

**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 ePèrgam.

### 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); AACR2 (Anglo-American Cataloging Rules) and RDA (Resource Description and Access).
- Indexing documents.
- The exchange of information in machine-readable format: MARC format (Machine Readable Catalog).

### 2. The ISBD (International Standard Bibliographic Description) and the AACR2 (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 (*Llista d'Encapçalaments en Català*, LEMAC).
- Indexing with the Universal Decimal Classification (UDC).
- The summary document.

### 5. Cataloguing with ePèrgam.

## 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

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Title	Hours	ECTS	Learning outcomes
<b>Type: Directed</b>			
Classes	18	0.72	5, 4, 8, 1, 2, 3, 7, 6
<b>Type: Supervised</b>			
Evaluation exercises	62	2.48	5, 4, 1, 2, 7, 6
<b>Type: Autonomous</b>			
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 and a final synthesis exercise. These exercises provide 70% of the final grade. The other 30% is provided by the attendance and active participation in classes.

The exercises deadlines are:

Exercise 1: February 26, 2019

Exercise 2: March 5

Exercise 3: March 12

Exercise 4: March 19

Exercise 5: March 26

Exercise 6: March 30

Synthesis exercise: April 17, 2019

## Revision

Prior to formally entering final marks, the lecturer will publish the date / time for assessment revision and the final mark. The lecturer and student will agree on the day / time to revise any of the assessed course activities.

## Recovery

Students have the right to resit or make up evaluated work providing they have submitted a minimum of 66.6% (two thirds), or more, of the formally assessed work which makes up the final grade and who have an average of 3.5 or more according to the evaluation criteria.

The lecturer will inform students of the procedure for resitting or making up evaluated work when they publish the final grade. This will be published before the final mark is entered into the system. The lecturer may require an individual assignment / test to make up for each failed evaluated task, or task not performed, or choose to combine failed assessed tasks for the same purpose.

## "No-evaluable" mark

A mark of no-evaluable (N/A Not Assessable) will be awarded if a student fails to hand in more than 25% of the assessed work used to calculate the final mark.

## Plagiarism, copying, identity theft

In cases of plagiarism, copying, identity theft, etc. in an evaluation activity, a mark of "0" will be given. If such a case is detected over more than one of the evaluable exercises then the student will be given a final mark of "0" for the course.

A student does not have the right to resitting or making up work in cases of plagiarism, copying or identity theft.

## Evaluation activities

Title	Weighting	Hours	ECTS	Learning outcomes
Attendance to class and active participation	30%	0	0	5, 4, 8, 1, 2, 3, 7, 6
Exercice 1. Searching information in catalogs, databases and search engines	5%	0	0	5, 1, 7, 6
Exercice 2. Cataloguing with ePèrgam (I)	5%	0	0	5, 1, 7, 6
Exercice 5. Indexing with LEMAC	5%	0	0	5, 1, 7, 6
Exercice 6. Classifying with UCD	5%	0	0	5, 1, 7, 6
Exercice 3. Cataloguing with ePèrgam (II)	5%	0	0	5, 1, 7, 6
Exercice 4. Authority Records	5%	0	0	5, 1, 7, 6
Synthesis exercise	40%	0	0	5, 4, 1, 7, 6

## Bibliography

### General

Cid Leal, Pilar; Perpinyà i Morera, Remei. (2013). *Cómo y dónde buscar fuentes de información*. 1.<sup>a</sup> ed. Bellaterra: Universitat Autònoma de Barcelona. Servei de Publicacions.

Cid Leal, Pilar; et al. (2009). *Fonaments de llenguatges documentals*. Barcelona: UOC Universitat Oberta de Catalunya.

Clausó García, Adelina. (2001). *Manual de anàlisis documental: descripció bibliogràfica*. 2.<sup>a</sup> ed. corr. y aumentada. Pamplona: Eunsa.

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

Garrido Arilla, M<sup>a</sup> Rosa. (1996). *Teoría e historia de la catalogación de documentos*. Madrid: Síntesis.

Pinto Molina, María. (2001). *Análisis documental: fundamentos y procedimientos*. 2.<sup>a</sup> 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 Ruipérez: Pirámide.

### Rules and tools

*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.<sup>a</sup> ed. Madrid: AENOR.

Estivill Rius, Assumpció; et al. (2004). *Manual d'exemples de catalogació*: MEC. Barcelona: Universitat de Barcelona. <http://bd.ub.edu/mec/>

Estivill i Rius, Assumpció (2009). *Dels FRBR als Principis internacionals de catalogació i a les RDA : Resource Description and Access : els fonaments de la renovació catalogràfica*. Barcelona: Biblioteca de Catalunya:

Col·legi Oficial de Bibliotecaris-Documentalistes de Catalunya.  
<http://www.bnc.cat/Professionals/Catalogacio/Publicacions-tecniques>

IFLA. (2009). *Declaració de principis internacionals de catalogació*. Barcelona: Biblioteca de Catalunya.

*Llista d'encapçalaments de matèria en català, LEMAC*. (2002- ). Barcelona: Biblioteca de Catalunya.  
<http://www.bnc.cat/lemac/>

*Manual de la Llista d'encapçalaments de matèria en català, MLEMAC*. (2017). Barcelona: Biblioteca de Catalunya.  
<http://www.bnc.cat/Professionals/Catalogacio/Publicacions-tecniques/Manual-de-la-Llista-d-encapcalaments-de-r>

*Publicacions tècniques [de la Biblioteca de Catalunya]*. (2018). Barcelona: Biblioteca de Catalunya.  
<http://www.bnc.cat/Professionals/Catalogacio/Publicacions-tecniques>

*Regles angloamericanes de catalogació: traducció de les Anglo-American cataloging rules, second edition, 2002 revision, 2005 update*. (2008). 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.