

Documentation and Archiving

Code: 100071
ECTS Credits: 6

Degree	Type	Year	Semester
2502758 Humanities	OT	3	0
2502758 Humanities	OT	4	0

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: No

Prerequisites

None

Objectives and Contextualisation

The subject studies the techniques of storage, organization, dissemination and preservation of universal documentary heritage, from clay tablets to electronic documents. At the end of the course, students should be able to: be familiar with the fundamental concepts of Information Science and Archivist as two independent and complementary disciplines, know the Spanish archive system and know how to interpret the finding aids, and know the resources of information in humanities. The main objective is to introduce the student into the knowledge of these two disciplines from the current issues of debate that are posed in the issues of documentary and bibliographic heritage.

Competences

- Humanities
- Identifying the historical processes of contemporary culture.
- Properly using the resources and methodologies of the study of contemporary culture.

Learning Outcomes

1. Analysing documents of various historical eras.
2. Assessing other related disciplines that contribute to the correct processing of documents: sigillography, chronology, etc.
3. Assessing the organisation of archives.
4. Identifying the various types of documents.
5. Transcribing historical documents.
6. Using the ICT to organise documents.

Content

Part 1. Archival science

1. Archival science: concept, definition and historical evolution
2. Archives and records
3. Brief historical evolution of archives.
4. The Spanish and Catalan archival systems
5. Archives and historical memory: the cases of Greece, Germany and Spain.
6. Access to information and public documentation. The right of access versus the protection of personal data.
7. Big data and Humanities. Archiving the Internet.

Part 2. Information science

1. Information science: concept, definition and historical evolution
2. The role of libraries and information centers in the 21st century. Are libraries in a digital world a reason to be?
3. The digitization of the heritage. Current projects and future challenges.
4. Information sources for the humanities: concept of source; primary and secondary sources. Classification of sources. New sources of information: social networks.
5. Criteria for the selection and evaluation of sources of information.
6. The facilities for accessing information: how do we access the bibliographic information? Searching for catalogs and databases.
7. Internet search engines.
8. The destruction of documentary and bibliographic heritage.

Part 3. Final reflection

Archival science and information science: two related and / or complementary sciences? Analysis of the aspects that they share and those that differentiate them.

Methodology

To achieve the established objectives, this subject involves both lectures and practical classes. Students must keep abreast of the news and information published on the Virtual Campus / Moodle. The work students carry out mainly consists of lectures, debates and discussions in class, individual/group presentations in class, reading assignments, written assignments, exercises to be performed in class and outside class, and exams.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Lectures, debates and presentations in class	50	2	1, 4, 3
Type: Supervised			

Exercises to be performed in class and outside class	27	1.08	1, 4, 5, 2
Type: Autonomous			
Reading literature and materials	40	1.6	4, 2, 3
Written assignments	30	1.2	4, 2, 3

Assessment

Assessment is continuous. Students must provide evidence of their progress by completing 4 tasks. Task deadlines will be indicated in the course schedule on the first day of class. All information on assessment, assessment activities and their weighting is merely a guide. The subject's lecturer will provide full information when teaching begins.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for. In the case of retaking or compensating for an activity, the highest mark that can be obtained is 5.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities.

Classification as "not assessable"

In the event of the assessment activities a student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject.

Students may not retake assessment activities in which they are found to have engaged in misconduct. Plagiarism is considered to mean presenting all or part of an author's work, whether published in print or in digital format, as one's own, i.e. without citing it. Copying is considered to mean reproducing all or a substantial part of another student's work. In cases of copying in which it is impossible to determine which of two students has copied the work of the other, both will be penalised.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Exam 1	25%	1.5	0.06	1, 6, 4
Exam 2	25%	1.5	0.06	4, 5, 2, 3
Work assignment 1	25%	0	0	1, 4, 2, 3

Bibliography

ARCHIVES

(Books)

- LODOLINI, Elio (1993). *Archivística. Principios y problemas*. Madrid: ANABAD, 1993.
- ALBERCH I FUGUERAS, Ramon (2002). *Els arxius entre la memòria històrica i la societat del coneixement*. Barcelona: Editorial UOC : ECSA. 199 p.
- TRIBÓ TRAVERIA, Gemma (2005). *Enseñar a pensar históricamente: los archivos y las fuentes documentales en la enseñanza de la historia*. Barcelona: Universitat. ICE.
- ALBERCH I FUGUERAS, Ramon (2008). *Archivos y derechos humanos*. Gijón: Trea, 2008.
- CAPELL, Emilia; COROMINAS, Mariona (coords.) (2009). *Manual d'arxivística i gestió de documents*. Barcelona: Associació d'Arxivers de Catalunya.
- RAMS, Leonor (2011). *Los documentos de archivo: cómo se accede a ellos*. Gijón: Trea.
- CRUZ MUNDET, José Ramón (2012). *Archivística: gestión de documentos y administración de archivos*. Madrid : Alianza editorial.
- DURANTI, Luciana, FRANKS, Patricia C (eds.) (2015). *Encyclopedia of Archival Science*. Lanham, MD: Rowman & Littlefield.

(Finding aids)

- *Guia dels Arxius Històrics de Catalunya*. Barcelona: Generalitat de Catalunya, 1982-2007. 8 vols. (Guies, inventaris, catàlegs. Guies ; 1, 3-4, 6-9).
- *Censo-guía de archivos de España y Iberoamérica*. Ministerio de Cultura.
<http://censoarchivos.mcu.es/CensoGuia/portada.htm>
- *Guia de los archivos de la Iglesia en España*. Archivo Diocesano de Barcelona : Asociación de archiveros de la Iglesia en España, 2001.
<http://www.mcu.es/archivos/docs/ArchivosIglesia.pdf>
- *Guía de Archivos Militares Españoles*. 3a. ed. corr. y aum. Madrid: Ministerio de Defensa, 2012.
http://www.portalcultura.mde.es/Galerias/publicaciones/fichero/Guia_de_los_archivos_militares_espanoles.pdf
- *PARES.Portal de Archivos Españoles*. Ministerio de Cultura. <http://pares.mcu.es/>
- *Cercador d'Arxius de Catalunya*. Departament de Cultura i Mitjans de Comunicació.
<http://cultura.gencat.cat/arxius/directori.asp>
- *Archives Portal Europe*. <https://www.archivesportaleurope.net/es/home>

(Journals)

- *Boletín de la Asociación Española de Archiveros, Bibliotecarios, Museólogos y Documentalistas*. Madrid: ANABAD, 1950-
- *Lligall, revista catalana d'arxivística*. Barcelona: Associació d'Arxivers de Catalunya, 1988-

- *Tabula. Revista de Archivos de Castilla y León*. Salamanca: Asociación de Archiveros de Castilla y León, 1992-
- *Comma. International Journal on Archives*. Paris: International Council on Archives / Conseil International des Archives, 2001- . Continuació de Janus i Archivum
- *Archival Science: International Journal on Recorded Information*. Main editors: K. Anderson; E. Ketelaar; E. Yakel. Dordrecht : Kluwer Academic Publisher, 2001-. ISSN: 1389-0166 (print version). ISSN: 1573-7519 (electronic version)
- (web sites)
- *International Council on Archives*. <http://www.ica.org>
- *Associació d'Arxivers de Catalunya*. Enllaços. <http://www.arxivers.com>
- Departament de Cultura i Mitjans de Comunicació. *Arxius i Gestió documental*. <<http://www.gencat.cat>>

LIBRARIES AND INFORMATION CENTER

(Books)

- HERNÁNDEZ , Hilario; [et al.]. (2001). *Las Bibliotecas públicas en España: una realidad abierta*. Salamanca : Fundación Germán Sánchez Ruipérez, 2001. També disponible en versió electrònica: <http://www.fundaciongsr.es/bp/index2.html>.
- DARNTON, Robert. (2010). *Digitalitzar és democratitzar? El cas dels llibres*. Barcelona: Arcàdia, 2010.
- LÓPEZ YEPES, José; OSUNA, María Rosario. (2011). *Manual de ciencias de la información y documentación*. Madrid : Pirámide.
- CID LEAL, Pilar; PERPINYÀ MORERA, Remei. (2013). *Cómo y dónde buscar fuentes de información*. UAB. Servei de Publicacions. (Materials, 227).

(Information resources)

- CARRIZO SAINERO, Glòria; IRURETA-GOYENA, Pilar; LÓPEZ DE QUINTANA, Eugenio. *Manual de fuentes de información*. 2a. ed. Zaragoza: Conferencia Española de Gremios y Asociaciones de Libreros, 2000. 574 p.
- TRIBÓ TRAVERIA, Gemma (2005). *Enseñar a pensar históricamente: los archivos y las fuentes documentales en la enseñanza de la historia*. Barcelona: Universitat. ICE
- PONS, A. (2013). *El Desorden digital : guía para historiadores y humanistas*. Tres Cantos : Siglo XXI.

(Journals)

- *Item, revista de biblioteconomia i documentació*. Barcelona: Col·legi Oficial de Bibliotecaris-Documentalistes de Catalunya, 1987-
- *El Profesional de la Información*. Barcelona : Swets & Zeitlinger Ibérica, 1998- Continuació d'Information World en Español (1992-1997).
- *Revista Española de Documentación Científica*. Madrid: CINDOC, 1977-.
- *Bid: textos universitaris de biblioteconomia i documentació*. Barcelona: Facultat de Biblioteconomia i Documentació de la Universitat de Barcelona, 1998-.

(Web sites)

- *Biblioteca de Catalunya*. <http://www.bnc.cat/>

- *Servei de Biblioteques de la Universitat Autònoma de Barcelona*. Bellaterra: UAB.
<http://www.uab.cat/servlet/Satellite/biblioteques-1100266971243.html>

- *Europeana*. <http://www.europeana.eu/portal/>