

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

Code	33835
Name	Documentary Languages
Cycle	Grade
ECTS Credits	6.0
Academic year	2022 - 2023

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
GONZALEZ TERUEL, AURORA M.	225 - History of Science and Documentation

SUMMARY

Over the past few years it has increased the production of documents and diversified the channels through which user's access to information. Controlled vocabularies describe the contents of the documents and facilitate intermediation between users and documents, fulfilling therefore an essential role in the Information Retrieval Systems. There are different types of controlled vocabularies depending on the exercised control over the vocabulary, the coordination of the terms and their structure. The contents covered in the course "Lenguajes Documentales" (Controlled vocabularies) are one of the backbones of the Degree of Information and Documentation and underlying documentary and reporting process are the basis of documentary processes such as cataloguing, bibliographic and archival description, indexing techniques, journal summary services or the information retrieval systems, among others.



PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

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

Other requirements

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.
- 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.
- 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.
- 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.
- 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

The objectives of the course are the following:

1. Understand the concept and role of controlled vocabularies in the indexation and retrieval information processes.
2. Know the basic concepts of Semantics applied to Library Science.
3. Identify the defining characteristics of the main types of controlled vocabularies.
4. Know how to build and manage controlled vocabularies such as classifications and thesauri.

DESCRIPTION OF CONTENTS

1. Documentary language

Documentary chain or documentary process
Documentary language. Concept and goals
Documentary language typologies
Classification criteria of documentary languages

2. Natural language as documentary language.

Natural language introduction
Free documentary language
Free descriptor terms
Keywords
Social indexing

3. Subject heading list.

Subject heading list. Origin and definition
References networks
Subject headings. Subheadings.
Headings assignment.
Subject heading list models

4. Classifications.

Sistemas de clasificación. Definición y tipologías
Documentary classification systems
Taxonomies WWW use
Development of a classification system
Universal Decimal Classification (UDC)

**5. Thesauri.**

Thesauri. Definition and features

Thesauri structure

Thesauri presentation options

Thesauri developing process and use

Thesauri evaluation

Thesauri and interoperability

Thesauri and ontologies

6. Documentary languages and natural processing language (NLP).

Artificial Intelligence, Machine Learning and Deep Learning

NLP. Definition and main features

NLP. Current and future applications

NLP. Most common text preprocessing tasks

NLP. Most used algorithms for text analytics

NLP web services (API)

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	30,00	100
Computer classroom practice	15,00	100
Classroom practices	15,00	100
Development of group work	30,00	0
Development of individual work	15,00	0
Study and independent work	30,00	0
Readings supplementary material	15,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The teaching and learning of the course “Lenguajes Documentales” (Controlled vocabularies) combine lectures where the theoretical contents are presented with individual practices where applied exercises are developed.

Students will have 3 hours of weekly attendance to tutorials that can turn to answer any question relating to the subject. Students can also use the system of virtual tutorials.



EVALUATION

1. Proof written: a final written examination that will result in 50 per cent of the qualification will take place. It will be necessary to obtain a minimum score of 5 on the note of the exam to pass the course.
2. Practical work: it Consists in a series of activities practise on the matter, of individual form or in group. This practical work represents 50% of the final note and approves with the realisation of all the activities proposed and the correct realisation of 50% of them.

To surpass the subject is necessary to approve each part with 50% of the total of the punctuation.

The composition of the final note resolves of the following way:

Proof written	50%
Practical work	50%
TOTAL	100%

The qualification of the individual practical and the team project are part of an ongoing evaluation, will remain for the second call and in no case will be recoverable. Activities delivered after the deadline will not be considered, and activities with plagiarized content will be scored with zero.

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

- Currás, Emilia (2005). Ontologías, taxonomía y tesauros: Manual de construcción y uso. 3ª ed. Gijón: Trea.
- Gil Urdiciain, Blanca (2004). Manual de lenguajes documentales. 2ª ed. Gijón: Trea.
- Maniez, Jacques (1992). Los lenguajes documentales y de clasificación: Concepción, construcción y utilización en los sistemas documentales. Madrid: Fundación Germán Sánchez Ruipérez.
- Pinto Molina, (1997). Manual de clasificación documental. Madrid: Síntesis.
- Lancaster, Frederick (2002). El control del vocabulario en la recuperación de información. Valencia: Universitat de València

Additional

- Norma UNE 50106:1990. Documentación. Directrices para el establecimiento y desarrollo de tesauros monolingües. Madrid: Aenor.
- Moreiro González, José Antonio (2004). El contenido de los documentos textuales: su análisis y representación mediante el lenguaje natural. Gijón: Trea
- Pinto Molina, María, García Marco, Francisco Javier, Agustín Lacruz, María del Carmen (2002). Indización y resumen de documentos digitales y multimedia: técnicas y procedimientos. Gijón: Trea.