

A photograph of two women standing in a library. The woman on the left is younger, with curly brown hair, wearing a purple hoodie with a white and black graphic of a leaping figure. She is giving a thumbs-up. The woman on the right is older, with short grey hair, wearing a black top with a white dot pattern. She has her arm around the younger woman's shoulder. The background is filled with wooden bookshelves packed with books.

SOLUTION

# Cataloging Outsourcing








Comprehensive service provided to information units to organize, classify and analyze bibliographic and documentary collections.

Through specialized advice and consultancy according to the needs of our clients.

## Characteristics

 Management of information analysis systems and classification systems (ARMARC Thesaurus, Dewey Decimal Classification System, LC and Cutter, among others).

 Application of international regulations RCAA2 and RDA.

 Application of MARC21 and DUBLIN CORE formats.

 Creation of policies, guides and instructions.



# Technical processing

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Process-oriented outsourcing service:

- Classification LC, Dewey, Cutter, faceted, among others.
- Information analysis through the use of general or specialized thesauri (ARMARC, LEMB).
- Bibliographic description applying the international regulations RCAA2 and RDA.
- Preparation of manuals, guides and instructions according to the information unit.



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# Physical processing

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These and other characteristics according to the policies of each institution:

- Sealing process.
- Labeling and lining.
- Barcode creation.
- Security bands.
- Packing and packaging.



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