

25709 - Cataloguing

Syllabus Information

Academic year: 2024/25

Subject: 25709 - Cataloguing

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 9.0

Year: 2

Semester: First Four-month period

Subject type: Compulsory

Module:

1. General information

The goal of the subject is to enable the student to describe any type of document, to select the formal access points that facilitate the users of a given information system to retrieve them and to write the headings corresponding to the access points in order to specify the retrieval and arrangement of bibliographic records by creating catalogs and other information retrieval tools. The subject, together with Indexing and Classification, allows the acquisition of the essential techniques to create repertories and catalogs and to have the ability to retrieve information.

2. Learning results

The student must at the end of the subject:

- Organize and structure data related to the description of documents and collections of documents in any medium.
- Connect these elements with the information needs of the users.
- Explain and understand the standards for standardization in bibliographic representations.
- Apply standardization rules in bibliographic representations.
- Standardize data related to the cataloging of documents and collections of documents in any medium.
- Create and operate tools for accessing data, documents or references.

3. Syllabus

It is divided into the following sections:

- Bibliographic description (Monographs): General rules, title and statement of responsibility, edition, specific data on the type of document, publication, distribution, etc., physical description, series, notes, standardized number and conditions of acquisition
- Description of other materials: old monographs, manuscripts, cartographic materials, graphic materials, projectable graphic materials, printed music, sound recordings, microforms, films and video recordings, computer files and serials.
- Choice of access points, form of heading, uniform title.
- MARC 21 Format for Monographs

4. Academic activities

The subject is structured in master classes in which the theoretical contents of description and cataloguing and the correct use of the standards will be dealt with.

{In addition, the student will have to prepare the bibliographic records from the proposed examples that are corrected in the classes or practical seminars and will carry out a thorough reading of the Spanish regulations concerning the choice of access point, formulation of headings and uniform titles through the corresponding chapters of the *Spanish Rules of Cataloguing*.

5. Assessment system

FIRST CALL

Overall assessment system

It will consist of a written test in which different practical assumptions not analyzed in the practical classes will be solved with a maximum duration of 30 minutes for each of the assumptions. As a general rule, a total of four different assumptions belonging to different typologies and characteristics will be proposed to allow the student to demonstrate and appreciate to the teacher the ability to deal with any type of document with guarantees. The practical cases will present the same characteristics and typologies as those that have been worked on by the student and solved jointly in the practical classes.

The following will be taken into account for their assessment:

- a. the correct identification of the type and typology of the document.
- b. the correct application of the rules and regulations concerning the description
- c. the correct application of the regulations concerning the choice of access points, headings and uniform titles.
- d. the ease of retrieval of the document that is the subject of the assumption.

SECOND CALL

Global assessment test Identical to the first call.

6. Sustainable Development Goals

- 4 - Quality Education
- 5 - Gender Equality
- 17 - Partnerships for the Goals