

**COURSE DATA****DATA SUBJECT**

Code: 33833
Name: Automated Cataloguing
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2025-26

STUDY (S)

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Facultat de Geografia i Història	2	Second quarter

SUBJECT-MATTER

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

COORDINATION

ALONSO ARROYO ADOLFO

SUMMARY

The aim of this subject is to provide students with the skills, techniques and abilities needed to create records in MARC format. We will be using different integrated library management systems so that students can compare different working interfaces. We need to know the MARC format as most libraries are computerized and because the database that forms the core of most library systems is composed of records made in MARC format. Strategies and resources will be designed to help students solve the problems of automated cataloguing. Also, we will work on the design, creation, development and dissemination of the RDA (Resource Description & Access) standard, designed for the digital world as a new structure of the rules regarding current cataloguing codes.

PREVIOUS KNOWLEDGE**RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

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

OTHER REQUIREMENTS

It is advisable that students have studied the subject in General Cataloguing during the first semester of the



second year to be able to follow this subject smoothly.

COMPETENCES / LEARNING OUTCOMES

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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.

Be able to apply critical reasoning to the analysis and assessment of alternatives.

Be able to detect training needs and to design and implement user training programmes aimed at improving their information skills.

Be able to undertake improvements and propose innovations.

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.

Capacity to write analytical reports and summaries with regard to management and organisation of information.

Demonstrate organisational and planning skills.

Have decision-making capacity.

Have oral and written communication skills in one's own language.

Have problem-solving skills.

Have skills for information management.

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, 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.

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.

Understand, design and apply models for data and information representation, and mechanisms for data extraction and exploitation and for information retrieval.



DESCRIPTION OF CONTENTS

1. MARC21 format as a structure for the exchange of bibliographic data

- The MARC format, evolution and development
- Objectives of the MARC format
- The MARC format in Spain: IBERMARC. MARC21
- MARC21. Typologies
- Structure of MARC21. Leader, directori, fields, indicators, codes, relationship between fields

2. Authorities control in an integrated library management system

- Cataloging and maintenance of databases
- Bibliographic records
- Function of de authorities records
- Structure of a MARC authority record

3. Cooperation and sharing of library resources

- Centralized cataloging. Definition
- Cooperative cataloging. Objectives, advantages and disadvantages
- Derivative cataloging. Definition, stages and impact
- Methods of conversion
- The Z39.50 standard. Evolution, objectives, search process, benefits

4. The new cataloging code RDA (Resource Description and Access)

- Introduction to RDA: general properties and structure
- What is an entity-relation model
- Relationship between RDA and FRBR and associated
- Relationship between RDA and MARC21

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	30,00
Computer classroom practice	30,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES



Activity	Hours
Attendance at other activities	3,00
Individual or group project	35,00
Independent study and work	25,00
Preparation of lessons	10,00
Preparation for assessment activities	17,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

• CLASSROOM LECTURES:

Classroom lectures will be mostly practical and will be supported by the theoretical contents covered in the units pr

• PREPARATION OF LECTURES:

A support handbook supplemented with a booklist will be delivered to students. This handbook will be the source o

• PREPARATION OF PRACTICAL WORK:

A key element of this course is attendance to compulsory practical sessions. Practical assignments will be based o

• PREPARATION OF A TEAM PROJECT:

Team projects will be carried out following the working methodology used for practical assignments and will help th

• TUTORIALS:

A number of hours of tutoring per week are set to direct the students' autonomous learning. In them, students can a

Group tutorials will also be scheduled to solve any questions which, because of their nature, require greater attentio

• SUPPLEMENTARY ACTIVITIES:

Different forums will be organized to discuss issues related to the theoretical and practical contents. The students' participation and initiative will be assessed. These forums will help answer questions and supplement knowledge with the comments made by peers and with the lecturer's contribution.

EVALUATION

1. **Written tests:** The mark obtained in these tests will account for 50% of the final mark, distributed in 20% (theoretical examination) and 30% (practical examination). The theory exam may consist of short, long or multiple-choice questions and will test students on the contents covered throughout the course. The practical exam will involve cataloguing several bibliographic records in Marc21 format.
2. **Individual practical assignments:** The mark obtained in this section accounts for 45% of the final mark.
3. **Team project:** Team projects will be marked both individually and in groups. The grade obtained in this section accounts for 5% of the final mark and will be obtained from the group's preparation and presentation of the project.

To pass the course students must have obtained a minimum score of 5 out of 10 in the written tests.



The qualification of the individual practical assignments and team project are part of an ongoing evaluation, will remain for the second call and in no case will be recoverable.

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

Written tests	50%
Individual practical work	45%
Teamwork	5%
TOTAL	100%

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

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