

## **ELABORATION OF THE CATALOGUING DATA**

The cataloguing data contains the information necessary to identify and recover a work.

The elaboration of the cataloguing data of works generated at the University consists of describing the information necessary to attain the objective of the technical-scientific production receiving a standardized descriptive-thematic treatment, allowing for its effective recovery in the reference catalogue of the University, which, as from its indexation by the search motors of data indexing software, extrapolates our frontiers and becomes part of a much larger universe in the international scientific communities.

**In order to request and elaborate the cataloguing data, observe the following conditions:**

- Mean time to produce the data: **two working days;**
- The information provided is the **responsibility of the requester;**
- The request should be made exclusively by way of the **specific electronic form.**

### **Dissertation or Thesis (Master's or Doctoral)**

NOTE: **only request after the defense.** In the case of a Program whose methodology uses an already finished dissertation/thesis for the defense, the cataloguing data can be requested previously, when there is no further possibility of changing the data.

### **Course Conclusion Paper (specialization or Graduation)**

NOTE: only request **when the paper is in its final form, with no further changes to be made.**

After filling in the form and dispatching the request, in addition to the data and the protocol on the screen, you will receive a message on your registered e-mail with all the information and contacts of the Library which will carry out the service of clearing up doubts. **If you do not receive this e-mail, check in the SPAM box, since the address**

**may have been classified as rubbish.** If this happened, free the address in your post box so that you can receive our communications.

Once you have the protocol, you can follow the progress of your request.

**TO CONSULT A PROTOCOL [CLICK HERE](#)**

Once your cataloguing data is ready, the system will send you a message indicating a link to be accessed in order to download the file. The file will be in the “pdf” format and cannot be altered (**UNDER ANY CIRCUMSTANCES**), except by the Library which made it.

**ATTENTION!:**

The cataloguing data must only be elaborated by a librarian.

The information provided on the form must be in complete agreement with the Minutes of the Defense and with the final document (dissertation or thesis handed in for homologation).

**Keyword!**

This is also known as the subject, descriptor, subject term or header, and indicates the matter (knowledge) dealt with by the document catalogued.

**Unicamp** works with “**controlled vocabulary**” (Thesaurus: structured and controlled list of formally organized terms destined for the indexation and recovery of documents).

Thus the **keywords** indicated will be **validated** by the **librarian** responsible for elaborating the data.

In order to indicate the keywords, the requester should:

- first consult the subjects in the “Base Acervus” of the online SBU Catalogue (<http://acervus.unicamp.br>), clicking on “**Search by indexes**” and select the field “**Any**” to choose the word(s);

- if the online SBU Catalogue does not contemplate your requirements, one can also use the descriptors (terms) of **data bases** specific for some actuation areas, as shown in the list below. It should be mentioned that in some bases the terms should be searched for in English.

**\*Multidisciplinary:**

- [Library of Congress](#) (select search by “Subject Authority Headings”)
- [Fundação Biblioteca Nacional \(National Library Foundation\)](#) (click on “Authorities” and select the field “Any”)

**\*Biomedical Area:**

- [DeCS/Bireme](#) (click on “Consult DeCS”)
- [MeSH/Medline](#) (click on “All terms”)

**\*Exact and Technological Sciences Area:**

- [Compendex](#) (search using the “Thesaurus Search” tab, which will already have been selected)

**\*Humanities:**

- [BRASED – Thesuarus Brasileiro de Educação \(Brazilian Thesaurus of Education\)](#) (search directly on the open screen)
- [Thesaurus of ERIC Descriptors](#) (search on the “thesaurus” tab)

**DOUBTS OR SUGGESTIONS – CONTACT YOUR UNIT LIBRARY**

<b>LIBRARY</b>	<b>TELEPHONE</b>
Library of the Institute of Mathematics, Statistics and Computer Science	(19) 3521 5930
Library of the Engineering and Architecture Area	(19) 3521 6481
Library of the Institute of Biology	(19) 3521 6370
Library of the Institute of Philosophy and Human Science	(19) 3521 1620
Library of the Faculty of Medical Sciences	(19) 3521 7551
Library of the Faculty of Applied Sciences	(19) 3701 6670
Library of the Faculty of Physical Education	(19) 3521 6627
Library of the Faculty of Odontology of Piracicaba	(19) 2106 5256

Library of the Institute of Physics Gleb Wataghin	(19) 3521 5290
Library of the Institute of Geosciences	(19) 3521 4598
Library of the Institute of Chemistry	(19) 3521 3087
Library of the Faculty of Education	(19) 3521 5631
Library of the Institute of Fine Arts	(19) 3521 6563
Library of the Institute of Economy	(19) 3521 5729
Library of the Institute of Language Studies	(19) 3521 1705
Library of the Faculty of Food Engineering	(19) 3521 3889
Library of the Faculty of Technology	(19) 2113 3362