

Management of Archives

Code: 42111
ECTS Credits: 15

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

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.

Contact

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Use of Languages

Principal working language: catalan (cat)

Teachers

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Prerequisites

There are no prerequisites

Objectives and Contextualisation

L1. Marketing and Communication

- Knowing both the basic concepts and the basic techniques of marketing and communication as well as the latest trends that are being developed in the world of cultural communication in general.
- Learning to apply all these acquired knowledge about the archives and know how to apply them both from the archives themselves and from the perspective of the independent professional.

L2. Preventive conservation and archival equipment

- Providing basic knowledge so that the student at the end of the course can identify the materials that make up a document collection, evaluate its conservation status, and determine the treatments and preventive measures to be taken to guarantee its conservation in its future.
- Providing knowledge about the different aspects that determine the good physical state of a fund, both in its normal storage, and during handling, during the consultation, digitization or exposure. The lines of action to be adopted in a preventive manner are presented and directly in the documents.

L3. Management techniques for archiving services

Beyond the application of document management and archiving techniques, archiving is configured as a service within organisations and, as such, requires the application of management techniques that make possible services based on efficiency and quality, whether in the public administration or in a private organisation. At the same time, the outsourcing of document management and archiving services by some organizations makes it essential to be able to develop professionally in this context.

The objectives are:

- Learning and practice design and planning techniques.
- Learning and practice techniques of management of economic, material and human resources available to optimize their use and improve efficiency.
- Learning to use appropriate techniques to improve the quality of services.
- Learning to know the users of archival services and identify their demands.
- Learning to evaluate the effectiveness, efficiency and quality of services.
- Learning techniques for introducing changes and improvements in the functioning of archiving services.

Competences

- Adapt to new situations, showing leadership and initiative abilities.
- Analyse, synthesise, organise and plan management environments and actions.
- Carry out team work in interdisciplinary ways.
- Communicate and justify conclusions clearly and unambiguously to both specialist and non-specialist audiences.
- Communicate knowledge orally and in writing.
- Define and evaluate the equipment and conditions of archiving services.
- Design and implement management systems in archive services.
- Design and implement plans and develop actions for the cultural promotion and dissemination of archive services and of their documentary collections.
- Generate innovative and competitive proposals.
- Recognise the conditions of preservation for each type of documentary support.

Learning Outcomes

1. Adapt to new situations, showing leadership and initiative abilities.
2. Analyse, synthesise, organise and plan management environments and actions.
3. Apply methods of preventive conservation.
4. Carry out team work in interdisciplinary ways.
5. Communicate and justify conclusions clearly and unambiguously to both specialist and non-specialist audiences.
6. Communicate knowledge orally and in writing.
7. Create prevention and emergency plans.
8. Design, implement and manage process-management systems in archive centres.
9. Determine the equipment and the material and human resources in archive centres.
10. Develop action programmes.
11. Develop marketing plans.
12. Develop products for cultural promotion and for the dissemination of archive services.
13. Generate innovative and competitive proposals.
14. Identify pathologies affecting documentary media.
15. Identify the conditions and equipment pertaining to archive services.
16. Recognise marketing techniques.
17. Recognise reference norms regarding management quality and excellence.
18. Recognise the effects of environmental conditions on documentary media.
19. Recognise the physical and chemical characteristics of documentary media.

Content

L1. Marketing and Communication

1. Introduction to marketing
2. The marketing plan

3. The communication plan
4. The communication channels
5. The use of Public Relations as a tool for communication in Archive Institutions

L2. Preventive conservation and archival equipment

1. Concepts of conservation and restoration
 - 1.1 The conservation of documents throughout history. Introduction.
 - 1.2 Conservation concepts; preventive conservation, curative conservation, restoration.
2. Traditional materials and typologies of documentary heritage
 - 2.1 Documentary supports and elements supported
 - 2.2 Document formats
3. Intrinsic causes of degradation and more common alterations (paper and parchment support)
4. Extrinsic causes of degradation and more common alterations (paper and parchment support)
5. Preventive conservation
 - 5.1 Control of environmental variables
 - 5.2 Pest control
 - 5.3 Maintenance and cleaning
 - 5.4 Manipulation and consultation
6. Other supports. PHOTOGRAPHIC MATERIAL; CHARACTERISTICS, IDENTIFICATION, DEGRADATIONS
 - 6.1 photographic materials throughout history. Introduction
 - 6.2 formats and typologies, visual identification, degradations
 - 6.3 conservation
7. Deposit and storage
 - 7.1 Types and characteristics of deposits
 - 7.2 Furniture
 - 7.3 Individual protection systems
8. Restoration
 - 8.1 Restoration concept
 - 8.2 Criteria for interventions
 - 8.3 Priorities
 - 8.4 Restoration processes
9. Action plans
 - 9.1 Risk assessment

9.2 Prevention

9.3 Recovery

L3. Management techniques for archiving services

1. Management and archival services

1.1. Introduction to management: definitions and concepts

2. Strategic management of archival services

2.1 Introduction to strategic management

2.2 Strategic and project planning

2.3 Definition of resources: equipment, facilities and services

2.4 Implementation of strategy and control systems

2.5 Ethics and archival services

3. Quality Management and Excellence

3.1. The iso 9000 family of standards

4. Management by objectives and processes

4.1. Management by objectives and processes

4.2. Identification, sequence and selection of processes

4.3. The description and documentation of processes and procedures

4.4. Monitoring and measurement of results: defining indicators

4.5. Risk management

Methodology

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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. Interactive classes (online if required)	18	0.72	11, 12, 5, 16
L1. Online Classroom	18	0.72	2, 3, 7, 14, 18, 19
L2. Practical clasroom activities	12	0.48	1, 3, 6, 7, 13, 14, 18, 19, 4
L2. Virtual classroom	8	0.32	3, 7, 9, 10, 15, 14, 18, 19

L2. Visits to archive centres	3	0.12	2, 9
L3. Debates and presentations	12	0.48	2, 6, 9, 8, 10, 15, 17, 4
L3. Master classes	22	0.88	5
Type: Supervised			
L1. Case study projects	40	1.6	11, 12, 5
L2. Realization of work files, on practical activities and visits	18	0.72	2, 3, 6, 7, 14, 18, 19, 4
L3. Individual or group practical work and exercises	19	0.76	1, 2, 6, 5, 4
Type: Autonomous			
L1. Study and analysis of cases chosen by the students	19	0.76	11, 12, 5
L2. Case study and analysis	42	1.68	1, 2, 13
L2. Readings	19	0.76	9, 15, 14, 18, 19
L3. Practical exercises at home	25	1	9, 8, 10, 15
L3. Readings	15	0.6	1, 5, 4

Assessment

To pass the module students must pass each learning section.

L1. Marketing and Communication

If a test is required to recover from the evaluation, a written exercise must be carried out according to the teacher's instructions.

L2. Preventive conservation and archival equipment

If a test is required to recover from the evaluation, a theoretical-practical exam must be carried out.

L3. Management techniques for archiving services

If a test is required to recover from the evaluation, a written exercise must be carried out according to the teacher's instructions.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
L1. Class attendance	10%	10	0.4	11, 12, 5, 16
L1. Evaluation activities	50%	10	0.4	11, 12, 5, 16
L1. Practical exercises	40%	10	0.4	11, 12, 5, 16
L2. Attendance and participation in practical classes	40%	12	0.48	1, 2, 6, 13, 4
L2. Attendance and participation in visits to archive	10%	9	0.36	2, 9, 15

centres

L2. Written theory exam	50%	2	0.08	2, 3, 6, 7, 14, 18, 19
L3. Practical exercises	40%	12	0.48	1, 2, 6, 9, 8, 10, 13, 15, 5, 17, 4
L3. Project	40%	16	0.64	1, 2, 6, 9, 8, 10, 13, 15, 5, 17, 4
L3. Project presentation	20%	4	0.16	1, 2, 6, 9, 8, 10, 13, 15, 5, 17, 4

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