

Processing Information and Documentation

Code: 42962
ECTS Credits: 6

Degree	Type	Year	Semester
4313816 School Library and Reading Promotion	OT	0	0

Contact

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Prerequisites

None.

Use of languages

Principal working language: catalan (cat)

Objectives and Contextualisation

The main objective of this course is to provide the theoretical and practical foundations necessary to make the student able to:

- Understand the importance of processing information and documentation.
- Get familiarized with the specialized terminology.
- Know the theoretical and practical foundations for the construction of library catalogs and bibliographic databases.
- Know and use the Anglo-American Cataloguing Rules (AACR).
- Know and use the List of Subject Headings in Catalan (LEMAC) and the Universal Decimal Classification (UDC).
- Know and use e-Pèrgam.

Skills

- Develop communication and inter-personal skills needed to manage projects involving the different members of the educational community.
- Incorporate ICT for learning, communicating and sharing in education.
- Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
- Master the systems used in the library for information processing and organising printed and digital resources.
- Master the use of ICT and apply it to management and promotion processes in a library 2.0. context.

Learning outcomes

1. Analyse different types of documents in terms of form and content.
2. Incorporate ICT for learning, communicating and sharing in education.

3. Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
4. Know and be able to use the most widely-used automated library management software.
5. Know and identify document chain processes.
6. Use document management software to its fullest potential.
7. Use international regulations and indexing languages to catalogue documents.
8. Use the network to share educational, communicative and bibliographic strategies.

Content

1. Processing information and documentation: basic concepts.

- Objectives of the process.
- Tools for information retrieval: the catalog.
- Document description.
- Different kinds of entries and access points.
- Standardization of the processes: ISBD (International Standard Bibliographic Description) and AACR (Anglo-American Cataloging Rules).
- Indexing documents.
- The exchange of information in machine-readable format: MARC format (Machine Readable Catalog).

2. The ISBD (International Standard Bibliographic Description) and the AACR (Anglo-American Cataloging Rules).

- Structure and elements.
- Levels of description.

3. Bibliography access points

- Author and title.
- Authority control.

4. Introduction to the Subject Analysis and Documentary Languages

- Functions, types, structure and possibilities.
- Indexing with the List of Subject Headings in Catalan (LEMAC).
- Indexing with the Universal Decimal Classification (UDC).
- The summary document.

5. Cataloguing with e-Pèrgam.

Methodology

Every week there will be a three hours class session (Wednesdays from 17:30 to 20:30, in total 18 hours). Each week the students will have to do a series of exercises and practices that will have to be delivered the next session. The monitoring and supervision of this work will be done through the Campus Virtual.

The methodology combines:

- Theoretical contents with the practical application of the knowledge acquired, both in class and through supervised activities.
- Reading and studying the basic materials of the subject and the commented exercises solutions (all this is available in the university intranet).
- Reading and studying complementary literature.

Activities

Title	Hours	ECTS	Learning outcomes
Type: Directed			
Classes	18	0.72	5, 4, 8, 1, 2, 3, 7, 6
Type: Supervised			
Evaluation exercises	62	2.48	5, 4, 1, 2, 7, 6
Type: Autonomous			
Study and complementary autonomous work	70	2.8	5, 4, 8, 1, 3, 7, 6

Evaluation

The course adopts the system of continuous assessment, that will consist on performing various exercises of cataloging, usage of e-Pèrgam and a final synthesis exercise.

The exercises deadlines will be specified in class. These exercises provide 70% of the final grade. The other 30% is provided by the attendance and active participation in classes.

Evaluation activities

Title	Weighting	Hours	ECTS	Learning outcomes
Attendance to class and active participation	30%	0	0	5, 4, 8, 1, 3, 7, 6
Exercice 1. Cataloguing (I)	5%	0	0	5, 1, 7
Exercice 2. Cataloguing (II)	5%	0	0	5, 1, 7
Exercice 5. Classifying and summarizing	5%	0	0	5, 1, 7
Exercice 6. Practice with e-Pèrgam	5%	0	0	5, 4, 1, 2, 7, 6
Exercice 3. Bibliographic acces points	5%	0	0	5, 1, 7
Exercice 4. Indexing with LEMAC	5%	0	0	5, 1, 7
Synthesis exercise	40%	0	0	4, 1, 7, 6

Bibliography

General

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Clausó García, Adelina. (2001). *Manual de anàlisi documental: descripció bibliogràfica*. 2ª ed. corr. y aumentada. Pamplona: Eunsa.

Díez Carrera, Camen. (2005). La Catalogación de materiales especiales. Gijón: Trea.

Estivill Rius, Assumpció; et al. (2004). Manual d'exemples de catalogació: MEC [CD-ROM]. Barcelona: Universitat de Barcelona. Disponible en versió electrònica a: <<http://bd.ub.edu/mec/>> [Darrera consulta: 16/01/2013].

Garrido Arilla, M^a Rosa. (1996). Teoría e historia de la catalogación de documentos. Madrid: Síntesis.

Pinto Molina, María. (2001). Análisis documental: fundamentos y procedimientos. 2^a ed. rev. y aumentada. Madrid: Edema.

Slype, Georges van. (1991). Los lenguajes de indización: concepción, construcción y utilización en los sistemas documentales. Madrid: Fundación Germán Sánchez Ruiperez: Pirámide.

Rules

Clasificación Decimal Universal (CDU): edición abreviada de la Norma UNE 5001:2000: incluye las modificaciones de la Norma UNE 5001:2004/1M. (2004). Traducción del Master Reference File realizada por el Centro de Información y Documentación científica (CINDOC); adaptada por Rosa San Segundo Manuel. 2^a ed. Madrid: AENOR.

Llista d'encapçalaments de matèria en català [en línia]: LEMAC. (2002-). Disponible a: <http://www.bnc.cat/lemac/> [Darrera consulta: 06-09-2011].

Regles angloamericanes de catalogació: traducció de les Anglo-American cataloging rules, second edition, 2002 revision, 2005 update. (2005). Preparades sota la direcció de The Joint Steering Committee for Revision of AACR; versió catalana d'Assumpció Estivill i Rius. 2a ed., rev. 2002, actualització 2005. Barcelona: Biblioteca de Catalunya.

Regles angloamericanes de catalogació: traducció de les Anglo-American cataloging rules, second edition, 1988 revision (AACR2). (1996). Preparades sota la direcció de the Joint Steering Committee for Revision of AACR; editades per Michael Gorman i Paul W. Winkler; versió catalana a cura d'Assumpció Estivill i Rius. Barcelona: Biblioteca de Catalunya; Vic: Eumo.