

Processing Information and Documentation

Code: 42962
ECTS Credits: 6

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

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Use of Languages

Principal working language: catalan (cat)

Prerequisites

None.

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.

Competences

- 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

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

Assessment

Assessment is continuous. Students must provide evidence of their progress by completing some exercises and a final synthesis exercise; all exercises are compulsory. These exercises provide 70% of the final grade. The other 30% is provided by the attendance and active participation in classes. The subject's lecturer will provide full information when teaching begins.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities.

Classification as "not assessable"

In the event of the assessment activities a student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Attendance to class and active participation	30%	0	0	5, 4, 8, 1, 2, 3, 7, 6
Exercise 1. Searching information in catalogs, databases and search engines	5%	0	0	5, 1, 7, 6

Exercise 2. Cataloguing with ePèrgam (I)	5%	0	0	5, 1, 7, 6
Exercise 5. Indexing with LEMAC	5%	0	0	5, 1, 7, 6
Exercise 6. Classifying with UCD	5%	0	0	5, 1, 7, 6
Exercise 3. Cataloguing with ePèrgam (II)	5%	0	0	5, 1, 7, 6
Exercise 4. Authority Records	5%	0	0	5, 1, 7, 6
Synthesis exercise	40%	0	0	5, 4, 1, 7, 6

Bibliography

General

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Rules and tools

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