

| Degree                                              | Type | Year |
|-----------------------------------------------------|------|------|
| 4318290 Archival Studies and Information Governance | OB   | 2    |

## Contact

Name: David Gonzalez Ruiz

Email: david.gonzalez.ruiz@uab.cat

## Teachers

Pablo Enrique Saavedra Bendito

## Teaching groups languages

You can view this information at the [end](#) of this document.

## Prerequisites

No prerequisites are required.

## Objectives and Contextualisation

### L1. Photographic documents.

- Identify the main photographic procedures in order to determine their properties and specific conservation needs.
- Know the preventive conservation measures applicable to each photographic object to guarantee its long-term conservation.
- Learn how to design, execute and monitor a digitization project.
- Assimilate the main guidelines for the management of native digital photography.
- Provide basic knowledge about current legislation affecting photographic documents. Action lines to be adopted during the management of admission, selection or public communication of documents will be presented.
- Apply methods of description and recovery of photographic documents.
- Know strategies for revitalizing the photographic heritage.

## L2. Graphic documents.

- Identify the main typologies of graphic documents.
- Know the main installation systems and preventive maintenance measures.
- Know the current legislation on copyright and access to information.
- Apply economic assessment criteria.

## L3. Audiovisual documents.

- Learn about the evolution of image and sound recording technology.
- Identify the different supports and formats.
- Learn the methods for the conservation of materials.
- Apply the specific standards for the archival treatment of audiovisual documents.
- Learn to manage information related to audiovisual documents in the digital environment.

## **Learning Outcomes**

1. CA27 (Competence) Plan the archive management of an organisation's photographic, graphic and audiovisual documents.
2. CA28 (Competence) Assess the conservation status of the photographic, graphic and audiovisual documents in a collection or archive.
3. KA39 (Knowledge) Describe the photographic, graphic and audiovisual materials in a collection or archive.
4. KA40 (Knowledge) Identify the technical and documentary assessment of photographic, graphic and audiovisual materials.
5. KA41 (Knowledge) Recognise the technological context for the creation of photographic, graphic and audiovisual materials graphics in a collection or archive.
6. SA32 (Skill) Determine the production contexts of photographic, graphic and audiovisual documents in a collection or archive.
7. SA33 (Skill) Apply techniques and instruments for the management, preservation, organisation and use of documents, archives and photographic and audiovisual collections.
8. SA34 (Skill) Use methodologies for the management of specialised centres.

## **Content**

### L1. Photographic documents.

- Origin of the funds
- Photographic procedures
- Installation and conservation
- Cataloging and classification

#### Block 2. Digital image

- Basic concepts
- Graphic formats
- Metadata

#### Block 3. File management

- Current legislation and intellectual property
- The income
- Reproduction and use
- The inquiry
- Diffusion policies

#### L2. Graphic documents.

#### Block 4. Graphic documents

- Engravings
- Photomechanical procedures
- Posters
- Cartography

#### L3. Audiovisual documents

#### Block 5. Films

- Formats and supports
- Installation and conservation
- Cataloging and classification

#### Block 6. Video

- The analog video
- Television archives
- Analysis and description of the moving image

#### Block 7. Sound documents

- Sound playback and recording
- conservation

## Block 8. Video and digital audio

- Digital video
- Digital audio
- Metadata and preservation

## Activities and Methodology

| Title                                                          | Hours | ECTS | Learning Outcomes                        |
|----------------------------------------------------------------|-------|------|------------------------------------------|
| Type: Directed                                                 |       |      |                                          |
| L1, L2 i L3. Participatory and interactive classes. In person. | 20    | 0.8  | CA27, CA28, KA39, KA40, KA41, SA32, SA33 |
| L1, L2 i L3. Participatory and interactive classes. Online.    | 20    | 0.8  | CA27, CA28, KA39, KA40, KA41, SA32, SA33 |
| Type: Supervised                                               |       |      |                                          |
| L1, L2 i L3. Practical cases                                   | 15    | 0.6  | SA34                                     |
| L1, L2 i L3. Practical exercises in the classroom or online.   | 15    | 0.6  | CA27, CA28, KA39, KA40, KA41, SA32, SA33 |
| Type: Autonomous                                               |       |      |                                          |
| L1, L2 i L3. Exercises to be delivered during the course       | 10    | 0.4  | CA28, KA39, KA40, KA41, SA33             |
| L1, L2 i L3. Reading recommended texts and articles            | 20    | 0.8  | CA27, CA28, KA39, KA40, KA41, SA33, SA34 |

The methodology of the module is common to the three training lines. Face-to-face classes and virtual classes will be combined, guided by the teacher but with a high degree of student participation, with specific supervised work and the independent study of the bibliography.

The language used during teaching will be Catalan.

Note: 15 minutes of a class will be set aside, within the calendar established by the center/degree, for students to fill in the teacher performance and subject evaluation surveys /module.

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.

## Assessment

### Continous Assessment Activities

| Title | Weighting | Hours | ECTS | Learning Outcomes |
|-------|-----------|-------|------|-------------------|
|-------|-----------|-------|------|-------------------|

|                                       |     |    |     |                                                   |
|---------------------------------------|-----|----|-----|---------------------------------------------------|
| L1, L2. Final exam (case study)       | 30% | 15 | 0.6 | CA27, CA28, KA39, KA40, KA41, SA32, SA33          |
| L1, L2. Partial exam<br>Questionnaire | 10% | 5  | 0.2 | CA28, KA39, KA40, KA41                            |
| L1, L2. Practical exercises           | 10% | 5  | 0.2 | CA27, CA28, KA39, KA40, KA41, SA32, SA33,<br>SA34 |
| L3. Final exam (case study)           | 30% | 15 | 0.6 | CA27, CA28, KA39, KA40, KA41, SA32, SA33,<br>SA34 |
| L3. Midterm exam (questionnaire)      | 10% | 5  | 0.2 | CA28, KA39, KA40, KA41                            |
| L3. Practical exercises               | 10% | 5  | 0.2 | CA27, CA28, KA39, KA40, KA41, SA32, SA33,<br>SA34 |

The evaluation system will take into account several aspects. On the one hand, several practical exercises will be carried out with a weight of 10 percent of the grade among all the activities. Finally, the student will have to take a partial exam in the form of a questionnaire and a final exam that will consist of developing a practical case.

At the time of delivering the final grade prior to the minutes, the teacher will communicate in writing a date and time of review.

#### Unique assessment

Students who take the single assessment must sit the exam that will consist of a practical part (40%), a theoretical part (40%), and a reading part, where they will have to demonstrate that the required readings have been read (20%).

#### Recovery

Students who have taken part in activities whose weight is equal to 66.6% (two thirds) or more of the final grade and who have obtained a weighted average grade of 3.5 or more will be able to access recovery . Under no circumstances can a reassessment activity be carried out for the value of 100% of the final grade.

At the time of handing out the final grade prior to the subject record, the teacher will communicate in writing the recovery procedure. The teacher can propose a recovery activity for each suspended or not presented activity or can group several activities into one.

#### Consideration of "not assessable"

A "non-evaluable" will be assigned when the evaluation evidence provided by the student is equivalent to a maximum of a quarter of the total grade of the subject.

#### Irregularities in assessment activities

In the event that the student commits any irregularity that could lead to a significant variation in the grade of an assessment act, this assessment act will be graded with 0, regardless of the disciplinary process that can be instructed. In the event that several irregularities occur in the assessment acts of the same subject, the final grade for that subject will be 0. Assessment activities in which irregularities have occurred (such as plagiarism, copying, impersonation).

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 The National Film and Sound Archive of Australia - <https://www.nfsa.gov.au/>  
 Phonogrammarchiv - <https://www.oeaw.ac.at/en/phonogrammarchiv>  
 Indiana University Libraries Moving Image Archive - <https://libraries.indiana.edu/moving-image-archive>  
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 Southeast Asia-Pacific Audiovisual Archive Association (SEAPAVAA) - <https://seapavaa.net/>  
 FIAF (International Federation of Film Archives) - <https://www.fiafnet.org/>  
 IASA (International Association of Sound and Audiovisual Archives) - <https://www.iasa-web.org/>  
 FIAT/IFTA ( International Federation of Television Archives (FIAT/IFTA) - <https://fiatifta.org/>  
 European Audiovisual Observatory - <https://www.obs.coe.int/en/web/observatoire/>  
 EBU/UER (European Broadcasting Union) - <https://www.ebu.ch/home>  
 ARSC (Association for Recorded Sound Collections) - <https://www.arsc-audio.org/index.php>  
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 Open Images - <https://www.openimages.eu/>  
 Euscreen - <https://www.euscreen.eu/>

## Software

Microsoft Teams

Xnview

Irfanview

Bulkfilerename

Format Factory

MD5Summer

Google Lens

## Language list

| Name        | Group | Language | Semester       | Turn      |
|-------------|-------|----------|----------------|-----------|
| (TE) Theory | 1     | Catalan  | first semester | afternoon |