

**COURSE DATA****Data Subject**

<b>Code</b>	33841
<b>Name</b>	Archival Science I
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2021 - 2022

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1007 - Degree in Information and Documentation	Faculty of Geography and History	2	First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1007 - Degree in Information and Documentation	6 - Technical management of archival documents	Obligatory

**Coordination**

<b>Name</b>	<b>Department</b>
CORTES ESCRIVA, JOSEPA MARIA	361 - Medieval History, Historiography Sciences and Techniques

**SUMMARY**

Archival science I, as part of the subject Technical management of archive documents, aims to provide students with the basic notions of the subject, setting a series of fundamental concepts: archive and archive document; Studying the process of formation of the archives; Analysing the evolution of the discipline; And, finally, examining the archival method and the techniques of classification and documentary description. This course is complementary to Archival science II.

**PREVIOUS KNOWLEDGE**



### Relationship to other subjects of the same degree

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

### Other requirements

## OUTCOMES

### 1007 - Degree in Information and Documentation

- Capacidad de trabajo en equipo y de integración en equipos multidisciplinares.
- Razonamiento crítico en el análisis y la valoración de alternativas.
- Capacidad para el aprendizaje autónomo.
- Capacidad para emprender mejoras y proponer innovaciones.
- Capacidad de análisis y de síntesis aplicadas a la gestión y organización de la información.
- Capacidad de gestión de la información.
- Competencias para la gestión de fondos de archivo, en cualquier formato, estableciendo los parámetros de descripción y difusión, así como los procesos de preservación, conservación y tratamiento de los materiales.
- Capacidad para detectar las pautas de producción y consumo de información en distintas áreas y reconocer las fuentes y recursos de información para asistir a los usuarios.
- Habilidad para la identificación, autenticación y evaluación de fuentes y recursos de información.

## LEARNING OUTCOMES

- Competences for the management of archival resources, in any format, establishing the parameters of description and diffusion, as well the processes of preservation, conservation and treatment of materials.
- Ability to detect patterns of production and consumption of documents in different areas and to recognize the sources and documentary resources to be able to assist users.
- Ability to identify, authenticate and evaluate sources and documentary resources.

## DESCRIPTION OF CONTENTS

### 1. Basic concepts

The basic issues of discipline will be discussed. Definition of the concept of archive, its functions, the various typologies of archives taking into account their origin and a brief history of the formation of archives of public institutions, ecclesiastical as well as certain typologies of private archives. On the other hand, the concept of archival document will be delimited, studying its characteristics, its value and the stages of production of the archival document. Finally, the process of formation of Archivists will be studied, with special attention to the evolution of its method.

**2. The archival method: the principle of provenance**

Study of the fundamentals of the archival method and its theoretical justification and practical application. The delimitation of archival funds and their organic nature. Critical analysis of other systems of archives organization. Practical application of the principle of provenance to the Valencian municipal archives.

**3. Organization, classification and archival description**

Study of mechanisms and timetables for transfer documents from production offices to archives, selection criteria and document destruction procedures. Regulation of the accessibility to the documents of archives and protection of the information.

The description of archival documents, international standards of description, levels of description and instruments of control and use of the file.

**4. Support of documents and preventive conservation**

Study of the evolution of different materials used throughout history as documentary support as well as the formats of written texts and non-textual documents.

International guidelines for document conservation and retrieval, and preventive conservation and restoration techniques.

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theory classes	60,00	100
Attendance at events and external activities	4,00	0
Study and independent work	56,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	5,00	0
Preparation of practical classes and problem	15,00	0
<b>TOTAL</b>	<b>150,00</b>	

**TEACHING METHODOLOGY**

- CLASSES:

Four hours of class per week will be taught in the usual classroom of the subject.

- THEORETICAL CLASSES:



In the theoretical classes will expose and explain those fundamental aspects that will guide the student in the study and understanding of the different subjects.

- PRACTICAL CLASSES:

Various practices will be carried out in the classroom, with the participation of the student, to obtain a good understanding of the theoretical contents, two of which will be evaluated.

- TUTORIALS:

Personal and / or group interview, in which the faculty directs the autonomous learning of the student for the resolution of problems, bibliographical comments, concrete cases, academic orientation, etc.

- COMPLEMENTARY ACTIVITIES:

In order to deepen in some aspects of particular relevance in relation to the program of the subject, the student should read a proposed text, which will be object of control and evaluation. Control will be done through a written questionnaire. There will also be two visits: a file from the city of Valencia and the IVACOR (Valencian Institute of Conservation and Restoration), which will be subject to assistance and evaluation.

## EVALUATION

**1. Examination:** It will consist of a written test in which the accuracy and rigour in the knowledge and use of specific terminology, the coherence in the presentation of contents and the ability to relate concepts and data will be specially valued. The exam will be on the date and place fixed by the academic centre and will constitute 50% of the final grade. It is necessary to warn that only the average with the rest of the qualifications of those exams will be obtained a minimum of 5.2.

**Complementary activities: Practices, visits to the archive and to the IVACOR and mandatory reading.** For each of the two evaluable practices carried out in the classroom, the student will, individually, make a written comment or answer a questionnaire, depending on the nature of the practice. The visits to the Protocols Archives of the Patriarch of Valencia and the Valencian Institute of Conservation and Restoration (IVACOR) will be evaluated with a written questionnaire that the student will answer individually after each visit. In addition, the student must perform a compulsory reading object of control and evaluation. The text will be provided, sufficiently in advance on the Virtual Classroom platform. The test will be done in the classroom through a written questionnaire that will be facilitated by the teacher. Each of the practices, as well as each of the visits (with the corresponding questionnaire) and the reading test will mean 10% of the final grade. The total of the complementary activities will mean 50% of the final grade. The qualification obtained will be maintained for the second call and in no case will it be recoverable. To take the average with the exam note, the note of the complementary activities obtained will be a minimum of 5.3.

**Attendance to class:** The teaching of the University of Valencia is face-to-face. Taking this into account, you must attend at least 80% of the classes taught in order to be able to do the final exam.

**4. Alternative evaluation:** As it appears in the academic guide of the subject, those students who have justified with a document the impossibility of attending the classes and have obtained the waiver by the teacher (waiver that will have to be requested before October 18), must pass an alternative test to the 5 complementary activities. Said test will consist in the realization of an exam where the student will have to solve four practical exercises similar to those made during the course, besides the test of the obligatory reading. The grade of said test will be equivalent to 50% of the final grade. Therefore, the final grade will be the average of the two grades (exam and complementary activities), provided that you at least have a





minimum of 5 on both The composition of the final note will, in summary, deal with the following table:

Exam	50%
Complementary activities	50%
<b>TOTAL</b>	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 of the subject. 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 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

- ALBERCH I FUGUERAS, Ramon et alia, Manual dArxivística i gestió documental. Barcelona: Associació dArxivers de Catalunya, 2009.
- CRUZ MUNDET, José Ramón. Archivística. Gestión de documentos y administración de archivos. Madrid: Alianza ed., 2012.
- CRUZ MUNDET, José Ramón, Manual de Archivística. Madrid: Fundación Germán Sánchez Ruipérez, 2003. (1ª ed. Madrid: Pirámide, 1996).
- CRUZ MUNDET, José Ramón, ¿Qué es un archivero? Gijón: Editorial Trea, 2009.
- GENERELO, Juan José MORENO LÓPEZ, Ángeles (coord.) Historia de los archivos y de la Archivística en España. Valladolid: Universidad de Valladolid, 1998.
- HEREDIA HERRERA, Antonia, Archivística general. Teoria y práctica. Sevilla: Diputación Provincial de Sevilla, 1995.



HEREDIA HERRERA, Antonia, ¿Qué es un archivo? Gijón: Trea, 2007.

LODOLINI, Elio, Archivística. Principi e problemi. Milà: Franco Angeli editore, 1984. [Archivística. Principios y problemas. Madrid: Anabad, 1993].

MALHIERO DA SILVA, Armando, et alia, Arquivística. Teoria e prática de uma ciencia da informação. Porto: Edições Afrontamento, 1999.

ROMERO TALLAFIGO, Manuel, Archivística y archivos. Soportes, edificios y organización. Carmona: S & C, 1997. (Biblioteca archivística ; 1)

#### Additional

- Archivum (1951-2000); Comma. International Journal on Archives. (2000-)  
La Gazette des Archives. <http://www.archivistes.org/-La-Gazette-des-archives->  
Lligall. <http://208.79.233.16/~arxivers/index.php/publicacions/revista-lligall.html>  
Revista dArxius. <http://www.arxiversvalencians.org/publicacions1.htm>  
The American Archivist. <http://archivists.metapress.com/home/main.mpx>  
Consell Internacional dArxius: <http://www.ica.org/en/es>  
Unesco. Archives Portal: <http://www.unesco-ci.org/cgi-bin/portals/archives/page.cgi>  
Associació dArxivers Valencians: <http://www.arxiversvalencians.org/>  
Associació dArxivers de Catalunya: <http://208.79.233.16/~arxivers/>  
Web de archiveros de la función pública. <http://www.aefp.org.es/>  
Servicios de Tecnología de la Información: <http://www.odei.es/inicio/inicio.shtml>  
Manuales digitales: <http://www.mcu.es/archivos/CE/RecProf/Manuales.html>  
ANABAD. <http://www.anabad.org/recursos-profesionales/documentos.html>

#### ADDENDUM COVID-19



**This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council**

## **1. Contents**

The contents initially included in the teaching guide are maintained

## **2. Workload and time schedule**

The activities and their hours of dedication in ECTS credits marked in the original Course Guide will be kept. If the classrooms capacity according to the sanitary norms allows it, the theoretical and practical class attendance will be 100% (if the capacity couldn't be guaranteed, the class attendance would be reduced). Teaching planning will be specified at the beginning of the term.

If the sanitary situation changes and no access to the University facilities is possible, all teaching activities will be carried out completely online. In this case, the adaptations will be communicated to the students through the Virtual classroom.

## **3. Teaching Methodology**

Theory and practice classes that may be complemented with different types of materials and activities in the Virtual classroom.

Tutorials will be done online (through the UV corporate mail) or face-to-face by prior appointment with the teacher.

If the sanitary situation changes and no access to the University facilities is possible, teaching and tutorials will be carried out completely online. In this case, the adaptations will be communicated to the students through the Virtual classroom.

## **4. Evaluation**

The evaluation criteria established in the Course Guide are kept.

In the event of force majeure, a state of sanitary alarm that would force the University premises to be closed or would impede the performance of complementary activities, the evaluation will consist of an online exam, which will include questions about the theoretical knowledge acquired and a practical test related to said theoretical knowledge. The complementary activities will be replaced by the presentation of reports, answering questionnaires or comments on activities equivalent to the face-to-face activities that can be carried out online.



## **5. Bibliographic references**

The recommended bibliography in the Course Guide is kept. If the sanitary situation changes and the access to the recommended bibliography is not possible, it will be replaced by materials accessible online.

