

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

Code	33866
Name	Documentary Information Units and Systems
Cycle	Grade
ECTS Credits	6.0
Academic year	2024 - 2025

Study (s)

Degree	Center	Acad. Period	year
1007 - Degree in Information and Documentation	Faculty of Geography and History	1	First term

Subject-matter

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	17 - Documentation	Basic Training

Coordination

Name	Department
BOLAÑOS PIZARRO, MAXIMA	225 - History of Science and Documentation

SUMMARY

The “Verification Report” of the Library and Information Science degree by the University of Valencia, which regulates the contents that must be taught in the mentioned degree, presents the subject of Documentary Information Units and Systems within the basic training module, indicating that it is an introductory subject in which the theoretical aspects and epistemological bases of Information and Documentation must be known, describing the types of information units (libraries, archives and documentation centres), their services and functions; as well as the characteristics of documentation and scientific information. Starting from this “traditional” approach in which the characteristics of the documentary units (mission, structure, personnel, users, procedures, collections, services, etc.) and of the documentary information systems will be described, a critical vision will be introduced throughout the course, highlighting the emergence of new roles and the need to adapt to a changing and highly competitive environment or the importance of promoting an ethical use of information, among other aspects.



PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

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

Other requirements

As it is a basic first-year training subject, there are no prerequisites.

COMPETENCES (RD 1393/2007) // LEARNING OUTCOMES (RD 822/2021)

1007 - Degree in Information and Documentation

- Sensibilidad hacia temas medioambientales.
- Resolución de problemas.
- Capacidad de análisis y de síntesis aplicadas a la gestión y organización de la información.
- Capacidad de organización y planificación del trabajo.
- Comunicación oral y escrita en la lengua nativa.
- The ability to handle information.
- Toma de decisiones.
- Capacidad de trabajo en equipo y de integración en equipos multidisciplinares.
- Habilidades en las relaciones interpersonales.
- Razonamiento crítico en el análisis y la valoración de alternativas.
- Compromiso ético en las relaciones con los usuarios y en la gestión de la información.
- Capacidad para el aprendizaje autónomo.
- Capacidad para la adaptación a cambios en el entorno.
- Capacidad de dirección y liderazgo.
- Capacidad para emprender mejoras y proponer innovaciones.
- Creatividad.
- Conocimiento de otras culturas y costumbres.
- Compromiso con el principio de igualdad de oportunidades entre hombres y mujeres.
- Compromiso con el principio de accesibilidad universal.
- Compromiso con los valores democráticos y la cultura de la paz.
- Reconocimiento de la diversidad y la multiculturalidad.



LEARNING OUTCOMES (RD 1393/2007) // NO CONTENT (RD 822/2021)

As a result of the learning process and the subject position in the curriculum (first semester of the first year), students are expected to know the basic rudiments of Documentation as a discipline and what Library and Information Science degree and its professionals can contribute to society. In line with this, students should:

- Know the basic concepts, origin and historical evolution of Documentation as a discipline.
- Understand what documentary information systems are and the role they play in information unit
- Be able to identify the characteristics of the different types of information units.
- Use and be able to argue about the value that documentary information systems, information units and information sources can provide to solve information needs.
- Know the characteristics of scientific documentation and the system for generating and disseminating scientific knowledge.
- To have a critical vision of the discipline, the profession and the professional future.

DESCRIPTION OF CONTENTS

1. Unit 1. Introduction to information and documentation.

- Concepts and terminology.
- Historical evolution of the discipline.
- Relationship with other disciplines.

2. Unit 2. Professional profiles.

- Traditional profiles.
- New profiles.

3. Unit 3. Introduction to the Documentary Information Units.

- Libraries: typology and characteristics.
- Archives and documentation centers: concept, objectives and characteristics.
- Scientific information centers and observatories of Technological Surveillance.

4. Unit 4. Technical processes.



- The selection and acquisition of the collection.
- The organization and preservation of the collection.
- Library cooperation.
- Integrated Library Management Systems.
- Library design and equipment.
- Evaluation of library processes and services.

5. Unit 5. Ethics and Professional deontology.

- Ethical codes.
- Ethics and academic honesty.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	45,00	100
Classroom practices	15,00	100
Attendance at events and external activities	2,00	0
Development of individual work	15,00	0
Study and independent work	10,00	0
Readings supplementary material	8,00	0
Preparation of evaluation activities	20,00	0
Preparing lectures	5,00	0
Preparation of practical classes and problem	15,00	0
Resolution of case studies	15,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The teaching methodology will combine the following elements:

- Theory classes.
- Practical classes in the classroom.
- Oral presentations in class.
- Resolution of exercises, problems and works.



- Study of the student.
- Tutorial follow-up of the student's study and work.
- Field work.
- Search and consultation of bibliography.
- Carrying out external practices.
- Attendance at seminars, conferences, monographs, talks.

EVALUATION

The following aspects will be taken into account for the evaluation:

1. Written test: the final individual exam will account for 50% of the mark. The minimum mark the student must achieve to pass the course will be 5 out of 10.
2. Practical work: class presentations and practical work will account for 50% of the final mark. It will be an essential condition to be able to sit the final exam, the delivery of the practical work that are not recoverable in second call.

This assessment starts from the premise that teaching at the University of Valencia is, by definition, oncampus lecture delivery method. In this sense, the student should be aware that attendance at both the theoretical and practical lectures is essential for proper monitoring of the contents of the course. The student must also consider the possibility to enroll part time when it is unable to attend all courses (60 credits). However, there is an exception for those students that justify it and request it. They have the possibility of being assessed without attending to all or part of the lectures. For these cases, students should proceed as follows:

At the beginning of the course, student should inform to lecturer responsible for the course, the incidence that makes her/him unable to attend the class. This must be adequately justified in documentary form.

The lectures in charge, in the light of this information, will decide the possibility of evaluation without full or partial assistance to the lectures.

Students who are in this situation must submit for evaluation all work required by the lecturer (not necessarily the same to those required for the course) and may also be called to defend them orally to the lecturer, and conduct a knowledge test. The weight of the final grade work will be 50% and the test the remaining 50% knowledge. Students who do not attend Theoretical activities and / or practices, and individual and collective practical work, will read a series of supplementary texts. The delivery of practices or other exercises submitted to evaluation that haven't been made by the student or that come from a source and have not been properly cited will lead to failing the course.



REFERENCES

Basic

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- Orera Orera, L (ed.) (1996). Manual de biblioteconomía. Madrid: Síntesis; 1996. Tercera reimpresión, 2002.

Additional

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