

25703 - Bibliographic Management

Syllabus Information

Academic year: 2023/24

Subject: 25703 - Bibliographic Management

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 6.0

Year: 1

Semester: First Four-month period

Subject type: Basic Education

Module:

1. General information

The goal of this subject is to acquire the competences and skills necessary to create, organize and structure correctly references, lists and bibliographic repertoires.

The subject is developed with a practical approach, combining the acquisition of theory with laboratory practice. In , the subject is part of the gradual process of acquisition of competences that takes place in the degree. The knowledge acquired in this course will be reinforced and used in Fundamentals of Information Retrieval and General Sources of Information; and will be applied in the elaboration of works and practices during the whole development of the Degree.

The course is aligned with Sustainable Development Goals 4, 5, 8 and 17

2. Learning results

1. Knows and applies the methods and techniques necessary for the elaboration and exploitation of bibliographies.
2. Knows and applies the appropriate norms and standards for the preparation and management of bibliographies.
3. Is able to describe bibliographically different types of documents.
4. Correctly uses and applies bibliographic management tools.
5. Knows how to evaluate the quality and reliability of information resources.

3. Syllabus

1. Concept and history of bibliography.
2. Document typology.
3. ISO 690 Standard.
4. Bibliographic styles.
5. Bibliographic reference managers.
6. Bibliographic products: lists, repertoires and systematic reviews.

4. Academic activities

Learning is based on direct interaction with tools and resources. Theoretical and practical knowledge is combined in a computer lab. The activities are as follows:

1. Theoretical classes: presentation of theoretical contents and discussion with students.
2. Laboratory practices: practices with computer tools in the laboratory.
3. Individual project: development of a process of definition, design, elaboration and dissemination of bibliographic repertoire using computer tools for reference management.
4. Tutorials: resolution of any doubts that may arise and follow-up of individual practical work.

5. Assessment system

FIRST CALL

Continuous assessment

1. *Internships*: Value: 20%. Assessment criteria: Application of methodology and tools. Compliance with technical requirements of the practice guidelines.
2. *Individual bibliographic repertoire*: 40%. Assessment criteria: Application of the methodology and specific tools used in the subject. Compliance with the technical requirements of the practice guidelines.

3. *Theoretical-practical test*: written exercise on theoretical and practical contents. Value: 40%. Criteria: Understanding and correspondence with theoretical and practical contents of the subject. Organization, writing and argumentation.

To pass, 50% of the total possible score is required. The activities are only compensable among themselves, obtaining at least 40% of the maximum possible score in each of them. Information directly related to the development and execution of the tests may be requested at any time to student.

Global assessment test

1. *Theoretical-practical exam* as indicated in the previous section, value of 60%.

2. *Delivery of practices and bibliographic repertoire*, value of 40%. Practices already carried out in continuous evaluation will not be admitted.

Criteria: Understanding and correspondence with the theoretical and practical contents of the subject. Organization, writing and argumentation.

SECOND CALL

Global assessment test: identical to that of the first call.