



**Common Core Department** 





# Course 2 Library Catalogue

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# Course Outline:

- · Key Definitions: Catalogue, Classification Code, Notice
  - Accessing the Catalogue (On-site or Online)
    - Search Techniques in the Catalogue
      - Library Regulations

## Introduction

National bibliographies serve as specialized databases that list all documents stored in national libraries.

The **Bejaia University Bibliography** is integrated into the Algerian Library Catalogue, accessible online via <u>Algerian Libraries Catalogue</u>

https://www.pdoc-dz.com/catalogue-bibliotheque-algerienne

The university's library catalogue is available at <u>Bejaia University</u> <u>Catalogue</u>.

http://recherche.univ-bejaia.dz/opac/

These catalogues are fed by **legal deposit**, requiring all publishers to submit copies of their publications.

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- A library catalogue is a descriptive list of the documents held by a library:
  - > Books
  - > Periodicals
  - > government publications
  - > audiovisual documentation,
  - > dissertations,
  - > Theses
  - reports, etc.
  - A library catalogue allows you to :
    - > check the availability of documents,
    - > locate documents by author, title, subject, etc.
  - Library catalogues are often automated and accessible via the Internet.
  - They are then considered as databases.

# 1. Key Concepts

#### **Classification Code "Cote"**

A set of symbols (letters and numbers) used to locate a document within a library.

It aids in retrieving and re-shelving documents, whether they are accessible in open spaces or in storage.

Digital documents also have classification codes to help identify them.

Libraries use **classification systems** to organize all documents on a particular topic physically.

These classifications group similar topics, facilitating easy access for researchers.

#### Numerical classification;

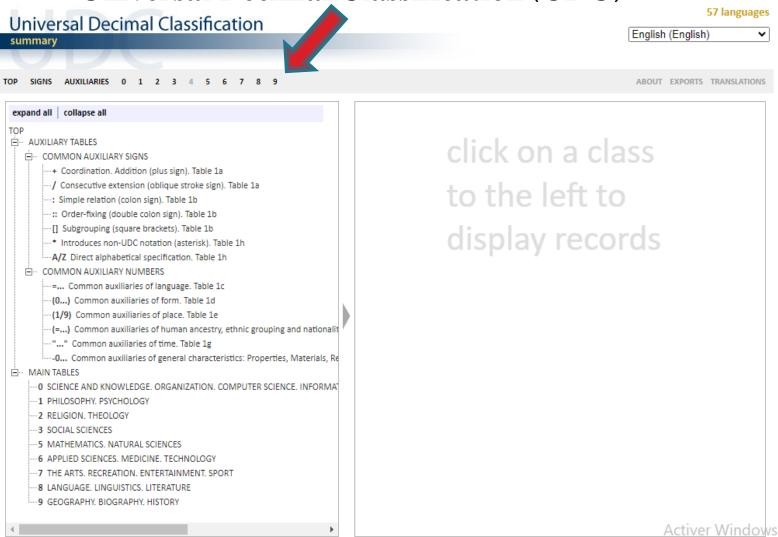
#### **➤** Universal Decimal Classification (UDC):

A globally used system that categorizes documents into nine numeric classes.

More details at <u>UDC Scheme</u> OF Otlet et Lafontaine.

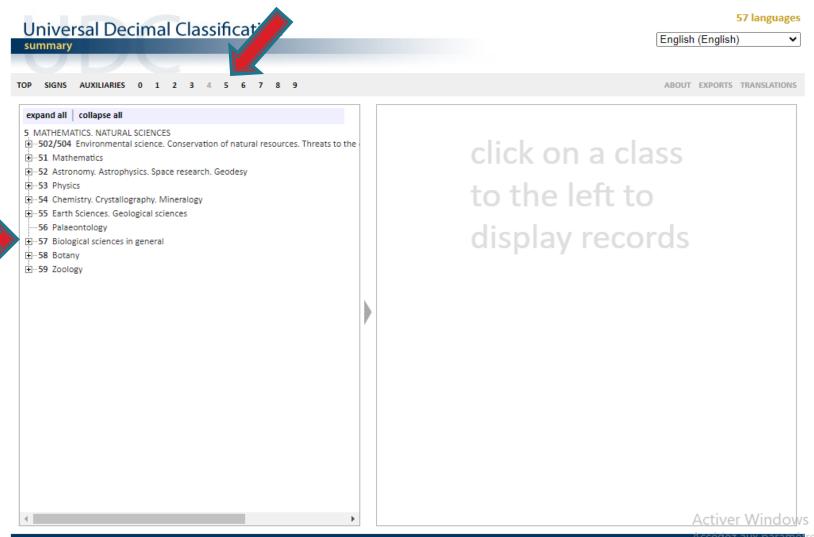
[http://www.udcc.org/scheme.htm]

**Universal Decimal Classification (UDC)** 

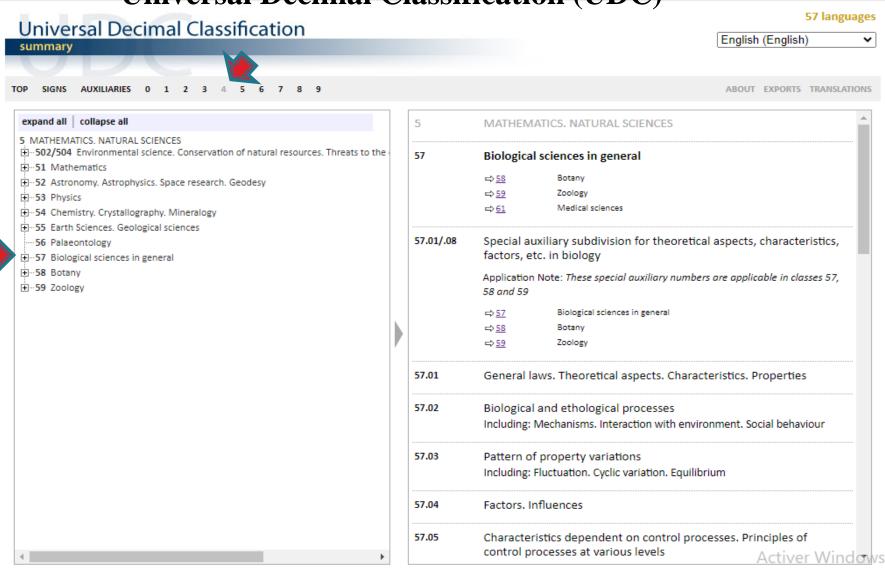


 $\mathsf{IIDC}$ 

### **Universal Decimal Classification (UDC)**



## **Universal Decimal Classification (UDC)**



### **➤** Library of Congress Classification (LCC):

A more detailed system that uses alphanumeric codes, with 21 main classes. Each classification is a combination of the primary subject and additional identifiers (e.g., author, publication year). See <u>Library of Congress Classification</u>. <a href="https://www.loc.gov/catdir/cpso/lcco/">https://www.loc.gov/catdir/cpso/lcco/</a>

#### The Library of Congress Classification (LCC)

An LCC call number consists of two parts:

A classification index that precisely represents the main subject of the resource.

An additional element for shelving the book (usually letters to identify the author, the year of publication, and possibly a volume number).

The **Library of Congress Subject Headings (LCSH)** classification system ([http://www.loc.gov/catdir/cpso/lcco/]) uses 21 alphanumeric classes.

"Indication of the volume number of a book that contains several volumes, which appears in the signatures, on the title pages, and on the spines of the bindings."

## **Library of Congress Classification (LCC):**

The LIBRARY of CONGRESS

ASK A LIBRARIAN

DIGITAL COLLECTIONS

LIBRARY CATALOGS

Search

The Library of Congress > Cataloging, Acquisitions > Classification > Library of Congress Classification Outline

#### CATALOGING AND ACQUISITIONS



- Cataloging and Acquisitions Home
- About the Organization
- Contact
- FAQs
- News
- Acquisitions
- Resources for Cataloging
- Catalogs, Authority Records
- Classification and Shelflisting
- Cooperative Cataloging Programs
- Descriptive Cataloging
- Products for Purchase
- Publications, Reports
- Subject Headings & Genre/Form Terms

#### **Library of Congress Classification Outline**

Listed below are the letters and titles of the main classes of the Library of Congress Classification. Click on any class to view an outline of its subclasses. Online access to the complete text of the schedules is available in Classification Web, a subscription product that may also be purchased from the <u>Cataloging Distribution Service</u>.

The files below are available for downloading in PDF (the first link in each line), WordPerfect format (noted as WP version), and in Word format (noted as Word version).

- A -- GENERAL WORKS WP version Word version
- B -- PHILOSOPHY, PSYCHOLOGY, RELIGION WP version Word version
- \* C -- AUXILIARY SCIENCES OF HISTORY WP version Word version
- D -- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC. - WP version - Word version
- E -- HISTORY OF THE AMERICAS WP version Word version
- > F -- HISTORY OF THE AMERICAS WP version Word version
- > G -- GEOGRAPHY, ANTHROPOLOGY, RECREATION WP version Word version
- \* H -- SOCIAL SCIENCES WP version Word version
- 3 -- POLITICAL SCIENCE WP version Word version
- > K -- LAW WP version Word version
- L -- EDUCATION WP version Word version
- M -- MUSIC AND BOOKS ON MUSIC WP version Word version
- N -- FINE ARTS WP version Word version
- P -- LANGUAGE AND LITERATURE WP version Word version
- Q -- SCIENCE WP version Word version
- R -- MEDICINE WP version Word version
- > S -- AGRICULTURE WP version Word version

#### **Library of Congress Classification (LCC)**:



## Cataloguing and bibliographic description

Bibliographic description is governed by rules.

A general ISBD (International Standard Bibliographic Description) concerns the elements of description and prescrives an order for these elements.

## **Notice**

When we catalogue, we establish a catalogue notice, which is a description of the content and form of the document, and we add information about its localization.

Cataloguing

Describe the form of a document:

- Author
- Title
- Edition
- \_ .....

Describing the background to a document:
Summary

Keywords

catalogue notice

## Notice

A bibliographical (catalogue or descriptive) notice is a record that describes in a unique and clear format a documentary resource that is used in a library.

- Each notice describes a document according to its main bibliographic and physical characteristics.
- ➤ Bibliographic characteristics: author, title, place of publication, publisher, series, year of publication,
- > Characteristics: number of pages and dimensions.
- This is followed by a list of subject headings describing the content of the document.
- The catalogue contains as many notices as there are titles in the library.

## PDOC: Doctoral Candidates Support Platform

## Catalogue of Algerian Libraries

The PDOC website features a catalogue of Algerian libraries, offering access to various resources and databases across multiple disciplines, including sciences, humanities, and technology. It allows users to search for library catalogues, add their own, and share documents. Additionally, it includes sections for requesting articles and books, as well as an e-learning space. For more information, you can visit the PDOC website

https://www.pdoc-dz.com/catalogue-bibliotheque-algerienne#

## **Library Loans**

**Book Catalogues:** Catalogues list books, monographs, theses, and other unique publications.

#### There are:

➤ Library Catalogues (OPAC): These include all books from a library or multiple libraries (collective catalogues). OPAC (Online Public Access Catalog) allows users to search a library's catalogue.

The OPAC (Online Public Access Catalog) of the University of Bejaia offers users the ability to search for a wide range of resources, including books, theses, and other publications available in the library. It enables users to perform advanced searches using various criteria, making it easier to find specific materials. Additionally, the system may provide access to digital resources, borrowing policies, and information on library services.

Effective use of a library catalogue requires knowledge of authority lists, subject headings, or thesauri.

➤ **Bookstore Catalogues:** The most well-known are Electre (paid) and Amazon (free consultation).

#### > Open Access Catalogues:

Open access catalogues, such as <u>WorldCat</u>, help locate documents containing the sought information. Access to the actual document is through library consultation or purchase. For public domain books, there are digital catalogues available for free, such as <u>Project Gutenberg</u> and <u>Gallica (BNF)</u>, which offer a wide selection of digitized literary works and resources.

Gutenberg <a href="http://www.gutenberg.org/">http://www.gutenberg.org/</a>

Ou Gallica (bnf) <a href="http://gallica.bnf.fr/">http://gallica.bnf.fr/</a>

## 2. Consult the Catalogue On-Site or Online

Users can access the library catalogue either in person at the library or online through the library's website. This allows for convenient searching of available resources, including books, articles, and other materials, ensuring easy retrieval of the necessary information.

The library catalogue can be accessed through either an alphabetical list by author, title, or subject, or by searching for significant keywords related to the title, subject, or author.

Accessing the OPAC of the University of Bejaia is free via their website: <a href="http://recherche.univ-bejaia.dz/opac/">http://recherche.univ-bejaia.dz/opac/</a>.

Upon clicking the link, a user-friendly interface will appear for easier navigation and search.

## 3. Searching the Catalogue

To search the catalogue, users can input queries through various methods such as using an alphabetical list by author, title, or subject, or by entering significant keywords related to their topic of interest. This allows for flexible searching to find the desired resources efficiently.

#### Catalogue Bibliothèque

Entrez le(s) critère(s) de recherche			
Mot(s) du titre	Cellulaire		
Mot(s) auteur			
Mot(s) sujet			
AR	Rechercher	Recherche avancée	

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To search for a document, simply fill in the displayed fields with keywords. For instance, you can enter the term "cellulaire" in the "one word from the title" field. After clicking "search," you will receive the relevant results.

#### Catalogue Bibliothèque

Recherche simple	
Entrez le(s) critère(s) de	e recherche
Mot(s) du titre	Cellulaire
Mot(s) auteur	
Mot(s) sujet	
AR	Rechercher Imprimer Recherche avancée

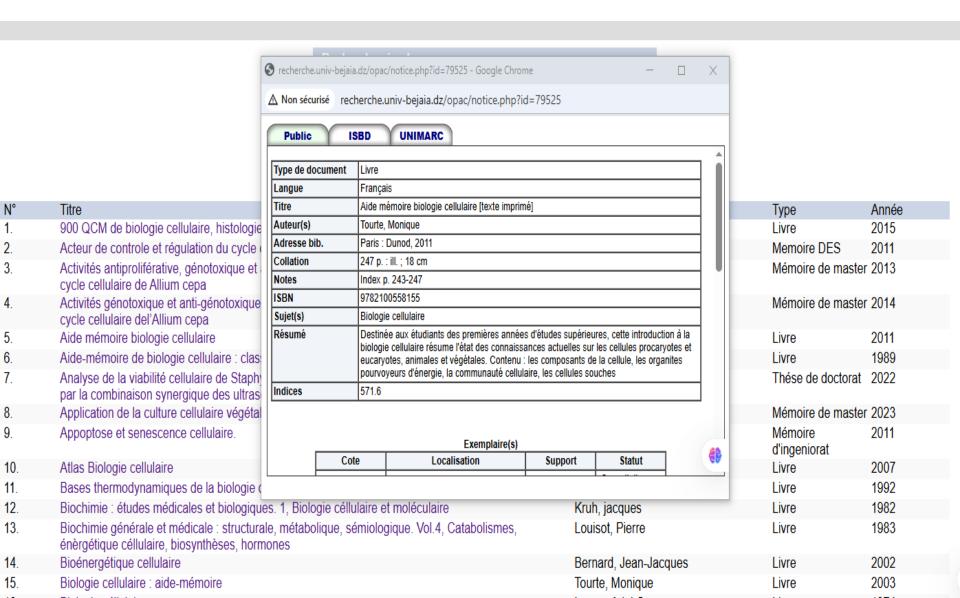
N°	Titre	Auteur	Type	Année
1.	900 QCM de biologie cellulaire, histologie et embryologie, UE 2	Ghorbal, Mounaïm	Livre	2015
2.	Acteur de controle et régulation du cycle cellulaire.	Djahida, Berkani	Thèse	2011
3.	Activités antiproliférative, génotoxique et antigénotoxiquedes extraitsde deux plantes médicinales sur le cycle cellulaire de Allium cepa	Baaziz Fatma	Thèse	2013
4.	Activités génotoxique et anti-génotoxique d'extrait ethanolique des bourgeons de Populus nigra sur le cycle cellulaire del'Allium cepa	Kadi-Ayouaz, Linda	Thèse	2014
5.	Aide mémoire biologie cellulaire	Tourte, Monique	Livre	2011
6.	Aide-mémoire de biologie cellulaire : classes préparatoires, 1er cycle universitaire	Geneves, Louis	Livre	1989
7.	Appoptose et senescence cellulaire.	Naima, Ourari.	Thèse	2011
8.	Atlas Biologie cellulaire	Roland, Jean-Claude	Livre	2007
9.	Bases thermodynamiques de la biologie céllulaire	Thellier, Michel	Livre	1992
10.	Biochimie : études médicales et biologiques. 1, Biologie céllulaire et moléculaire	Kruh, J.	Livre	1982
11.	Biochimie générale et médicale : structurale, métabolique, sémiologique. Vol.4, Catabolismes, énèrgétique céllulaire, biosynthèses, hormones	e Louisot, Pierre	Livre	1983
12.	Bioénergétique cellulaire	Bernard, Jean-Jacques	Livre	2002
13.	Biologie cellulaire : aide-mémoire	Tourte, Monique	Livre	2003
14.	Biologie cellulaire	Julien, Raymond	Livre	1997
15.	Biologie cellulaire: 300 QCM	Maillet, Marc	Livre	2002
16.	Biologie cellulaire	Maillet, Marc	Livre	2006
17.	Biologie cellulaire : des molécules aux organismes	Callen, Jean-Claude	Livre	2005

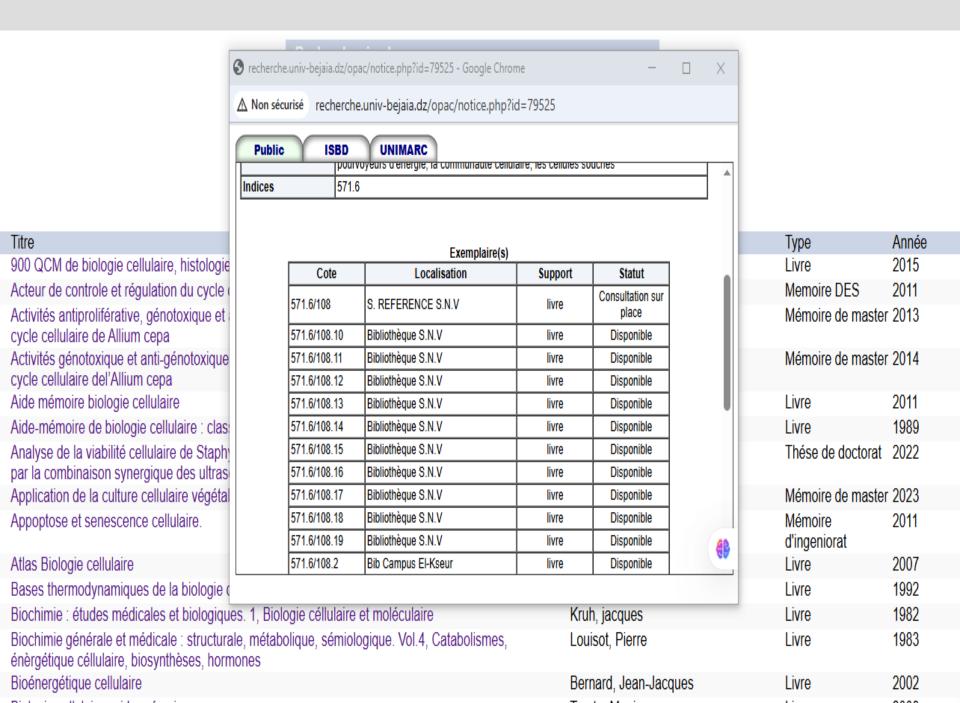
To browse the list of search results, click on "next" located at the bottom right of the page. This will allow you to navigate through the available documents and access the information you need.

#### Catalogue Bibliothèque

12.	Dictionnaire de biologie celidiaire	ıvıauyıas, ıvııcıı <del>c</del> ı	LIVIE	1990
73.	Dictionnaire de biologie cellulaire  Dictionnaire de biologie cellulaire et moléculaire	Cailliez, Jean-Charles	Livre	2004
74.	Electrophysiologie élémentaire : méthodes et techniques, proprités électroniques de la membrane	Benguerrah, A.	Livre	1984
14.	cellulaire en au repas, proprietés électriques de la membrane cellulaire en activité.	benguenan, A.	LIVIE	1304
75.	Eléments de biologie cellulaire	Robert, Daniel	Livre	2004
76.	Enzymologie moléculaire et cellulaire : Tom 2	Yon-Kahn, Jeannine	Livre	2005
77.	Enzymologie moléculaire et cellulaire.T.1	Yon-Kahn, Jeannine	Livre	
78.	Etude de l'infrastructure du réseau cellulaire de la ville de Bejaia	Kernou, F.	Thèse	2007
79.	Etude de l'infrastructure du réseau cellulaire de la ville de Bejaia	Kernou, F.	Thèse	2007
80.	Evaluation de performances et fiabilité d'un réseau cellulaire cas du réseau WLL de Bejaia	Sedda, hakmi	Thèse	2008
31.	Exercices corrigés et commentés de biologie cellulaire	Cau, Pierre	Livre	2010
32.	Exercices corrigés et commentés de biologie cellulaire	Cau, Pierre	Livre	2008
33.	Exercices corrigés et commentés de biologie céllulaire	Cau, Pierre	Livre	2000
34.	Fiches de revision biologie cellulaire et moleculaire : rappels de cours, QCM et QROC corrigés	Rangarajan, Desikan	Livre	2010
35.	Génitique du développement et de la différenciation cellulaire	Abdelli, Ahmed	Thèse	2004
36.	hormones thyroidie ,mécanisme cellulaire et controle génétique	s.loualia, n.makhloufi	Thèse	2002
37.	Introduction à l'étude de la chimie céllulaire	Barker, Géoffrey R.	Livre	1976
38.	Introduction a l'ultrastructure céllulaire	Messier, Paul Emil	Livre	1974
39.	Introduction du massive MIMO au réseau cellulaire 5G	Nacera ,Aoughlis	Thèse	2020
90.	Isolement et étude des virus dans l'oeuf embryonné et en culture cellulaire	Cateigne, Geneviève	Livre	1965
91.	La biologie cellulaire en 1.001 QCM et QROC	Cailliez, Jean-Charles	Livre	2003
92.	La céllule : biologie céllulaire étude structurale et moléculaire	Chevaillier, Philippe	Livre	1981
93.	La construction en béton cellulaire : conception et mise en oeuvre	Guegan, Christian	Livre	2013
94.	la fusion cellulaire	Harris, Henry	Livre	1974
95.	La relation entre la numération cellulaire et la qualité du lait : Relations entre numération cellulaire du lait, les paramètres physico-chimiques et le stress oxydant.	Hamed , Houda	Livre	
96.	Le cancer du col de l'utérus : alterations du cycle cellulaire	Amel, Dahdouh	Thèse	2007
97.	Le cycle cellulaire	Galas, Simon	Livre	2008
98.	Le métabolisme céllulaire et sa régulation	Cohen, Georges	Livre	1971
99.	L'épreuve de biologie au baccalauréat D.1, Biologie céllulaire génétique	Désiré, Charles	Livre	1984
100.	Les factures de restriction cellulaire	Hamza, Titeli	Thèse	
<b>51 - 100</b> d	le 124 (2.09 min)		Pages	: <u>Préc   1   2   3   5</u>

To obtain a reference, simply click on the desired title. This action will display detailed information about the document, including its availability and relevant bibliographic data.





## 4. Borrowing Rules:

The university sets regulations for borrowing documents, as shown below:

Reader Category	<b>Number of Documents</b>	Borrowing Duration
Students	3	15 days
Permanent Teachers	6	2 months
Contract Teachers	4	1 month
Postgraduate Students	4	15 days
Staff	2	15 days

### **Sanctions**

Regulation concerning sanctions applicable in case of loss or damage to library books.

Price of the book	Increase in %
From 01 to 1000 DA	+ 100 %
From 1001 to 2000 DA	+ 80 %
From 2001 to 3000 DA	+ 50 %
From 3001 to 4000 DA	+ 40 %
From 4001 to 5000 DA	+ 25 %
Above 5001 DA	+ 20 %

## Advantages and limitations of library catalogue

A library catalogue has a number of advantages that make it essential to consult.

- > Availability of documentation.
- Quality of resources.
- Ease of retrieval.

## The limitations of a library catalogue

- > Limited documentation.
- ➤ No journal articles or periodicals (review).
- > Information not very recent.

## Bibliography

http://recherche.univ-bejaia.dz/index.php/services/services-aux-usagers.html