

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

Code: 33835
Name: Documentary Languages
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

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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

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 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 creating and applying documentary languages in information systems.

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 a foreign language.

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. 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. Classifications.

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

4. Thesauri.

- Thesauri. Definition and features
- Thesauri structure
- Thesauri presentation options
- Thesauri developing process and use
- Thesauri evaluation
- Thesauri and interoperability
- Thesauri and ontologies



5. Subject heading list.

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

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

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	30,00
Computer classroom practice	15,00
Classroom practices	15,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	45,00
Independent study and work	45,00
Preparation of lessons	0,00
Preparation for assessment activities	0,00
Resolution of case studies	0,00
Total hours	90,00

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. Written test: a final written exam will be taken that will account for 50% of the final grade. It will be necessary to obtain a minimum grade of 5 out of 10 to pass the subject. The written test will be recoverable in the second call by taking a test of the same characteristics.

2. Practical work: consists of carrying out a series of practical activities on the subject, individually or in groups. This practical work represents 50% of the final grade and the grade will apply for the two calls. Those internships that are delivered after the established period will be graded with 0.

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

- 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
- 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.