

25710 - Preco-ordinated indexing and bibliographic classification

Syllabus Information

Academic year: 2023/24

Subject: 25710 - Preco-ordinated indexing and bibliographic classification

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 9.0

Year: 2

Semester: Second Four-month period

Subject type: Compulsory

Module:

1. General information

Its goal is to enable students to write thematic access points that allow them to retrieve documents, formulating demands on the topics or subjects they deal with.

Its goals, aligned with the Sustainable Development Goals, make the acquisition of learning results, provide training and competence in: 4: Quality education; 5: Gender Equality. 10 Reduction of inequalities

The course is oriented towards the achievement of:

- Knowledge of indexing and classification processes
- Handling of tools and instruments
- Writing of alphabetical or thematic-systematic documentary products

For the adequate acquisition of the competences it is advisable to have passed the subjects Fundamentals of Indexing, Fundamentals of Information Retrieval and Cataloging.

2. Learning results

- Identifies, analyzes and describes the thematic content of different documents.
- It includes the UNE-50-121-1991 Standard or its successor as a methodological standard for document analysis, determination of its content and selection of indexing terms.
- Understands and manages the lexicon, syntax and principles of composition and creation of Subject Heading Lists used in Spanish library systems.
- Write subject headings, applying the Subject Heading Lists for Public Libraries or the documentary language determined by the subject teacher for the indexing work.
- It comprises the UNE-50001:2015 Standard or its successor in the bibliographic classification process.
- Build classification indexes applying the UNE-50001:2015 Standard or its successor in the process of classification bibliographic classification process.
- Organizes and arranges the bibliographic collections arranged in open access sections.

3. Syllabus

1. Documentary languages
2. Subject headings. Different lists of Subject Headings
3. The list of Subject Headings for Public Libraries
4. The classification process.
5. Classification systems. Different classification systems
6. The Universal Decimal Classification
7. Control of authorities

4. Academic activities

The methodology and learning activities consist of:

- Face-to-face lectures: development of theoretical contents by the professor.
- Practical activities similar to real cases: they allow the approach, commentary, discussion and resolution of the practical cases.
- Combination of expository techniques and individual and group practical activities.

Reflection, analysis, critical thinking and active participation are encouraged through:

* Personal work: Preparation, analysis and proposals for the resolution of the practical cases that are subsequently commented and resolved in the practical classes.

* Review and self-assessment of assumptions and activities.

5. Assessment system

FIRST CALL

Continuous assessment system:

* Individual written test on theoretical and practical content: 50% of the final grade.

* Individual projects: 30% of the final grade.

* Group projects: 20% of the final grade.

A minimum score of 5 in each of the three parts will be required for averaging the three parts.

Test Overall assessment

The tests consist of the same type of exercises as those carried out throughout the course, since they are tests directly related to the learning results foreseen for the course. The exercises will be as follows: * Individual written test on theoretical-practical content: 70% of the final grade

* Development of a practical case to be determined by the teacher of the subject: 30%

SECOND CALL

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