UNIVERSITÀ
DEGLI STUDI DI BARI
ALDO MORO

DIPARTIMENTO
DI RICERCA E
INNOVAZIONE UMANISTICA

COURSE OF STUDY Cultural Heritage (L-1)

ACADEMIC YEAR 2023-2024

ACADEMIC SUBJECT Theories and techniques of cataloguing and classification

General information	
Year of the course	2nd year
Academic calendar (starting and ending date)	1st semester
Credits (CFU/ETCS):	6
SSD	Archival Science, Bibliography and Library Science (M-STO/08)
Language	Italian
Mode of attendance	Attendance is governed by the Didactic Regulations of the course of study (art. 4.2)

Professor/ Lecturer	
Name and Surname	Antonella Trombone
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Telephone	
Department and address	Palazzo Ateneo, Piazza Umberto I, Bari
Virtual room	
Office Hours (and modalities: e.g., by appointment, on line, etc.)	In the first semester, in presence, before or at the end of the lessons. Or by appointment, in presence or remotely, but always please contact the teacher in advance at the e-mail address antonella.trombone@uniba.it

Work schedule	
Hours	

Total	Lectures	Hands-on (laboratory, workshops, working groups, seminars, field trips)	Out-of-class study hours/ Self-study hours
150	42		108
CFU/ETCS			
6	6		

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. Interest in the history of books, documents and publishing can facilitate a better understanding of the topics covered.

Teaching strategie	Lectures; Cataloguing exercises.
Expected learning outcomes in terms of	
Knowledge and understanding on:	o Knowledge of the principles, standards and tools of cataloguing and classification using cataloguing rules and tools.
Applying knowledge and	o Ability to develop a critical approach in the use and application of

understanding on:	the normative tools of bibliographical description and cataloguing by authors, both in the bibliographical and in the library field.

Soft skills	• *Making informed judgments and choices*
	  o At the end of the course the student will be able to work independently in the use of the normative tools of descriptive and semantic cataloguing as well as to develop a critical approach in the analysis of the results of both bibliographical and cataloguing work.
	• *Communicating knowledge and understanding*
	  o At the end of the course, the student will be able to understand and use the language of the discipline, learning to value study in a formally clear, coherent and methodologically well-founded discourse.
	• *Capacities to continue learning*
	  o At the end of the course, the student will be able to independently learn correct theories, methods and techniques for approaching both descriptive and semantic cataloguing.

Syllabus	
Content knowledge	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.
Texts and readings	Alberto Petrucciani – Simona Turbanti, *Manuale di catalogazione: principi, casi e problemi*, Milano, 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.
Notes, 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 (also available at https://www.iccu.sbn.it/it/normative-standard/normative-catalografiche/, in PDF and in Wiki version, with reproductions and examples). Biblioteca Nazionale Centrale di Firenze. Nuovo soggettario. With access to Thesaurus: http://thes.bncf.firenze.sbn.it Introduction to Dewey Decimal Classification: https://www.aib.it/pubblicazioni/webdewey-italiana/
Repository	TEAMS code: ulege2m

Assessment	
Assessment methods	Oral examination

Assessment criteria	• *Knowledge and understanding*
	  o The student will have to demonstrate the ability to deal with a practical cataloguing test of a current publication and the discussion of the case dealt with, with references to the principles and criteria to be used and the regulations adopted.
	• *Applying knowledge and understanding*
	  o The student must demonstrate knowledge of cataloguing and indexing

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	systems and the principles and criteria used in the Cataloguing Rules.
	 • *Autonomy of judgment*
	    o The student is expected to demonstrate the ability to independently use the normative tools of descriptive and semantic cataloguing, and to have developed a critical approach in analysing the results of both bibliographic and cataloguing work.
	 • *Communicating knowledge and understanding*
	    o The student must demonstrate the ability to use the specific language of the discipline, enhancing it through a formally clear, coherent and methodologically well-founded discourse.
	 • *Communication skills*
	    o The student must demonstrate the ability to use the specific language of the discipline, enhancing it through a formally clear, coherent and methodologically well-founded discourse.
	 • *Capacities to continue learning*
	    o The student is expected to demonstrate the ability to independently learn, address and solve problems that arise in the work of descriptive and semantic cataloguing of modern publications.

Final exam and grading criteria	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 in the examination. The final mark is awarded in thirtieths. The examination is deemed to have been passed when the mark is greater than or equal to 18, according to the following pattern - insufficient assessment - 18-21: sufficient assessment - 22-24: fair assessment - 25-27: good assessment - 28-30 (with possible award of distinction): very good or excellent mark.
Further information	