

**Universitatea Babeş–Bolyai, Cluj–Napoca**  
**Facultatea Istorie și Filosofie**  
**Anul universitar 2007-2008**  
**Semestrul I**

**I. Informații generale despre curs, seminar, lucrare practică sau laborator**

**Titlul disciplinei: Dezvoltarea colectiilor, catalogare și clasificare**

**Codul: HBR 4103**

**Numărul de credite: 7**

**Locul de desfășurare: BCU**

**Programarea în orar a activităților:**

*The course will be held by Prof. Alice Keller*

This course needs 40 hours for lectures and about 100 hours for self studies  
There will be 9 sub-moduls with the following content:

Literature short list:

*Brinkhus, Gerd: Originalerhaltung um welchen Preis?.- In: Bibliotheksdienst (2000) 34, p.726-36*

[http://bibliotheksdienst.zlb.de/2000/2000\\_05\\_Bestandserhaltung01.pdf](http://bibliotheksdienst.zlb.de/2000/2000_05_Bestandserhaltung01.pdf)

*Functional requirements of bibliographic records / IFLA Study Group on the Functional Requirements for Bibliographic Records...- München: Saur, 1998.- 136 p.*

*Haller, Klaus; Fabian, Claudia: Bestandserschliessung.- In: Frankenberger, Rudolf; Haller, Klaus: Die moderne Bibliothek.- München: Saur, 2004.- p. 222-261.*

*Hauke, Petra [Ed.]: RAK versus AACR: Projekte, Prognosen, Perspektiven.- Bad Honnef: Bock+Herchen, 2002.*

*Keller, Alice: Beschaffung von Online-Medien.- In: Hobohm, H.-C.; Umlauf, Konrad [Ed.]: Erfolgreiches Management von Bibliotheken und Informationseinrichtungen.- Hamburg: Dashöfer, 2002.*

*Laisiepen, Klaus et al. [Eds.]: Grundlagen der praktischen Information und Dokumentation.- 5. Aufl. – München: Saur, 2004.*

*The online catalogue.- London: Library Association, 1989.*

*Scientific publication: Policy on Open Access. – European Research Advisory Board. Final Report. - 2006*

[http://ec.europa.eu/research/eurab/pdf/eurab\\_scipub\\_report\\_recomm\\_dec06\\_en.pdf](http://ec.europa.eu/research/eurab/pdf/eurab_scipub_report_recomm_dec06_en.pdf)

*Study on the economic and technical evolution of the scientific publication markets in Europe. Final Report. - Brussels: European Commission, 2006*

[http://ec.europa.eu/research/science-society/pdf/scientific-publication-study\\_en.pdf](http://ec.europa.eu/research/science-society/pdf/scientific-publication-study_en.pdf) Umlauf, Konrad: Bestandsaufbau an öffentlichen Bibliotheken.- Wiesbaden: Harrassowitz, 1997.

#### *1: Acquisition politics/strategies*

The students should learn how libraries organize their acquisitions strategies, how they realize these goals in an operational way, which qualitative instruments are useful to do this and which quantitative instruments can be used.

Brinkhus, Gerd: Originalerhaltung um welchen Preis?.- In: Bibliotheksdienst (2000) 34, p.726-36

([http://bibliotheksdienst.zlb.de/2000/2000\\_05\\_Bestandserhaltung01.pdf](http://bibliotheksdienst.zlb.de/2000/2000_05_Bestandserhaltung01.pdf))

*Functional requirements of bibliographic records* / IFLA Study Group on the Functional Requirements for Bibliographic Records...- München: Saur, 1998.- 136 p.

#### *2: Selection and purchasing of library materials*

Students should be able define the specific characteristics of a selected number information sources. They should also be able to name the expectations of vendors, libraries and users and they should know how to organize the detailed acquisitions processes. Besides this the special aspects of selecting and purchasing online materials should also be mentioned.

Haller, Klaus; Fabian, Claudia: Bestandserschließung.- In: Frankengerger, Rudolf; Haller, Klaus: Die moderne Bibliothek.- München: Saur, 2004.- p. 222-261.

Hauke, Petra [Ed.]: RAK versus AACR: Projekte, Prognosen, Perspektiven.- Bad Honnef: Bock+Herchen, 2002.

#### *3: Book trade and publishing*

Students should know the characteristics of the publishing business and especially the socio-economic context of purchasing library materials.

Keller, Alice: Beschaffung von Online-Medien.- In: Hobohm, H.-C.; Umlauf, Konrad [Ed.]: Erfolgreiches Management von Bibliotheken und Informationseinrichtungen.- Hamburg: Dashöfer, 2002.

Laisiepen, Klaus et al. [Eds.]: Grundlagen der praktischen Information und Dokumentation.- 5. Aufl. – München: Saur, 2004.

#### *4: Securing and archiving collections*

Students should understand the complexity of mass conservation and should get a feeling about the organizational and technical problems of long-term storage of electronic documents.

*The online catalogue*.- London: Library Association, 1989.

*Scientific publication: Policy on Open Access*. – European Research Advisory Board. Final Report. - 2006

[http://ec.europa.eu/research/eurab/pdf/eurab\\_scipub\\_report\\_recomm\\_dec06\\_en.pdf](http://ec.europa.eu/research/eurab/pdf/eurab_scipub_report_recomm_dec06_en.pdf)

#### 5: *Alphabetic cataloguing, alphabetic catalogues*

Students should know the terminology and the critical issues of alphabetical cataloguing. They should also be able to evaluate the quality of bibliographic descriptions.

*Study on the economic and technical evolution of the scientific publication markets in Europe*. Final Report. - Brussels: European Commission, 2006

[http://ec.europa.eu/research/science-society/pdf/scientific-publication-study\\_en.pdf](http://ec.europa.eu/research/science-society/pdf/scientific-publication-study_en.pdf)

*Umlauf*, Konrad: Bestandsaufbau an öffentlichen Bibliotheken.- Wiesbaden: Harrassowitz, 1997.

#### 6: *Subject cataloguing*

Students should understand the different kinds of subject cataloguing within libraries.

*Understanding MARC bibliographic: Machine-readable cataloguing*. – 7. ed.- Washington, DC: Library of Congress, 2003 (<http://www.loc.gov/marc/umb/>)

*VanPulis*, Noelle: Think tank on the present and future of the online catalog.- Chicago, Ill.: American Library Association, 1991.

*Wiesner*, Margot; *Werner*, Andreas; *Schäffler*, Hildegard: Bestandsaufbau.- In: *Frankenberger*, Rudolf; *Haller*, Klaus: Die moderne Bibliothek.- München: Saur, 2004.- p.166-221.

#### 7: *Online cataloguing*

Students should understand the specific characteristics of online cataloguing  
*The online catalogue*.- London: Library Association, 1989.

*Scientific publication: Policy on Open Access*. – European Research Advisory Board. Final Report. - 2006

[http://ec.europa.eu/research/eurab/pdf/eurab\\_scipub\\_report\\_recomm\\_dec06\\_en.pdf](http://ec.europa.eu/research/eurab/pdf/eurab_scipub_report_recomm_dec06_en.pdf)

#### 8: *Classification systems within libraries*

Students should know 2-3 classification systems and should be able to describe their specifics. Besides this students should know the advantages and disadvantages of classifications and verbal subject cataloguing.

*Functional requirements of bibliographic records / IFLA Study Group on the Functional Requirements for Bibliographic Records...*- München: Saur, 1998.- 136 p.

*Haller*, Klaus; *Fabian*, Claudia: Bestandserschließung.- In: *Frankenberger*, Rudolf; *Haller*, Klaus: Die moderne Bibliothek.- München: Saur, 2004.- p. 222-261.

*Hauke, Petra* [Ed.]: RAK versus AACR: Projekte, Prognosen, Perspektiven.- Bad Honnef: Bock+Herchen, 2002.

#### 9/10: Library networks

Students should understand the importance of co-operative library initiatives, as library networks, portals, co-operative search engines etc.

*Keller, Alice*: Beschaffung von Online-Medien.- In: *Hobohm, H.-C.; Umlauf, Konrad* [Ed.]: Erfolgreiches Management von Bibliotheken und Informationseinrichtungen.- Hamburg: Dashöfer, 2002.

*Laisiepen, Klaus et al.* [Eds.]: Grundlagen der praktischen Information und Dokumentation.- 5. Aufl. – München: Saur, 2004.

*The online catalogue.*- London: Library Association, 1989.