

SOLUTION Cataloging Outsourcing



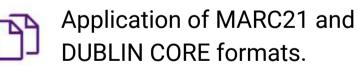
Comprehensive service provided to information units to organize, classify and analyze bibliographic and documentary collections.

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.





Creation of policies, guides and instructions.



Technical processing

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

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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