VNIVERSITAT DE VALÈNCIA

# Course Guide
# 33828 Automation of Centres

## COURSE DATA

| Data Subject | |
|---|---|
| **Code** | 33828 |
| **Name** | Automation of Centres |
| **Cycle** | Grade |
| **ECTS Credits** | 6.0 |
| **Academic year** | 2022 - 2023 |

**Study (s)**

| Degree | Center | Acad. year | Period |
|---|---|---|---|
| 1007 - Degree in Information and Documentation | Faculty of Geography and History | 2 | Second term |

**Subject-matter**

| Degree | Subject-matter | Character |
|---|---|---|
| 1007 - Degree in Information and Documentation | 3 - Planning, organization and evaluation of information units | Obligatory |

**Coordination**

| Name | Department |
|---|---|
| ALONSO ARROYO, ADOLFO | 225 - History of Science and Documentation |
| SEGUI MORANT, DAVID | 225 - History of Science and Documentation |

## SUMMARY

With the development of new technologies, information units have been involved in an automation process. This subject expects to provide students with the knowledge and skills necessary to develop an automation project for an information unit in the world of work. It will allow students to know and identify the different integrated management systems and their modular structure in use in libraries, archives, museums and documentation centers and will provide them with the necessary skills to manage all the tasks and services administered by an information unit.

# PREVIOUS KNOWLEDGE

## Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

## Other requirements

No specific prior knowledge is required.

# OUTCOMES

## 1007 - Degree in Information and Documentation

- Capacity to write analytical reports and summaries with regard to management and organisation of information.
- Demonstrate organisational and planning skills.
- Have oral and written communication skills in one's own language.
- Have skills for information management.
- Show skills for interpersonal relations.
- Be able to apply critical reasoning to the analysis and assessment of alternatives.
- Be able to learn independently.
- Be able to analyse and interpret the information needs of actual and potential users, and to provide and organise the resources needed to ensure their satisfaction both with the information received and with their interaction with the information professional.
- Be able to identify the strengths and weaknesses of an information service, system or product by establishing and using evaluation indicators and developing solutions to improve their quality.
- Be able to plan and organise information units.
- Be able to manage the human, economic and material resources of the different information units.
- Have skills for managing collections and archive resources in any format, by establishing policies and participating in the process of selection, acquisition, description and dissemination of such collections, as well as in the processes of preservation, conservation and physical treatment of these materials.

# LEARNING OUTCOMES

1. Learn the methodology, techniques, needs and causes for the correct planning, development and implementation of automation systems in information units.
2. Learn the main computer technologies, their purposes and applications in the automation processes of information units: libraries, archives, documentation centers, etc.
3. Learn the structure and organization of integrated library systems (ILS).
4. Learn the principles to automate the processes, activities and services in information and

documentation units (libraries, archives, documentation centers and museums).
5. Recognize the particularities of the different information and documentation units based on their automation system, as regards services, processes and activities.
6. Identify the integrated library, archive and museum systems available in the market and be aware of the operation of the main automation systems.
7. Learn the different types of Content Management Systems (CMS) and their use in information units.
8. Learn to extend and develop these technologies in other areas such as the business context; inaddition to the specialised library or company archive, to identify other services of the professional in thecompany.

## DESCRIPTION OF CONTENTS

### 1. Integrated library management systems (ILS). Free software. Library standardization.

Introduction - Definition - Features - Functional specifications of an automated system - Different automated systems - Free ILS software - Latest trends. Standardization bodies. Types of standards.

### 2. Management and development of an automation project.

Introduction - Planning, control and monitoring - Feasibility studies  Studies of alternatives - Cost and profitability studies - Implementation of an automated system - Launch and maintenance..

### 3. Selective Dissemination of Information (SDI).

Evolution of the SDI Service - Monitoring and intelligence system - The UNE 166006:2018 Standard - Software for content capture and creation of customised alerts - Systematic edition of newsletters.

### 4. Content management systems in information units.

Introduction. Meaning - Features and types  Free or open-source CMS - Use in information units - Case study: Wordpress.

### 5. Enterprise Information Management Systems.

Introduction. Context - Customer Relationship Management Systems (CRM) - HR Management Systems - Administration of customer and employee web portals.

### 6. Digital Document & Document Imaging. Its application in information units

The digital era - Formats and standards - Advantages and disadvantages in libraries and document management Imaging privacy protection - Preservation and conservation of digital imaging - Document imaging projects.

### 7. Archival automation.

Introduction Automation needs Requirements for developing archival automation projects - Standardization: automation and description of archives - Records management systems - Integrated information systems and automation of records.

### 8. Museum automation.

Introduction - Standardization Integrated system of documentation and management of museums (DOMUS) - Other integrated museum management systems.

## WORKLOAD

| ACTIVITY | Hours | % To be attended |
|---|---|---|
| Theory classes | 30,00 | 100 |
| Computer classroom practice | 30,00 | 100 |
| Attendance at events and external activities | 5,00 | 0 |
| Development of group work | 10,00 | 0 |
| Development of individual work | 10,00 | 0 |
| Study and independent work | 25,00 | 0 |
| Preparation of evaluation activities | 5,00 | 0 |
| Preparing lectures | 15,00 | 0 |
| Preparation of practical classes and problem | 20,00 | 0 |
| **TOTAL** | **150,00** | |

## TEACHING METHODOLOGY

• CLASSROOM TEACHING:

Classes are based on the theoretical contents covered in the units proposed and supported by the basic bibliography, all of which will contribute to developing the knowledge required to achieve the competences prescribed. Also, practical classes will teach the students the skills for managing integrated systems specific to this subject. The teaching-learning methodology applied will ensure that theory and practice are closely linked.

• PREPARATION OF LECTURES:

Support material will be provided to students before the lectures so that they can acquire the basic knowledge on the different topics. Lectures are not based only on the lecturer's presentation, but imply feedback between student and lecturer. The learning process will be completed with the support of the bibliography.

• PREPARATION OF PRACTICAL WORK:

A key aspect of this subject is attendance to compulsory practical sessions. Those students who cannot attend the sessions must notify the lecturer at the beginning of the course so that certain arrangements can be made.

Practical assignments must be carried out and submitted throughout the course using the channels proposed by the lecturer.

• PREPARATION OF A TEAM PROJECT:

Team projects will be carried out to help the students develop skills in interpersonal relationships. These projects will be presented in class with the participation of all the students.

• TUTORIALS:

A number of hours of tutoring per week are set to direct the students' autonomous learning. In them, students can ask for clarification of concepts or questions that may arise during the course. Group tutorials will also be scheduled to solve questions which, because of their nature, require greater attention.

• SUPPLEMENTARY ACTIVITIES:

Outings will be organized to visit archives, libraries, museums, documentation centers, research institutes or any other entity which uses an automated document management system, in order to observe the technical processes followed in them.

Different forums will be organized to discuss issues related to the theoretical and practical contents. The students' participation and initiative will be assessed.

## EVALUATION

1. Written test: A single final written exam based on theoretical short and/or multiple-choice questions will be held. To be allowed to sit this test, students must have passed 80% of the practical assignments. The mark obtained in this test will account for 50% of the final mark.

2. Individual practical assignments: The mark obtained in this section accounts for 40% of the final mark. It requires that all practical exercises proposed have been submitted.

3. Team project: Team projects will be marked individually for each student and in groups. The mark obtained in this section accounts for 10% of the final mark and will be obtained from the preparation and submission of the project and from the individual presentation made.

4. Supplementary activities: active participation in forums, attendance to the information units visited and the sharing of opinions will be considered favorably.

To pass the course students must have obtained a minimum score of 5 out of 10 in the written theory test.

The qualification of the individual practical assignments, team project and supplementary activities are part of an ongoing evaluation, will remain for the second call and in no case will be recoverable.

In summary, the composition of the final mark is as follows:

| | |
|---|---|
| Written tests | 50% |
| Individual practical work | 40% |
| Teamwork | 10% |
| **TOTAL** | **100%** |

This assessment is based on the premise that teaching at the University of Valencia is, by definition, classroom-based teaching. In this sense, students should be aware that attendance at both theory and practical sessions is essential for the proper understanding of the contents. Students must also bear in mind the possibility of part-time enrollments when they are unable to attend all the subjects that make up a complete academic year (60 credits). However, in duly justified circumstances, students may request to be assessed without attending none or some of the lessons. In such cases, the following procedure must be followed:

• At the start of the year, students must inform the course head lecturer(s) of the reason why they are unable to attend class by providing written proof.

• Based on this information, the head lecturer will decide on the possibility of exempting these students from attending all or part of the classes.

To be assessed, students who are in this situation must submit all the assignments required by the lecturer (not necessarily identical to those required during the course). Also, they may be asked to defend their assignments orally in front of the lecturer, and they will have to pass a theory test. Assignments will be worth 50% of the final mark and the test will be worth the remaining 50%.

## REFERENCES

### Basic

- AMUTIO, M.A. Transformación digital de la administración en España. Reunión Ministerial de Gobierno Electrónico. Chile- Diciembre 2016. Disponible en: https://www.slideshare.net/MiguelAmutio/transformacin-digital-de-la-administracin-enespaa?qid=0f189920-ebb9-4390-bb7e-b630e4d301ae&v=&b=&from_search=3

DOMÍNGUEZ, Mª.; CAMPO ARRANZ, R.; RODRIGO RAYA, V. Gestión de proyectos. Madrid: RAMA, 2013.

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### Additional

- ANGLADA, L. Veinticinco años de automatización de bibliotecas en Cataluña. En: BID-Textos universitaris de biblioteconomia i documentació. 2006, nº 16, Disponible en: http://www.ub.es/bid/16angla2.htm

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