundamentals of relational database systems. Students learn how to design relational databases starting from a conceptual data model, following accepted logical and physical design principles. Topics include normalisation, referential integrity, SQL, DDL and SQL DML & ODBC and data extraction/filtering techniques.

Precludes additional credit for IMD 2000.

Prerequisite(s): IRM 1005 and BIT 1400.

Lectures three hours a week, tutorial/laboratory three hours a week.

### IRM 2001 [0.5 credit]

#### Metadata and Cataloguing II

Introduction to recent changes in the description of bibliographic material including Functional Requirements for Bibliographic Records (FRBR), Functional Requirements for Authority Data (FRAD), Functional Requirements for Subject Authority Data (FRSAD) and the recently published new cataloguing rules, Resource Description and Access (RDA).

Prerequisite(s): IRM 1001.

Lectures two hours a week, tutorial/laboratory two hours a week.

**IRM 2002 [0.5 credit]****Reference II**

Students develop skills in planning and executing information searches and evaluating print and electronic resources. Students learn to locate information on selected topics, compile subject-specific annotated bibliographies and instruct library clients in the use of specialized materials and databases.

Prerequisite(s): IRM 1002.

Lectures two hours a week, tutorial/laboratory two hours a week.

**IRM 2003 [0.5 credit]****Classification**

How to interpret and apply Dewey Decimal and Library of Congress Classification systems. Also includes analysis of the subject content of materials, building notation, using tables, shelf-listing techniques and creating unique book numbers.

Prerequisite(s): IRM 1006.

Lectures two hours a week, tutorial/laboratory one hour a week.

**IRM 2004 [0.5 credit]****Information Management and Digital Preservation**

Essentials of information management in an organization including the life cycle management of files in paper and the electronic environment. This course will also cover contemporary issues in information management and digital preservation.

Prerequisite(s): IRM 1000.

Lectures two hours a week, tutorial/laboratory one hour a week.

**IRM 3000 [0.5 credit]****Metadata and Cataloguing III**

Students already familiar with AACR2 and RDA are introduced to another approach to descriptive cataloguing using a metadata format. The course is based on the Dublin Core Metadata Initiative and focuses upon the cataloguing of web-based material.

Prerequisite(s): IRM 2001.

Lectures two hours a week, tutorial/laboratory two hours a week.

**IRM 3001 [0.5 credit]****Reference III**

Students enhance their knowledge of print and electronic reference sources in science and technology. Students learn to compile specialized subject-specific bibliographies and assignments provide training in the use of science and technology reference sources.

Prerequisite(s): IRM 2002.

Lectures two hours a week, tutorial/laboratory two hours a week.

**IRM 3002 [0.5 credit]****Research Methodology**

Introduction to the logic and design of research. Qualitative and quantitative research methodology with emphasis on the application and interpretation of statistical techniques for data analysis.

Prerequisite(s): BIT 2000.

Lectures three hours a week.

**IRM 3003 [0.5 credit]****Legal Issues in Information Resource Management**

In-depth analysis and assessment of copyright and other forms of intellectual property. Legal issues related to information technology. Topics may include privacy, surveillance and monitoring, access to information, freedom of expression, Charter and human rights issues, and security.

Prerequisite(s): Restricted to students in the B.I.T. degree program.

Lectures three hours a week.

**IRM 3004 [0.5 credit]****Project management**

Identification, selection, initiation, and organization of projects. Risk assessment, budget issues, communication, project scheduling, performance monitoring and control. Emphasis on practical techniques related to the field of information management using case studies.

Prerequisite(s): third year standing in the Information resource management program.

Lectures two hours a week, tutorial/laboratory two hours a week.

**IRM 3005 [0.5 credit]****Directed Reading for IRM**

A course of independent study under the supervision of a faculty member in the Library.

Prerequisite(s): IRM 3002. Only open to students in the IRM program.

Lectures three hours a week.

**IRM 4000 [0.5 credit]****Library Software**

Using skills and knowledge of automated systems already developed in introductory courses, students learn the theory and receive the hands-on practice needed to use library databases. A component on choosing and comparing library software is included.

Prerequisite(s): Restricted to students in the B.I.T. degree program.

Lectures two hours a week, tutorial/laboratory one hour a week.

**IRM 4001 [0.5 credit]****Archives and Special Collections**

Principles and methods used by archivists and record managers in organizing their collections for better access and retrieval. Students also learn aspects of physical bibliography, the book trade, preservation and conservation of books and how to exhibit such material. Prerequisite(s): Restricted to students in the B.I.T. degree program.

Lectures three hours a week.

**IRM 4002 [0.5 credit]****Network Technology**

Foundation knowledge for computer networks and communications. Topics include basic network design, layered communications models, IP addressing and subnets, and industry standards for networking media and protocols, with an emphasis on TCP/IP protocol suite and Ethernet environments.

Prerequisite(s): BIT 2400.

Lectures two hours a week, tutorial/laboratory one hour a week.

**IRM 4003 [0.5 credit]****Practicum for IRM**

Students will design and complete a project related to information management under the supervision of faculty / staff at the Library. This course provides the opportunity to apply knowledge gained in previous courses. Graded Sat/ Uns.

Prerequisite(s): fourth year standing in the Information Resource Management program.

Tutorial/laboratory eight hours a week.

**IRM 4900 [1.0 credit]****Final IRM Project**

Student-initiated project developed in association with a project supervisor and external information resource management advisor. Project is supported by a written report, seminar discussions and final presentation. All proposals must be approved by the IRM Program Project Committee.

Prerequisite(s): IRM 3004 and fourth year standing in the IRM program.

Tutorial hours arranged.

**Summer session:** some of the courses listed in this Calendar are offered during the summer. Hours and scheduling for summer session courses will differ significantly from those reported in the fall/winter Calendar. To determine the scheduling and hours for summer session classes, consult the class schedule at [central.carleton.ca](http://central.carleton.ca)

Not all courses listed are offered in a given year. For an up-to-date statement of course offerings for the current session and to determine the term of offering, consult the class schedule at [central.carleton.ca](http://central.carleton.ca)