

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

Code	33843
Name	Description of Archival Documents
Cycle	Grade
ECTS Credits	6.0
Academic year	2019 - 2020

Study (s)

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Faculty of Geography and History	3	Second term

Subject-matter

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

Coordination

Name	Department
VICIANO NAVARRO, PAU	361 - Medieval History, Historiography Sciences and Techniques

SUMMARY

Description of archival documents at different levels (fond, section, series and archive unit). Practical application of the international standard description systems (ISAD-G, ISAAR, ISDIAH, ISDF, ISBD (NBM), etc.) to the various documentary types and supports that make up the archive: parchments, files, cartographic documents, graphic materials, etc. The subject, essentially practical, is distributed in a group of 1'5 common theoretical credits and two groups of 4'5 practical.

Objectives:

1. To familiarize the student with the main elements of the management and documentary description.
2. To know the practical application of the General International Standard for Archival Description (ISAD-G) and the NODAC, NEDA and NOGA adaptations.
3. To know the practical application of the main International Standard Norms for Special Media Description.



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

- Capacity to write analytical reports and summaries with regard to management and organisation of information.
- Have skills for information management.
- Have problem-solving skills.
- Be able to work in a team and to integrate into multidisciplinary teams.
- Be able to apply critical reasoning to the analysis and assessment of alternatives.
- Be able to learn independently.
- Be able to undertake improvements and propose innovations.
- 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.
- Know the national and international legal and administrative framework for information management, and apply the legal and regulatory provisions and procedures relating to the information and documentation activity.
- Be able to detect the patterns of production and consumption of information in different areas (scientific, professional, business, citizen) and recognise the sources and resources of information available to assist users in their search for information.
- Be able to identify, authenticate and evaluate information sources and resources.

LEARNING OUTCOMES

1. The student will know the main elements of the management and documentary description.
2. It will be necessary to apply the General International Standard for Archival Description (ISAD-G) and the NODAC, NEDA and NOGA adaptations, as well as other complementary document description and management rules for different cases and archival units.
3. The student will know the practical application of the main general International Standards of Description of special supports.



DESCRIPTION OF CONTENTS

1. Auxiliary instruments for control, description and research

Control, description and research instruments: documentary groupings. Control instruments of the documentation. Documentary description tools: guide, inventory and catalogue.

- Analysis of control and description instruments.

2. Control and description instruments

- Control and description instruments: transfer sheets, general registry of entry, registries of exit of archive documents: definitive and temporary.

- Preparation of transfer sheets and registers in and out of documents

3. Simple and composite archive unit. Administrative files

- Simple and composite archive unit. Administrative files: description of the file.

- Description of administrative files.

4. Standardized and multi-level document description: the ISAD (G) standard and other international standards

- Standardized and multilevel description of archival documents: the General International Standard for Description.

- Archive - ISAD (G). Some adaptations of the ISAD (G): NODAC, NEDA and NOGA. Other international regulations.

- Application of the ISAD (G) standard to various cases and levels of description.

- Practices with the application of free software AtoM.

5. Description of special materials in print

- Description of special file materials: parchments, stamps, photographs, drawings and prints, maps and plans, ephemeral materials.

- Description of special materials.

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Classroom practices	45,00	100
Theory classes	15,00	100
Development of individual work	25,00	0
Study and independent work	10,00	0
Preparation of evaluation activities	30,00	0
Preparation of practical classes and problem	25,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The subject, in addition to the theoretical part, is made up of two types of practices:

1. Classroom practices with materials that will be delivered to the student on time or that will be available to them in the virtual classroom.
2. Practices carried out in specific archives with original materials.

Attendance at classes is mandatory. **It will be necessary to be able to attend the examination to attend at least 80% of the classes.**

THEORETICAL CLASSES:

During **one hour a week**, the teacher will present the theoretical contents in the classroom with the participation of the students and with the **support of a dossier** with diagrams, specific materials and bibliography for each of the subjects.

PRACTICAL CLASSES:

During the **three hours a week** the different proposed practices will be developed, either in the same classroom or in a specific archive, with the active participation of the student, in order to achieve an effective relationship between the theoretical knowledge acquired and its practical application.

EVALUABLE CLASS PRACTICES:

A part of the **practices carried out in class**, which will be set in the annex to the Guide, **will also be evaluable**.

PREPARATION OF INDIVIDUAL PRACTICAL WORK:

As a complement to the classroom practices, the student will have to perform individually a **practical work** that will be used for their evaluation and will be specified in the annex of the Academic Guide corresponding to each course. The originality, clarity, conciseness and correction of the work will be valued.



COMPLEMENTARY ACTIVITIES:

During the course and in class hours, two complementary activities will be developed, the calendar of which will be specified in the annex to this Academic Guide, consisting of:

- a) **Visits to different archives** that will be specified in the annex to this Guide.
- b) **Conference-seminar** on a specialized topic related to the contents of the program.

Both the visits to archives and the attendance at the conference-seminar will be evaluated.

EVALUATION

Students will be evaluated by means of the weekly practices in class, the assistance to which they will be compulsory and various assignments, along with a final exam. It will be necessary to be able to present to the exam a minimum of 80% attendance to the classes.

1. Examination: It will consist of a written test in which the precision and rigor in the treatment of the data, the coherence in the exhibition of contents, the correction in the application of the specific norms of description and the capacity of relate concepts. The exam will be carried out on the official date fixed by the centre and will constitute a 50% of the total grade. However, it should be noted that only those examinations that obtain a minimum grade of 5 will be completed with the rest of the qualifications.
2. Evaluable practices to be carried out in class: A part of the practices carried out in class will also be evaluable. In the annex to the Academic Guide corresponding to each course, these practices are indicated. The evaluation of these represents 20% of the total grade. The qualification obtained in these practices will be maintained for the second call. In no case will it be recoverable
3. Evaluation of the individual practical work: Students will have to present an individual practical work related to the course program. In the annex to the Academic Guide corresponding to each course the work and the date of delivery of the same are indicated. The evaluation of this practice represents 20% of the total grade. The qualification obtained in the practical works will be maintained for the second call. In no case will it be recoverable.
4. Assessment of complementary activities: Both visits to archives and attendance at the conference seminar will be evaluated, assuming 10% of the total grade. This qualification will be maintained for the second call. In no case will it be recoverable.
5. Both in the examination of the first and, where appropriate, the second call will be necessary to obtain a minimum score of 5 to be able to account for the score obtained in the evaluable activities (practices, work and complementary activities) in the final grade of the subject. It is not mandatory to carry out these evaluable activities or obtain a minimum score, always considering that, together, they represent 50% of the final grade of the subject

The composition of the final note will be addressed, in summary, to the following table:



Exam	50 %
Avaluable classroom practices	20%
Individual practical work	20 %
Attendance complementary activities	10 %
TOTAL	100 %

This evaluation part of the premise that teaching at the University of Valencia is, by definition, face-to-face teaching. In this sense, the student must keep in mind that attendance, both in theoretical and practical classes, is essential for proper monitoring of the contents of the subject. The student must also consider the possibility of a part-time matriculation when it is not possible to attend all the subjects that make up a complete course (60 credits). However, the possibility will be established, in cases where they are adequately justified and for those students who request it, the possibility of being evaluated without needing to attend all or part of the classes. In these cases the student must proceed in the following way:

- At the beginning of the course, the teacher responsible for the subject should be informed about the incidence for which it is impossible to attend the class, be adequately justified in a documentary manner.
- The responsible professor, in view of this information, will decide the possibility of evaluation without total or partial assistance to the classes of the subject.

Students who are in this situation must present, to be evaluated, all the work required by the teacher (not necessarily identical to those required during the course) as well as they may be called to defend them orally before their own teacher, and will conduct a test of acquired knowledge. The weight of the works in the final mark will be 50% and that of the proof of knowledge the remaining 50%.

REFERENCES

Basic

- ALBERCH I FUGUERAS, R. et alii., Manual d'Arxivística i gestió documental. Barcelona: Associació d'Arxivers de Catalunya, 2009.
- BONAL ZAZO, J.L., La descripción archivística normalizada: origen, fundamentos, principios y técnicas. Gijón: ed. Trea, 2007.



- BONAL ZAZO, J.L.- GENERELO, J.J.- TRAVESI, C., Manual de descripción multinivel. Propuestas de adaptación de las normas internacionales de descripción archivística. Salamanca: Junta de Castilla y León, 2000.
- CONDE VILLAVERDE, M^a.L., Manual de tratamiento de archivos administrativos. Madrid: Dirección de Archivos Estatales, 1992. Vid. Anexos (Normas técnicas de la Subdirección general de los Archivos Estatales, 2).
- CRUZ MUNDET, J.R., La gestión de documentos en las organizaciones. Madrid: Piramide, 2008, en especial las páginas 67-76 y 211-228.
- DELGADO, A., El centro y la equis. Una introducción a la descripción archivística contemporánea. Cartagena: Ayuntamiento, 2007.
- DÍEZ CARRERA, C. (Coord.), Los materiales especiales en las bibliotecas. Gijón, Ed. Trea S.L., 1998.
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- MARSÁ VILA, María., El fondo antiguo en la Biblioteca. Gijón: Ed. Trea S.L., 1999
- PUIG I USTRELL, P., Els pergamins documentals: naturalesa, tractament arxivístic i contingut diplomàtic. Barcelona: Direcció General del Patrimoni Cultural. Servei d'Arxius, 1995 (Los pergaminos. Qué son y cómo se tratan. Gijón: Ed. Trea S.L., 2009).
- NUÑEZ FERNANDEZ, E., Archivos y normas ISO. Gijón: Trea, 2007.
- SANTAMARIA GALLO, Desarrollo de las normas españolas de descripción archivística NEDA. Madrid: Subdirección General de los Archivos Estatales, 2007.
- TABOADA CARDOSO, F.- NIELSEN DE ALLENDE, M., Archivística y normalización. Norma ISO 15489. Buenos Aires: Alfaguara ed., 2006.
- VALLE GASTAMINZA, F. del, Manual de documentación fotográfica. Madrid: ed Síntesis, 1999.

Additional

- Entrada y salida de documentos en los archivos. Madrid: Ministerio de Cultura, 1996 (Normas técnicas de la subdirección general de los Archivos Estatales, 4).
- GARCÍA ALBELLA, F., Materiales bibliográficos especiales. Manual de ejercicios de catalogación. Gijón, Trea, 1999.
- ISBD (CF). Descripción Bibliográfica Internacional Normalizada para Archivos de Ordenador. Madrid, ANABAD-Arco Libros, 1994.
1993.
- ISBD (CM). Descripción bibliográfica internacional normalizada para material cartográfico, per la Comissió de catalogació de la FEDERACIÓ INTERNACIONAL D'ASSOCIACIONS I INSTITUCIONS BIBLIOTECARIES (FIAB). Madrid, ANABAD-Arco Libros, 1993.



- ISBD (PM). Descripció bibliogràfica internacional per a música impresa, per la Comissió de catalogació de la FEDERACIÓ INTERNACIONAL DASSOCIACIONS I INSTITUCIONS BIBLIOTECARIES (FIAB), Barcelona, Generalitat de Catalunya, 1986.
- ISBD (NBM): Descripción bibliográfica internacional normalizada para materiales no librarios, per la Comissió de catalogació de la FEDERACIÓ INTERNACIONAL DASSOCIACIONS I INSTITUCIONS BIBLIOTECARIES (FIAB). Madrid, ANABAD-Arco Libros,

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. Continguts

S'han reduït els continguts inicialment recollits en la guia docent pel que fa a la descripció d'expedients administratius i d'alguns materials especials, seleccionant els aspectes indispensables per a adquirir les competències fonamentals de l'assignatura. Així mateix s'han reduït a les nocions bàsiques els continguts que es preveïen adquirir mitjançant visites a arxius i seminaris-taller (programa de gestió AtoM).

2. Volum de treball i planificació temporal de la docència

S'ha reduït el nombre d'hores de classes teòrico-pràctiques presencials, mitjançant la seua transformació amb materials diversos pujats a través de l'Aula Virtual. S'ha traslladat una part d'aquest temps a l'aprenentatge autònom paral·lel de l'alumnat, a través de qüestionaris teòrics i pràctiques, acompanyats de les respostes a fi de facilitar l'autoavaluació. Quant a la planificació, s'han mantingut els horaris de classe per a pujar els materials a l'Aula Virtual, però flexibilitzant els terminis de lliurament dels qüestionaris i de les pràctiques, a fi que l'alumnat puga gestionar millor el seguiment de les classes i la realització de les activitats programades d'acord con la seua agenda i disponibilitat.

3. Metodologia docent

Substitució parcial de la impartició de classes presencials per la pujada a l'Aula Virtual dels materials de recolzament a la preparació dels continguts teòrics i la realització de les pràctiques (documents, presentacions amb àudios i enllaços a recursos online) i realització d'alguna sessió de videoconferència gravada.

Sistema de Tutories: es manté el programa de tutories virtuals per correu electrònic per xat privat de l'Aula Virtual i s'usen d'altres eines de l'Aula Virtual per a atendre dubtes o debats col·lectius (creació de fòrums o xats).

4. Avaluació

Es mantenen els percentatges d'avaluació explicitats en la guia docent original. Es comptaran totes les activitats d'avaluació contínua ja efectuades de forma presencial o online. Els qüestionaris avaluable sobre els continguts teòrics realitzats online es computaran juntament amb els de les activitats presencials efectuades (10 % de la nota final). Se suprimeixen les visites i seminaris-taller previstos en la guia original. Es realitzaran les dues pràctiques avaluable previstes amb proves escrites mitjançant tasques de l'Aula Virtual. El treball pràctic individual s'efectuarà a partir de materials d'arxiu accessibles online.



En el dia i franja horària estipulada pel calendari acadèmic d'exàmens es realitzarà l'última prova, que equival al percentatge que se denominava examen o prova escrita. Serà una prova escrita, teòrica i pràctica, que es pujarà a la tasca creada en el Aula Virtual. Tal com s'indica en la guia original, cal obtenir un mínim de 5 sobre 10 para poder superar l'assignatura i computar les qualificacions de l'avaluació contínua.

5. Bibliografia

S'ha substituït una part de la bibliografia recomanada disponible sols en biblioteques pels materials docents pujats a l'Aula Virtual pel professorat, així com per altres recursos d'informació accessibles gratuïtament en diferents repositoris i bases de dades online, amb atenció especial als facilitats pel Servei de Biblioteques de la Universitat de València.