

Processing Information and Documentation

Code: 42962
ECTS Credits: 6

Degree	Type	Year	Semester
4313816 School Library and Reading Promotion	OT	0	2

Contact

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Teaching groups languages

You can check it through this [link](#). To consult the language you will need to enter the CODE of the subject. Please note that this information is provisional until 30 November 2023.

Teachers

Maria Angeles Jimenez Lopez

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.
- Sandardization of the processes.

2. The ISBD (International Standard Bibliographic Description) and the AACR2 (Anglo-American Cataloging Rules)

- Structure and elements.
- Levels of description.
- Bibliographic access points: author and title.
- Authority control.

3. Introduction to the Subject Analysis and Documentary Languages

- Functions, types and structure.
- Indexing with the List of Subject Headings in Catalan (*Llista d'Encapçalaments en Català*, LEMAC).
- Classifying with the Universal Decimal Classification (UDC).
- The summary document.

4. Cataloguing with ePèrgam

Methodology

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.

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.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

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

CONTINUOUS ASSESSMENT

Students must provide evidence of their progress by completing various tasks and tests. These activities are detailed in the table at the end of this section of the Study Guide.

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.

Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for. In case of retaking, maximum grade will be 5 (Pass).

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 student involved will be given a final mark of "0" for the subject. Assessment activities in which irregularities have occurred (e.g. plagiarism, copying, impersonation) are excluded from recovery.

SINGLE ASSESSMENT

This subject may be assessed under the single assessment system in accordance with the terms established in the academic regulations of the UAB.

Students must make an online request within the period established by the faculty and send a copy to the teacher responsible for the subject, for the record.

Single assessment will be carried out in person on one day, after the end of the course. The announcement of the day/place/time of the single evaluation will be made through the virtual campus.

On the day of the single assessment, teaching staff will ask the student for identification, which should be presented as a valid identification document with a recent photograph (student card, DNI/NIE or passport).

Single assessment activities

The final grade for the subject will be calculated according to the following percentages:

- Theoretical exam (30%).
- Practical exam (35%).
- Cataloging and indexing of five documents with ePèrgam.

Grade revision and resit procedures for the subject are the same as those for continual assessment. See the section above in this study guide.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Follow-up of the module. Includes: attendance and participation; contributions to forums; delivery of practicals.	30%	0	0	5, 4, 8, 1, 2, 3, 7, 6
Theoretical-practical exam	40%	0	0	5, 4, 1, 7, 6
Tests in the classroom, on the contents of each session.	30%	0	0	5, 1, 7, 6

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Software

ePèrgam