

Degree programme	Type	Course
Humanities	OP	3
Humanities	OP	4
Science, Technology and Humanities	OP	4

Contact lecturer

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Teaching staff

Anahí Casadesus De Mingo

Group languages

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

Prerequisites

None

Objectives

The subject studies the techniques of storage, organization, dissemination and preservation of the universal documentary heritage, from clay tablets to electronic documents. At the end of the course, students should:

- Be familiar with the key concepts of Information Science and Archival Science as two independent and complementary disciplines.
- Know the Spanish archive system and know how to interpret the description tools.
- Know the main information sources in Humanities, Science and Technology and know how to interrogate them.

The aim of the course is to introduce the student to the knowledge of these two disciplines based on the current issues of debate that are raised in relation to documentary and bibliographic heritage.

Learning outcomes

1. Analysing documents of various historical eras.
2. Using the ICT to organise documents.
3. Identifying the various types of documents.

4. Transcribing historical documents.
5. Assessing the organisation of archives.
6. Assessing other related disciplines that contribute to the correct processing of documents: sigillography, chronology, etc.

Contents

Part 1. Information science

1. Information Science as a scientific discipline, libraries and documentation services in universal access to information for equality and social progress.

2. Documents in the production and transmission of knowledge. Information organisation and representation systems.

3. Search, retrieval and evaluation of information in digital environments.

4. Digital Humanities: initiatives and projects.

Part 2. Archival science

1. Archival science: concept, definition and historical evolution

2. Archives and records

3. Brief historical evolution of archives.

4. Archives and historical memory.

5. Access to information and public documentation. The right of access versus the protection of personal data.

6. Big data and Humanities. Archiving the Internet.

Learning activities and methodology

Title	Hours	ECTS	Learning outcomes
Lectures, debates and presentations in class	40	1.6	1, 3, 5
Reading literature and materials	40	1.6	3, 5, 6
Practical exercises in or out of class	35	1.4	1, 3, 4, 6
Written assignments	32	1.28	3, 5, 6

The methodology includes theoretical sessions, discussions and debates, as well as the development of practical exercises and reflective work. The materials corresponding to each topic, readings and proposals for theoretical and practical activities will be published on the virtual campus. Some of the sessions will take place in the computerised classrooms.

A detailed schedule outlining the content of each session will be presented on the first day of the course and will be available on the course's Virtual Campus, where students will find all teaching materials and necessary information for eUffective course monitoring. Should the teaching modality change for reasons of force majeure according to the competent authorities, the teaching staff will inform students of any modifications to the course schedule and teaching methodologies.

AI uses

For this course, the use of Artificial Intelligence (AI) technologies is permitted exclusively for those tasks where teachers indicate so. Students must clearly identify any parts generated with these technologies, specify the tools used, and include a critical reflection on how AI has influenced the process and final outcome of the assignment. Failure to disclose the use of AI in assessed activities will be considered a breach of academic integrity and may result in a partial or total penalty to the assignment grade, or more serious sanctions in severe cases.

Note: The course content will be sensitive to issues related to gender perspective and the use of inclusive language.

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

Continuous assessment activities

Title	Weight	Hours	ECTS	Learning outcomes
Information Science Exam	30%	1.5	0.06	2, 6
Information Science practical exercises	20%	0	0	2, 6
Archival Science practical exercises	20%	0	0	1, 2, 3, 4, 5
Archival Science Exam	30%	1.5	0.06	1, 2, 3, 5, 6

Assessment is continuous. Students must demonstrate their progress by completing the assessment activities proposed by the teaching staff. The schedule of these activities, details about them and the weight they have in the final assessment will be provided at the beginning of the classes.

To pass the archival science part, the student must have an average grade of 5 across all activities and a minimum grade of 4 on the exam.

Single assessment

Students who choose the single assessment system must take a single exam on the theoretical and practical content of the course.

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.

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

In the event of a student committing any irregularity that may lead to a significant variation in the grade awarded to an assessment activity, the student will be given a zero for this activity, regardless of any

disciplinary process that may take place. In the event of several irregularities in assessment activities of the same subject, the student will be given a zero as the final grade for this subject.

Bibliography

GENERAL BIBLIOGRAPHY (specific bibliography for each topic will be provided during the course)

Part 1. Information science

Handbooks

Cordón, J.A. et al. (2016). [Las Nuevas fuentes de información: la búsqueda informativa, documental y de investigación en el ámbito digital](#). Madrid: Pirámide.

López Carreño, R. (2017). [Fuentes de información: guía básica y nueva clasificación](#). Barcelona: UOC.

López Yepes, J.; Osuna, M.R. coord. (2011) [Manual de Ciencias de la Información y Documentación](#). Madrid: Pirámide.

Bibliography

Aparici, I. (2023). [\"Redefiniendo las bibliotecas del siglo XXI\"](#). *Astrágalo. Cultura de la Arquitectura y la Ciudad*, 1(33-34), 481 a 491.

Barrios, C.; Cuevas, C.; Gómez, J.A. (2024). [\"Creación de capital social en la biblioteca pública\"](#). *Revista Española de Documentación Científica*, 47(1): e380.

Baker, D.; Ellis, L. eds. (2021) [Future Directions in Digital Information: Predictions, Practice, Participation](#). Cambridge, MA: Chandos Publishing, and imprint of Elsevier.

Cárdenas, C.A. de; Jiménez, N. (2007). [Acceso universal a la información: globalización, cultura y alfabetización](#). ACIMED, 15(1)

Ferraris, M. (2023). [Documentalidad: por qué es necesario dejar huellas](#). Gijón: Trea.

Klein, R. ; Rius-Ulldemolins, J. (2024). "[La Política cultural local en debate: La Red de Bibliotecas Públicas de Barcelona, su valor social y sus contradicciones](#)." *Información, cultura y Sociedad*, 50: 117-134.

López Yepes, J. (2011). [La Sociedad de la documentación: seis calas en el ámbito de la teoría de la documentación, del documento y de las fuentes de información](#). Madrid: Fragua.

Meneses, F.; Souza, G.F. (2024). "[Biblioteca, Universidad y Sociedad](#)." *Revista Informação na Sociedade Contemporânea*, 8(1)

Mir, N. (2023). "[Bibliotecas públicas de hoy, claves para la transición](#)." *Culturas (Valencia)*, 10(2): 24-46

Villasana, L. M.; Hernández, P.; Ramírez, É. (2021). La gestión del conocimiento, pasado, presente y futuro. Una revisión de la literatura. *Trascender, contabilidad y gestión*, 6(18), 53-78.

Wright, A. (2014). [Cataloging the World: Paul Otlet and the Birth of the Information Age](#). Oxford: Oxford University Press.

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-.

Part 2. Archival science

ARCHIVES

Handbooks

- CAPELL, Emilia; COROMINAS, Mariona (coords.) (2009). *Manual d'arxivística i gestió de documents*. Barcelona: Associació d'Arxivers de Catalunya.

- DURANTI, Luciana, FRANKS, Patricia C (eds.) (2015). *Encyclopedia of Archival Science*. Lanham, MD: Rowman & Littlefield.

- GONZÁLEZ QUINTANA, Antonio; GÁLVEZ BIESCA, Sergio; CASTRO BERROJO, Luis. (2019). *El Acceso a Los Archivos En España*. Fundación Francisco Largo Caballero; Fundación 1º de Mayo.

- BOEL, Jens; CANAVAGGIO, Perrine; GONZÁLEZ QUINTANA, Antonio (eds.). (2023). *Archivos y derechos humanos Una perspectiva mundial*. Gijón: Trea.

Resources

- *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>

- *Guía de los archivos de la Iglesia en España*. Archivo Diocesano de Barcelona : Asociación de archiveros de la Iglesia en España, 2001.

<https://www.cultura.gob.es/dam/jcr:f28cc317-7893-40a3-9561-d821b6caf030/archivosiglesia.pdf>

- *Guía de Archivos Militares Españoles*. 3a. ed. corr. y aum. Madrid: Ministerio de Defensa, 2012.

<https://publicaciones.defensa.gob.es/guia-de-archivos-militares-espa-oles-17967.html>

- *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>

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>>

Software

No specific software used

Course groups and languages

The information provided is provisional until November 30. After this date, you will be able to consult the language of each group through this [link](#). To access the information, you will need to enter the course CODE

Type of teaching	Group	Language	Semester	Shift
(TE) Theory	1	Catalan	second semester	morning-mixed
(PAUL) Classroom practices	1	Catalan	second semester	morning-mixed