Monash University  
Faculty of Information Technology  
School of Information Management and Systems  
IMS 1603, Information Use and Management, 2005  
ASSIGNMENT 2 – Matching documents to users’ needs

Please note that this assignment has two parts, both of which must be completed by all students.

Part A

Due date: week: Monday 30 May

Assessment Value: 25% of assessment for the unit

Word length: 2,000 words

Submission Method: hand in at your tutorial
(NB penalties apply for late submission)

You are part of a group of information professionals who have been commissioned by the Monash University Library to compile a list of relevant resources that can used as part of a resource kit aimed at introducing undergraduate students to a particular topic area. While you will each hand in an individual assignment for part A, you will need to work closely with other team members to ensure a) that your individually-selected resources complement those chosen by the group as a whole; b) that none of your resources duplicate those selected by others in your team.

1. Your tutor will assign a topic area to your group. Each individual student must then identify and recommend, for inclusion in the kit, six relevant resources concerning that topic that are suitable for the chosen group of users:

   Two (2) books from amongst those already held by the Monash Library;
   Two (2) web sites;
   Two (2) articles (not book reviews!) retrieved from the Expanded Academic database held by the Monash Library.

2. For each kind of resource (book, web site, article), write about 500 words, in your own words, that provide:

   a) a description of the items in question, why they are a suitable resource for the development of the display, and how they complement those chosen by the team as a whole;

   b) the strengths and weaknesses of each resource in terms of its level of accessibility, authority, the way in which information is organised within it, its relevance to the
chosen audience(s), and any other information management issues that you may choose to highlight;

3. Write about 500 words, in your own words, describing the process by which you went about identifying your resources, discussing any important issues that arose along the way (eg the need to modify your initial search terms).

4. Finally, include as appendices the following:

a) a copy of the **frontispiece, verso and table of contents** of the books that you have recommended;
b) a complete copy of the **articles** that you have recommended;
c) a copy of the **home page** of the web sites that you have recommended;
d) a reference list providing **correct bibliographical details** for all resources mentioned (including URL or Monash library holding details - ie DDC call number - in the case of websites or books), consistent with the SIMS **Style Guide** (pp.7-9) <http://www.sims.monash.edu.au/resources/style/styleguide.pdf>.

Students will submit their assignments individually, after ensuring that there is **no duplication** with any of the resources discussed by others in their group. Marks will be deducted in cases where the same resource is presented by more than one group member.

**Part B**

**Due date: week: week beginning 23 May**

**Assessment Value: 10% of assessment for the unit**

**Submission Method: presented during lab/tutorial**

Each team will make a 10 minutes presentation concerning their topic area. While most of the presentation will focus on an introduction to and overview of the topic in question, the team will also need to discuss briefly a selection of the resources gathered in the course of the assignment. Each team member will need to participate in the topic presentation.