

**COURSE DATA****Data Subject**

<b>Code</b>	33834
<b>Name</b>	General Cataloguing
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2023 - 2024

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1007 - Degree in Information and Documentation	Faculty of Geography and History	2	First term

**Subject-matter**

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

**Coordination**

<b>Name</b>	<b>Department</b>
MONROS LLISO, EDUARDO CRISTOBAL	225 - History of Science and Documentation

**SUMMARY**

The aim of the subject General Cataloguing is to learn how to analyse any type of document from the point of view of its format and content. From a mainly practical approach, the subject deals with the different standards that regulate library cataloguing. Additionally, the subject is supplemented with the application of documentary languages for subject classification in library catalogues.

**PREVIOUS KNOWLEDGE****Relationship to other subjects of the same degree**



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

### Other requirements

No necesita requisitos previos

## COMPETENCES (RD 1393/2007) // LEARNING OUTCOMES (RD 822/2021)

### 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.
- Know a foreign 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.
- Show commitment to the principle of equal opportunities for men and women.
- 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 identify, authenticate and evaluate information sources and resources.
- 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.
- Have skills for creating and applying documentary languages in 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.



## LEARNING OUTCOMES (RD 1393/2007) // NO CONTENT (RD 822/2021)

- Recognise the importance of cataloguing as part of the process of bibliographic organisation.
- Understand the need for fast and universal access to bibliographic information by means of standardisation.
- Develop criteria of application of the cataloguing standards set by IFLA.
- Master the use of the tools used in the practice of cataloguing.
- Acquire a suitable command of the terminology and specialised vocabulary.
- Know the working methodology used in the formal analysis and the contents' analysis.
- Understand the current and future development of cataloguing as a consequence of the application of new technologies.
- Have a historical view of bibliographic classifications. Analyse and assess the classifications used at present.
- Understand the importance of classification in the management of information and documentation.

## DESCRIPTION OF CONTENTS

### 1. The chain and documentary analysis

1. The documentary chain.
2. The documentary analysis.
  - 2.1. The formal analysis.
    - 2.1.1. Bibliographic description.
    - 2.1.2. Cataloging.
  - 2.2. The analysis of the content.

### 2. Standardisation of the process of analysis documentary

1. Introduction.
2. Institutions and organisms the standardisation.
3. Historical evolution.
4. Rules.
5. Bibliography.

### 3. The Spanish rules of cataloguing

1. The rules of cataloging in Spain.
2. Structure of the Rules of Cataloging.



#### 4. The register catalogue

1. Structure of the catalogue records.
2. Point of main access.
3. Points of secondary access.
4. The call mark

#### 5. General rules for the documentary description

1. Organisation of the description.
2. Sources of information.
3. Signs of punctuation.
4. Tongue and type of writing.
5. Shortening and abbreviations.
6. Capital letters, diacritic signs and errors.
7. Levels of detail in the description.

#### 6. The points of access to a cataloguing record

1. Definition.
2. Classes of points of acces.
3. The authority control.
4. Forms of points of access.

#### 7. The systems of documentary classification

1. Concept of documentary classification.
2. The documentary languages (LD).
  - 2.1. Definition of documentary language.
  - 2.2. Functions of the documentary language.
  - 2.3. Differences between natural language and documentary language.
  - 2.4. Typology of documentary languages.
  - 2.5. LD of hierarchical structure.
  - 2.6. LD of structure associated or combinatory.

#### 8. The lists of subject heading

1. Concept.
2. Origin.
3. Network of references.
4. Heading.
5. Subdivisions.
6. Selection of heading.
7. Allocation of heading.



## 8. Models.

**9. The Universal Decimal Classification**

1. Origin.
2. Characteristic.
3. Conceptual relations.
4. Structure.

**10. The Catalogues**

1. The product of the documentary analysis: the catalogue.

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theory classes	37,50	100
Classroom practices	22,50	100
Attendance at events and external activities	3,00	0
Development of individual work	22,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	16,00	0
Preparing lectures	8,00	0
Preparation of practical classes and problem	15,00	0
Resolution of case studies	13,00	0
Resolution of online questionnaires	3,00	0
<b>TOTAL</b>	<b>150,00</b>	

**TEACHING METHODOLOGY****FACE-TO-FACE CLASSES:**

Theoretical and practical classes will be combined with tutored working sessions, where students will be guided and oriented in specific elements of the subject and by means of conducting supplementary activities.

**PRACTICAL EXERCISES**



In the theory and practical lessons, audiovisual resources (PowerPoint presentations, Internet searches, etc.) will be used to present essential theoretical contents.

#### PREPARATION OF PRACTICAL WORK:

The practical exercises proposed to students will be carried out in the classroom either individually or in groups. Attendance to practical sessions is compulsory. Students who cannot attend the lessons for work-related reasons must contact the lecturer before the start of the practical sessions.

#### TUTORIALS:

- a) Programmed tutorials: A schedule of tutoring hours will be programmed for those students who require academic support.
- b) Non-programmed tutorials: A schedule of tutoring hours per week will be programmed to solve the students' questions and academic problems.

#### SUPPLEMENTARY ACTIVITIES:

Visits to information and documentation units may also be part of the practical sessions. In these three-hour visits, students will learn the operation of these units and will then write a review.

## EVALUATION

The evaluation system is continuous and is based on carrying out a series of theoretical and practical exercises throughout the course. To pass the subject in the first call, the following requirements must be met:

- Carry out 80% of the total set of evaluative theoretical exercises.
- Carry out 80% of the total set of evaluative practical exercises.
- Approve 60% of the total set of evaluative theoretical exercises. The evaluation of this type of exercises will mean 50% of the overall grade. Each of the exercises, whose unit value is 1 or 0, must be passed.
- Approve 60% of the total set of evaluative practical exercises. The evaluation of this type of exercises will mean 50% of the overall grade. Each of the exercises, whose unit value is 1 or 0, must be passed.

In the second call, students must take a theoretical and practical cataloging test to pass the course.

This evaluation is based on the premise that teaching at the University of Valencia is, by definition, face-to-face teaching. In this sense, the student must bear in mind that attendance, both in theoretical classes and in those of a practical nature, is essential for an adequate follow-up of the contents of the subject. The student must also bear in mind the possibility of part-time enrollment when it is not possible for him/her to attend all the subjects that make up a full course (60 credits). However, the possibility will be



established, in cases that are adequately justified and for those students who request it, the possibility of being evaluated without the need to attend all or part of the classes. In these cases, the student must proceed as follows:

The teacher responsible for the subject must be notified at the beginning of the course of the incident for which it is impossible for him to attend class, which must be adequately justified in documentary form.

The responsible teacher, in view of this information, will decide the possibility of evaluation without total or partial attendance to the classes of the subject.

Students who find themselves in this situation, must submit, to be evaluated, all the work required by the teacher (not necessarily identical to those required during the course) as well as they may be called to defend them orally before the teacher himself, and They will take a test of acquired knowledge. The weight of the work in the final grade will be 50% and the knowledge test the remaining 50%.

## REFERENCES

### Basic

- CLASIFICACIÓN DECIMAL UNIVERSAL (CDU). Adaptada por Rosa San Segundo Manuel. Edición abreviada. Madrid : AENOR, 2016.

CLAUSÓ GARCÍA, A. Manual de análisis documental : descripción bibliográfica. Pamplona : Eunsa, 2005.

GIL LEIVA, I. Manual de indización : teoría y práctica. Gijón : Trea, 2008.

GIL URDICIAIN, B. Manual de lenguajes documentales. Gijón : Trea, 2004.

LANCASTER, F. WILFRID. El control del vocabulario en la recuperación de información. València : Universitat de València, 2002.

LISTA de encabezamientos de materia para bibliotecas públicas. Madrid : Ministerio de Cultura, 1995. Disponible en: <http://www.mcu.es/bibliotecas/MC/LEMBP/index.html>

MILANO, M. (ed. lit.). Reglas de catalogación de IASA : manual para la descripción de registros sonoros y documentos audiovisuales relacionados. Madrid : ANABAD, 2005.

OLARÁN MÚGICA, M. ISBD consolidada y Marc 21. 2ª edición. Madrid: Arco/Libros, 2016.

REGLAS DE CATALOGACIÓN. 2ª ed., 1ª reimp. Madrid : Dirección General del Libro, Archivos y Bibliotecas, 2010. Disponible en : <http://www.bne.es/es/Servicios/NormasEstandares/ReglasDeCatalogacion/Docs/0000022.pdf>

PINTO MOLINA, M. (ed. lit.). Catalogación de documentos : teoría y práctica. Madrid : Síntesis, 1994.



### Additional

- Aula Virtual de la Universitat de València. Disponible en: <http://aulavirtual.uv.es>.

Biblioteca Nacional de España. Disponible en: <http://www.bne.es>.

CORBALÁN SÁNCHEZ, L. M.; AMAT, C. B. Vocabulario de información y documentación automatizada. Valencia : Universitat de València, 2003.

FUENTES I PUJOL, M. E. Documentación científica e información : metodología del trabajo intelectual y científico. Barcelona : Promociones y Publicaciones Universitarias, 1992.

GUINCHAT, C.; MENU, M. Introducción general a las ciencias y técnicas de la información y documentación. Madrid : CINDOC, 1992.

International Federation of Library Associations and Institutions (IFLA). Disponible en: <http://www.ifla.org>.

LÓPEZ YEPES, J. (coord.). Manual de ciencias de la documentación. Madrid : Pirámide, 2002.

MAGÁN WALSH, J. A. (dir.). Tratado básico de biblioteconomía. Madrid : Editorial Complutense, 2004.

Servei de Biblioteques i Documentació de la Universitat de València. Disponible en: <http://biblioteca.uv.es>.

UBIETO ARTUR, A. P. Documentación automatizada. Zaragoza : Anubar, 1995.