UNIVERSITÀ DEGLI STUDI DI BARI ALDO MORO

DIPARTIMENTO DI
RICERCA E INNOVAZIONE UMANISTICA

General information	
Academic subject	Theories and techniques of cataloguing and classification
Degree course	Bachelor of Arts in Cultural Heritage (L-1), Archival and Library science curriculum
Academic Year	2022-2023
European Credit Transfer and Accumulation System (ECTS)	6
Language	Italian
Academic calendar (starting and ending date)	First Semester (26.09.2022 – 9.12.2022)
Attendance	Attendance is governed by the Didactic Regulation of the Course which can be found at the following link: https://w3.uniba.it/corsi/scienze-beni-culturali/presentazione-del-corso/R.D.SBC20222023.pdf

Professor/ Lecturer	
Name and Surname	Antonella Trombone
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Telephone	
Department and address	Dipartimento di Ricerca e innovazione umanistica, Palazzo Ateneo, Piazza Umberto I, Bari
Virtual headquarters	
Tutoring (time and day)	During the first semester, before or at the end of classes, but always contact the professor in advance at the e-mail address antonella.trombone@uniba.it During the second semester, by appointment to be arranged with the professor at the e-mail address antonella.trombone@uniba.it

Syllabus	
Learning Objectives	The aim of the course is to introduce the modern theory of cataloguing and to analyse, also in their practical application, the new Italian cataloguing rules (REICAT) and their information output in online catalogues. The last lessons are devoted to the theory of indexing and the most widely used systems of subject cataloguing as well as classification.
Course prerequisites	The student must have acquired the cultural and disciplinary knowledge provided by high school curricula and the first year of the bachelor's degree program.
Contents	Theories, principles, and techniques of nominal and descriptive cataloging: history, objectives, functions, and structure of the author and title cataloguing. History, objectives, functions and structure of the catalogue. The Italian cataloging rules (REICAT). The bibliographical description. The authority control. The information technology applications, cooperation and library networks. Subject indexing. Subject headings (with the Nuovo Soggettario) and Dewey Decimal Classification. Current trends in cataloguing.
Books and bibliography	Alberto Petrucciani – Simona Turbanti, *Manuale di catalogazione: principi, casi e problemi*, Milano: Editrice bibliografica – Roma: Associazione italiana biblioteche, 2021. Selected parts from: Antonella Trombone, *Principi di catalogazione e rappresentazione delle entità*

	bibliografiche, presentazione di Diego Maltese. Roma: Associazione italiana biblioteche, 2018. For non-attenders: the program will include additional parts to be agreed with the professor.
Additional materials	Students will learn to consult and use the normative texts and tools of cataloguing work listed below: Regole italiane di catalogazione: REICAT. Roma: Istituto centrale per il catalogo unico, 2009 (disponibile anche a https://www.iccu.sbn.it/it/normative-standard/normative-catalografiche/, in formato PDF e in versione Wiki, corredata da riproduzioni e descrizioni complete di parte degli esempi). Biblioteca Nazionale Centrale di Firenze. Nuovo soggettario. Con accesso al Thesaurus multidisciplinare: http://thes.bncf.firenze.sbn.it Introduzione alla Classificazione Decimale Dewey: https://www.aib.it/pubblicazioni/webdewey-italiana/

Work schedule			
Total	Lectures	Hands on (Laboratory, working groups, seminars, field trips)	Out-of-class study hours/ Self-study hours
Hours			
150	42		108
ECTS			
6			
Teaching strategy	Lectures; cataloguing exercises		
Expected learning outcomes			
Knowledge and understanding on:	Knowledge of the principles, standards and tools of cataloguing and classification using cataloguing rules and tools.		
Applying knowledge and understanding on:	Ability to develop a critical approach in the use and application of the normative tools of bibliographical description and cataloguing by authors, both in the bibliographical and in the library field.		
Soft skills	Ability to identify, classify and use bibliographic and cataloguing information sources, both scientific and professional as well as generalist.		

Assessment and feedback	
Methods of assessment	Oral examination with practical test
Evaluation criteria	The examination includes a practical cataloguing test and discussion of the case dealt with, with references to the principles and criteria to be used and the regulations adopted. Questions are also asked about cataloguing and indexing systems and the principles and criteria used in the Cataloguing Rules. In particular, the ability to correctly describe and catalogue a current publication, the ability to justify one's choices in relation to the standards and principles, as well as knowledge of the main problems of the subject are taken into account for the assessment.
Criteria for assessment and attribution of the final mark	The assessment criteria for each of the learning outcomes as listed above will take into account the level of maturity of the skills the candidate will be able to acquire from both classroom learning and self-study, and his or her ability to express them during attendance and at the time of the examination.
Additional information	