

Degree	Type	Year
4313816 School Library and Reading Promotion	OT	0

Contact

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Teaching groups languages

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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.

Learning Outcomes

1. CA12 (Competence) Develop proposals for improving or optimising the performance of the most widely used automated library management applications in the field, applying the processes of the document chain and international standards.
2. CA13 (Competence) To put training and professionalism into practice by taking advantage of interpersonal cooperation and making appropriate, ethical, and rigorous use of ICT in the documentary management of the school or public library.
3. KA14 (Knowledge) Recognise the role and purpose of document analysis and management tasks in the library profession.

4. SA17 (Skill) Implement processes of information processing and organisation of the library's print and electronic resources within the framework of the Sustainable Development Goals while considering the general principles of the AACR.
5. SA18 (Skill) Apply ICT to processes involving the formal analysis of documents and representation of their content based on the characteristics of the List of Subject Headings in Catalan and the Universal Decimal Classification (UDC).
6. SA19 (Skill) Manage the collection catalogue using management and retrieval tools such as ePèrgam.
7. SA20 (Skill) Guarantee the ethical principles linked to the access and use of information in the field of document management.

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.
- Autorithy 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

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Classes	36	1.44	CA12, CA13, KA14, SA17, SA18, SA19, SA20
Type: Supervised			
Evaluation exercises	35	1.4	CA12, CA13, KA14, SA17, SA18, SA19, SA20
Type: Autonomous			
Study and complementary autonomous work	79	3.16	CA13, KA14, SA17, SA18, SA19, SA20

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 course includes a final synthesis exam on the theoretical and practical contents taught during the course.

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.

Assessment

Continous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Follow-up of the module. Includes: Delivery of practicals and contributions to forums.	30%	0	0	CA12, CA13, KA14, SA17, SA18, SA19, SA20
Teoretical-practical synthesis exercise	40%	0	0	CA13, KA14, SA17, SA18, SA19, SA20
Tests in the classroom, on the contents of each session.	30%	0	0	CA12, KA14, SA17, SA18, SA19, SA20

CONTINUOUS ASSESSMENT

Students must provide evidence of their progress by completing various tasks and tests; all of which are mandatory. 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.

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Software

ePèrgam

Language list

Name	Group	Language	Semester	Turn
(TEm) Theory (master)	1	Catalan	second semester	afternoon