VNIVERSITAT ĠD VALÈNCIA

COURSE DATA

Data Subject

Code	33833
Name	Automated Cataloguing
Cycle	Grade
ECTS Credits	6.0
Academic year	2023 - 2024

Study (s)

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Faculty of Geography and History	2	Second term

Subject-matter

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	5 - Representation and retrieval of information	Obligatory

Coordination

Name	Department
ALONSO ARROYO, ADOLFO	225 - History of Science and Documentation

SUMMARY

The aim of this subject is to provide students with the skills, techniques and abilities needed to create records in MARC format. We will be using different integrated library management systems so that students can compare different working interfaces. We need to know the MARC format as most libraries are computerized and because the database that forms the core of most library systems is composed of records made in MARC format. Strategies and resources will be designed to help students solve the problems of automated cataloging. Also, we will work on the design, creation, development and dissemination of the RDA (Resource Description & Access) standard, designed for the digital world as a new structure of the rules regarding current cataloging codes.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

It is advisable that students have studied the subject in General Cataloging during the first semester of the second year to be able to follow this subject smoothly.

OUTCOMES

1007 - Degree in Information and Documentation

- Capacity to write analytical reports and summaries with regard to management and organisation of information.
- Demonstrate organisational and planning skills.
- Have oral and written communication skills in one's own language.
- Have skills for information management.
- Have problem-solving skills.
- Have decision-making capacity.
- Be able to apply critical reasoning to the analysis and assessment of alternatives.
- Be able to undertake improvements and propose innovations.
- Be able to detect training needs and to design and implement user training programmes aimed at improving their information skills.
- Have skills for managing collections and archive resources in any format, by establishing policies and participating in the process of selection, acquisition, description and dissemination of such collections, as well as in the processes of preservation, conservation and physical treatment of these materials.
- Know the national and international legal and administrative framework for information management, and apply the legal and regulatory provisions and procedures relating to the information and documentation activity.
- Be able to analyse and index the content of documents according to the documentary language adopted and to organise such information using the technological means available for its analysis, storage and retrieval.
- Be able to use and put into practice methods, techniques and computer tools (hardware or software) for the design, implementation, development and operation of information systems.
- Understand, design and apply models for data and information representation, and mechanisms for data extraction and exploitation and for information retrieval.

- Know, use and apply information and communication technologies applied to the storage, use, management, handling, distribution and exploitation of data, information and knowledge.

- Know, use and apply the computer and telecommunications tools that support the development of the set of skills that must be acquired in the training process.

LEARNING OUTCOMES

Learning outcomes are designed to train students to understand and manage integrated library management systems, to create records in a computerized catalog and to achieve the following objectives:1.   Understand the impact that technological change has had on cataloging and recognize the transformation suffered by bibliographic records.2.   Understand automated cataloging as a process.3.   Use catalographic databases in the processes of storage and retrieval of information.4.   Analyze the structure and encoding of bibliographic data as regards the development of the international machine-readable cataloging format (MARC).5.   Develop the techniques and skills needed to create bibliographic records in MARC21 format.6.   Understand the interrelationships between the bibliographic file and the authority file.7.   Develop skills on the procedures for capturing, modifying and adding information to both files.8.   Understand the mechanisms of integration and adaptation of external bibliographic records.9.   Learn the basic methodological procedures for the retrospective conversion of a catalog.10. Present the mission, purpose, scope and objectives of RDA and relate RDA with automated cataloging systems that use MARC 21.

DESCRIPTION OF CONTENTS

1. MARC21 format as a structure for the exchange of bibliographic data

- The MARC format, evolution and development
- Objectives of the MARC format
- The MARC format in Spain: IBERMARC. MARC21
- From IBERMARC to MARC21
- MARC21. Typologies
- Structure of MARC21. Leader, directori, fields, indicators, codes, relationship between fields

2. Authorities control in an integrated library management system

- Cataloging and maintenance of databases
- Bibliographic records
- Function or de authorities records
- Structure of a MARC authority record

3. Cooperation and sharing of library resources

- Centralized cataloging. Definition
- Cooperative cataloging. Objectives, advantages and disadvantages
- Derivative cataloging. Definition, stages and impact
- Methods of conversion
- The Z39.50 standard. Evolution, objectives, search process, benefits

4. The new cataloging code RDA (Resource Description and Access)

- Introduction to RDA: general properties and structure
- What is an entity-relation model
- Relationship between RDA and FRBR and associated
- Relationship between RDA and MARC21

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	30,00	100
Computer classroom practice	30,00	100
Attendance at events and external activities	3,00	0
Development of group work	5,00	0
Development of individual work	30,00	0
Study and independent work	25,00	0
Preparation of evaluation activities	15,00	0
Preparation of practical classes and problem	10,00	0
Resolution of online questionnaires	2,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

• CLASSROOM LECTURES:Classroom lectures will be mostly practical and will be supported by the theoretical contents covered in the units proposed and by the basic literature, all of which will contribute to developing the knowledge required to achieve the competences prescribed. • PREPARATION OF LECTURES:A support handbook supplemented with a booklist will be delivered to students. This handbook will be the source of work for the smooth running of the course. Support materials will also be provided before the theoretical and practical lessons so that students can acquire the basic knowledge on the different units. • PREPARATION OF PRACTICAL WORK:A key element of this course is attendance to compulsory practical sessions. Practical assignments will be based on cataloging in Marc21 format by using different integrated library management systems. Attendance to the sessions and completion of practical assignments is mandatory. These assignments must be submitted throughout the course using the channels proposed by the lecturer. • PREPARATION OF A TEAM PROJECT:Team

projects will be carried out following the working methodology used for practical assignments and will help the students to develop skills in interpersonal relationships. A common proposal of the knowledge acquired will be made. • TUTORIALS:A number of hours of tutoring per week are set to direct the students' autonomous learning. In them, students can ask for clarification of concepts or questions that may arise during the course.Group tutorials will also be scheduled to solve any questions which, because of their nature, require greater attention. • SUPPLEMENTARY ACTIVITIES:

Different forums will be organized to discuss issues related to the theoretical and practical contents. The students' participation and initiative will be assessed. These forums will help answer questions and supplement knowledge with the comments made by peers and with the lecturer's contribution.

EVALUATION

1. Written tests: The mark obtained in these tests will account for 50% of the final mark, distributed in 20% (theoretical examination) and 30% (practical examination). The theory exam may consist of short, long or multiple-choice questions and will test students on the contents covered throughout the course. The practical exam will involve cataloging several bibliographic records in Marc21 format.
2. Individual practical assignments: The mark obtained in this section accounts for 45% of the final mark. All assignments are compulsory.
3. Team project: Team projects will be marked both individually and in groups. The grade obtained in this section accounts for 5% of the final mark and will be obtained from the group's preparation and presentation of the project.

To pass the course students must have obtained a minimum score of 5 out of 10 in the written tests and an overall score of 8 in individual practical assignments.

The qualification of the individual practical assignments and team project are part of an ongoing evaluation, will remain for the second call and in no case will be recoverable.

In summary, the composition of the final mark is as follows:

Written tests	50%
Individual practical work	45%
Teamwork	5%
TOTAL	**100%**

This assessment is based on the premise that teaching at the University of Valencia is, by definition, classroom-based teaching. In this sense, students should be aware that attendance at both theory and practical sessions is essential for the proper understanding of the contents of the subject. Students must also bear in mind the possibility of part-time enrollments when they are unable to attend all the subjects that make up a complete academic year (60 credits). However, in duly justified circumstances, students may request to be assessed without attending none or some of the lessons. In such cases, the following procedure must be followed:

- At the start of the year, students must inform the course head lecturer(s) of the reason why they are unable to attend class by providing written proof.
- Based on this information, the head lecturer will decide on the possibility of exempting students from attending all or part of the classes.

To be assessed, students who are in this situation must submit all the assignments required by the lecturer (not necessarily identical to those required during the course). Also, they may be asked to defend their assignments orally in front of the lecturer, and they will have to pass a theory test. Assignments will be worth 50% of the final mark and the test will be worth the remaining 50%.

REFERENCES

Basic

- Biblioteca Nacional de Espña, 2019. Bibliotecarios. Procesos técnicos. Normas y estándares de catalogación. Disponible en:
http://www.bne.es/es/Inicio/Perfiles/Bibliotecarios/Procesos-tecnicos/NormasInternacionales/

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Garzón Barrones, RM. Curso de catalogación en formato IBERMARC. Monografías. 2ª ed., 1ª reimp. Madrid: Estudio de Técnicas Documentales, 2003.

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Additional

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