

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

Code	33843
Name	Description of Archival Documents
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	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. INSTRUMENTS AT THE SERVICE OF THE ARCHIVE

1. Auxiliary instruments
2. Control instruments
3. Description instruments
4. Research instruments
5. The standardization of the description and its internationalization

2. STANDARD DESCRIPTION OF ARCHIVE DOCUMENTS: THE ISAD (G) STANDARD AND OTHER ARCHIVE STANDARDS

1. The ISAD (G) standard
2. Other standards of the International Council on Archives (ICA)
3. ISO standards on records management
4. Introduction to the RiC standard

3. DESCRIPTION OF SPECIAL ARCHIVE MATERIALS: PARCHMENTS AND SEALS

1. Special materials
2. Parchments
3. Seals

4. STANDARDIZED DESCRIPTION OF CARTOGRAPHIC MATERIALS

1. Introduction
2. Typologies
3. Representation systems
4. Types of maps according to the information
5. The ISBD (CM) standard
6. Introduction to the RDA standards

5. STANDARDIZED DESCRIPTION OF GRAPHIC MATERIALS

1. The ISBD standard
2. Drawings
3. Engravings
4. Photographs
5. Posters
6. Ephemera

**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.

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 assessable visits to different archives that will be specified in the annex to this Guide.

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.

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: visits to archives 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

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- BONAL ZAZO, J.L., La descripción archivística normalizada: origen, fundamentos, principios y técnicas. Gijón: ed. Trea, 2007.
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- CONDE VILLAYERDE, 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 dArxius, 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.
- ISBD (CM). Descripción bibliográfica internacional normalizada para material cartográfico, per la Comissió de catalogació de la FEDERACIÓ INTERNACIONAL DASSOCIACIONS 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,