

Document Creators and Types II

Code: 42109
ECTS Credits: 10

Degree	Type	Year	Semester
4312208 Archival and Records Management	OB	1	2

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

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Use of Languages

Principal working language: catalan (cat)

Teachers

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Prerequisites

There is no particular pre-requirement needed for this module.

Objectives and Contextualisation

The objectives of the module are to deepen in the knowledge about some of the producers and of the documentary types that are guarded in the archives. In particular, on historical institutions and private producers, and the documents that they have generated, and on the file materials linked to the image.

L1. Fonds and records of institutions and corporations, entities and private persons

This formative line aims to provide a synthetic view of the fonds of the historical institutions of the country as well as of private fonds. Based on the description of the main characteristics of the producing entities, the process of formation and the composition of the collections will be studied, as well as the formal structure of its most representative documentary types.

L2. Photographic, graphic and audiovisual records

This training line aims to provide specific knowledge about photographic, graphic and audiovisual records, and also training for the technical and documentary evaluation of them. It also seeks an understanding of the technological creation environment and, as a result, greater possibilities to properly contextualize these materials and preserve them. Finally, we want to offer a methodology for the management of specialized centers and for the organization work of the sets

Competences

- Analyse, synthesise, organise and plan management environments and actions.

- Apply methods for document description and retrieval.
- Continue the learning process, to a large extent autonomously.
- Identify document producers and the documentary resources they have generated and/or generate.
- Recognise the conditions of preservation for each type of documentary support.
- Recognise the context of document production.
- Update and recycle knowledge through continuous training.
- Work independently, solving problems and making decisions.

Learning Outcomes

1. Analyse, synthesise, organise and plan management environments and actions.
2. Apply methods of preventive conservation.
3. Continue the learning process, to a large extent autonomously.
4. Create archival description tools for audiovisual documents and graphics.
5. Distinguish source producers from institutions, private and personal organisations.
6. Identify pathologies affecting documentary media.
7. Plan interventions in documentary collections pertaining to institutions and companies, entities and private individuals.
8. Recognise and apply the rules of archival description to audiovisual documents and graphics.
9. Recognise and identify documentary types in judicial, notarial, ecclesiastical, stately, private institutions, and personal documentation.
10. Recognise the contexts of production for audiovisual and graphic documents.
11. Recognise the effects of environmental conditions on documentary media.
12. Recognise the historical and organisational evolution of judicial, notarial, ecclesiastical and stately institutions.
13. Recognise the physical and chemical characteristics of documentary media.
14. Update and recycle knowledge through continuous training.
15. Work independently, solving problems and making decisions.

Content

LF1. Fonds and records of institutions, corporations, entities and private persons

Part 1. The archives of Catalan institutions

1. The archives of historical Catalan institutions
2. The public notary archives
3. The judicial archives
4. The archives of the Church

Part 2. The Private Archives

5. The accession of private fonds in public archives
6. The Corporate archives
7. The Family archives
8. The Personal archives
9. The Associative archives

LF2. Photographic, graphic and audiovisual records

Part 1. Photography

- Origin of fonds
- Photographic procedures
- Installation and conservation
- Cataloguing and classification

Part 2. Digital image

- Fundamentals
- Graphic formats
- Metadata

Part 3. Archive management

- Legislation and intellectual property
- Ingest
- Reproduction and use
- The access

Part 4. Graphic documents

- Engravings
- Photomechanical procedures
- Posters
- Maps

Part 5. Films

- Formats and carriers
- Installation and conservation
- Cataloguing and classification

Part 6. Video

- Video formats
- TV Archives
- Analysis and description of moving images

Part 7. Audio records

- Audio carriers
- Play and recording of audio
- Conservation

Part 8. Digital audiovisual records

- Digital video
- Digital sound
- Metadata and preservation

Methodology

The methodology of the module is common to the two training lines. It is a combination of presential and virtual lessons guided by the teacher but with a high degree of participation of the students, with specific supervised tasks and autonomous study of the bibliography.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
L1. Presential lessons	36	1.44	1, 5, 3, 15
L2. Presential lessons	21	0.84	1, 2, 4, 5, 6, 3, 10, 11, 8, 13
Type: Supervised			
L1. Commentaries on selected bibliography	26	1.04	14, 7, 12, 15
L1. Contextualization of types of record	26	1.04	14, 3, 9, 12, 15
L2. Study Cases	21	0.84	1, 2, 4, 6, 3, 11, 13, 15
Type: Autonomous			
L1. Readings on recommended bibliography	28	1.12	5, 7, 9, 12, 15
L2. Readings on recommended bibliography	21	0.84	14, 2, 10, 11, 13, 15

Assessment

The module evaluation system rewards the continued effort from the students. If the minimum grade to approve is not reached, the recovery mechanism will be a second examination.

You must overcome each training line per separate in order to be able to overcome the module.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
L1. Final exam	40%	2	0.08	14, 1, 5, 3, 9, 12
L1. Practice Part 1	25%	3	0.12	5, 3, 9, 12, 15
L1. Practice Part 2	25%	3	0.12	5, 3, 9, 12, 15
L1. Weekly questionnaire	10%	1	0.04	5, 3, 9, 12
L2. Final exam	40%	5	0.2	2, 4, 6, 7, 10, 11, 8, 9, 13
L2. In person and online practices	20%	52	2.08	1, 2, 4, 6, 3, 10, 11, 13, 15
L2. Partial exam	40%	5	0.2	4, 10, 11, 8

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Software

L2. Xnview.