

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

Code	33834
Name	General Cataloguing
Cycle	Grade
ECTS Credits	6.0
Academic year	2024 - 2025

Study (s)

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

Subject-matter

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

Coordination

Name	Department
BARBERA MATIAS, BARBARA	225 - History of Science and Documentation

SUMMARY

General Cataloguing is conceived as a complementary subject to Automated Cataloguing. It introduces the concepts of bibliographic description and cataloguing, so that students learn to analyse different types of documents from a formal and content point of view. An approach is made to the different norms of description and standardised cataloguing standards. The main objective is to enable the student to carry out the bibliographic description of monographs and other types of materials, as well as to select the appropriate access points and write the corresponding headings.

PREVIOUS KNOWLEDGE



Relationship to other subjects of the same degree

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

Other requirements

The subject General Cataloguing is complemented by the subjects Automated Cataloguing and Documentary Languages, taught in the second semester of the second year of the degree.

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)

With the objectives proposed in the subject General Cataloguing, the aim is for the student to acquire the following skills:

- Analysis of bibliographic documents and identification of their informative elements.
- Knowledge of the theoretical and methodological principles for the organisation and representation of bibliographic information.
- Identification of the parts and structure of bibliographic records and knowledge of their functions in the processing and retrieval of information.
- Study and elaboration of bibliographic records in monographs and other formats.
- Ability to write and choose access points for the retrieval of bibliographic records.
- Use and application of norms and standards for the retrieval of bibliographic documentary information and its organisation in catalogues and databases.

DESCRIPTION OF CONTENTS

1. Introduction to cataloguing

- Introduction to bibliographic cataloguing.
- Bibliographic description and cataloguing within the document chain process.
- The bibliographic record: structure and functions.
- Documentary typologies.

2. Standardised cataloguing

- Brief historical evolution of cataloguing standards.
- SBDs: structure, areas and elements.
- Introduction to the new conceptual models: FRBR and RDA.

3. Bibliographic description of monographs

- ISBD (Consolidated): analysis bibliographic records.
- Analytical cataloguing: description of publications in more than one volume.

**4. Bibliographic description of other materials**

- Periodicals: analysis of bibliographic records.
- Special materials: analysis of bibliographic records.

5. Access points

- Criteria and conditions for determining access points.
- Types of access points: primary and secondary.
- Uniform title and preferred title.

6. Choice of access points

- Choice of access points according to the CERs.
- Headings: personal authors, corporate authors, titles and special cases.

7. Control of authorities

- Tools: VIAF, BNE Authorities Catalogue and Cantic.
- Introduction to linked data.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	37,50	100
Classroom practices	22,50	100
Attendance at events and external activities	4,00	0
Development of individual work	30,00	0
Study and independent work	30,00	0
Preparation of evaluation activities	15,00	0
Preparation of practical classes and problem	8,00	0
Resolution of online questionnaires	3,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

Classroom lectures:



There will be four hours of face-to-face class per week in which the theoretical contents of the subject will be presented, supported by the corresponding materials prepared by the teacher and by the recommended bibliography. The lecture procedure based on the master class will be combined with practical activities and exercises.

Practical work:

Throughout the course, different document description and cataloguing exercises will be carried out in order to put the theoretical content into practice. This work will be carried out both in a directed manner and independently by the student.

Completion of evaluation questionnaires:

The student will independently carry out various questionnaires on the contents presented in class throughout the course. The date of completion of the questionnaires and their characteristics will be specified in the appendix to the teaching guide.

Tutorials:

Two hours of weekly tutorials are established in which students will be able to resolve any doubts that may arise throughout the course.

Supplementary activities:

One or more visits will be made to different institutions. The place, date and time of the visit(s) will be specified in the appendix to the teaching guide.

Preparation for the final exam:

For the preparation of the different topics, with a view to the final exam, it will be essential to bear in mind the contents explained in the classroom, as well as the specific bibliography of each topic and the teacher's recommendations.

EVALUATION

The evaluation of the course is structured in the following sections:

- **Practical part:** 50% of the final mark. It includes the following sections:

- **Practical work:** the mark for the practical work will account for 30% of the final mark. In order to pass the course, it will be necessary to complete and hand in all the proposed practical assignments within the established deadline. The grade for the practical work will be carried forward for the second call and in no case will it be recoverable.
- **Resolution of questionnaires:** the grade for practical work will account for 20% of the final grade. In order to pass the course, it will be necessary to complete all the questionnaires. The grade for the questionnaires will be carried forward for the second call and in no case will it be recoverable.



- **Theoretical part:** 50% of the mark. It will be assessed by means of the final exam:

- **Final exam:** the mark obtained in this test will represent 50% of the final mark. The final exam will be a written test and will consist of a theoretical part and a practical part. In order to pass the course, it is essential to obtain a 5 out of 10 in the final exam. This grade will be recoverable in the second call by means of a test with the same characteristics as in the first call.

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

Written test	50%
Individual practical work	30%
Resolution of questionnaires	20%
TOTAL	100%

NOTE:

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

- 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/00000022.pdf>
- PINTO MOLINA, M. (ed. lit.). Catalogación de documentos : teoría y práctica. Madrid : Síntesis, 1994.

Additional

- - BIBLIOTECA NACIONAL DE ESPAÑA. Fuentes de información en RDA e ISBD. Análisis de diferencias [en línea]. Disponible en: https://www.bne.es/sites/default/files/repositorio-archivos/informe_analisis_rda_reglascatalogacion_isbd%5B1%5D.pdf
- CARAVIA, Santiago. La biblioteca y su organización. Gijón: Trea, 2009.
- CARRIÓN GÚTIEZ, Manuel. Manual de bibliotecas Madrid: Fundación Germán Sánchez Ruipérez, 1993.
- CLAUSÓ GARCÍA, Adelina; Antonio CARPALLO BAUTISTA. Manual de análisis documental: supuestos prácticos de monografías. Pamplona: Eunsa, 2008.
- DÍEZ CARRERA, Carmen. La catalogación de los materiales especiales. Gijón: Trea, 2005.



- ESTIVILL RIUS, Assumpció. Catalogación de recursos electrónicos. En: Catalogación de recursos electrónicos. Gijón: Trea, 2006.
- JIMÉNEZ PELAYO, Jesús. El catálogo de autoridades: creación y gestión en unidades documentales. Gijón: Trea, 2002.
- OLARAN MÚGICA, María a Marta MARTÍNEZ GARCÍA. Manual de Catalogación: monografías modernas. Arco-Libros, 2007.
- PEÑA HUERTAS, María José de la a Vanesa Taciana GÓMEZ ORTEGA. Manual de catalogación: monografías y publicaciones seriadas: ISBD, edición consolidada. Madrid: Estudio de Técnicas Documentales, 2012.
- RÍOS HILARIO, Ana Belén. RDA : análisis teórico y aplicación práctica de la actual normativa catalográfica. Gijón: Ediciones Trea, 2020.