Teaching Guide

Identifying Data				2021/22
Subject (*)	Preservation of Information in the Digital Age		Code	710G04015
Study programme	Grao en Xestión Dixital de Información e Documentación			

Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	Third	Obligatory	6

Language	Spanish
Teaching method	Face-to-face
Prerequisites	
Department	Humanidades
Coordinador	Amenedo Costa, Mónica María
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Lecturers	Amenedo Costa, Mónica María
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Web	
General description	
Contingency plan	1. Modifications to the contents 2. Methodologies *Teaching methodologies that are maintained *Teaching methodologies that are modified 3. Mechanisms for personalized attention to students 4. Modifications in the evaluation *Evaluation observations: 5. Modifications to the bibliography or webgraphy

Study programme competences	
Code	Study programme competences
A8	CE8 - Master the different methods of representation of data, information and knowledge that ensure efficient recovery
A13	CE13 - Know and master the techniques and regulations for the creation and authentication, meeting, selection, organization, representation, preservation, recovery, access, dissemination and exchange, and evaluation of resources and information services
A14	CE14 - Apply the legal and regulatory provisions and procedures related to the information and documentation activity in general and in the digital environment in particular
A15	CE15 - Know and assume the ethical perspective and deontological values ??of information management as a whole and and in the digital environment in particular
A18	CE18 - Master and apply criteria of selection, acquisition, conservation and elimination of documents and information that allow to organize collections of documents of all nature
A19	CE19 - Determine and apply methods, measures and techniques designed to order, protect, preserve and restore data, information and documents of different nature
B2	CB2 - Apply the knowledge acquired and their ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study
B3	CB3 - Be able to integrate knowledge and face the complexity of making judgments based on information that, being incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgments
B4	CB4 - Know how to communicate their conclusions -and the knowledge and ultimate reasons that sustain them- to specialized and non-specialized audiences in a clear and unambiguous way

B6	CG1 - Capacity for cooperation, teamwork and collaborative learning
B7	CG2 - Capacity for reflection and critical reasoning
B8	CG3 - Capacity for planning, organization and management of resources, information and operations
B9	CG4 - Capacity for analysis, diagnosis and decision making
B10	CG5 - Ability to work in an international and global context
B11	CG6 - Ability to understand the importance, value and function of the Digital Information and Documentation Management in the current ICT society
C3	CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective
C6	CT6 - Develop the ability to work in interdisciplinary or transdisciplinary teams, to offer proposals that contribute to a sustainable environmental, economic, political and social development

Learning outcomes			
Learning outcomes	Study programme competences		
Coñecer e comprender a terminoloxía da materia.	A8		
Identificar os factores de deterioro dos soportes documentais.	A13	B2 B3	
Determinar o estado de conservación dos documentos.	A14	B4 B9	
Coñecer e seleccionar os sistemas idóneos de instalación, almacenamento, exposición e reproducción documental.	A19	B6 B8	
Planificar as condicións que garanten a integridade dos documentos.	A18	B7 B10	C3
Aplicar as directrices e boas prácticas para a preservación dixital.	A15	B11	C6

Contents	
Topic	Sub-topic
Marco conceptual y estado actual de la conservación y preservación de la información	Conceptos básicos La conservación y la preservación
Conservación y preservación de las colecciones patrimoniales y colecciones especiales	Tipología documental La conservación La protección
Preservación digital	La preservación digital Gestión y aspectos tecnológicos Estrategias de la preservación
Metadatos de preservación	Metadatos y tipologías Metadatos para la preservación digital Modelo Premis
Gestión de desastres en unidades de información	Plan de gestión de desastres: planificación, protección, recuperación

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours
Guest lecture / keynote speech	A13 B2 B4 B6	21	20	41
Student portfolio	A8 A14 A15 A18 A19 B2 B3 B4 B6 B7 B8 B9 B10 B11 C3 C6	28	40	68
Oral presentation	B3 B4	8	6	14
Mixed objective/subjective test	A8 B3 B4 B7	2	20	22

Personalized attention		5	0	5

(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	**Description**
Guest lecture / keynote speech	Clases explicativas dos contidos da materia
Student portfolio	Cartafol que reúne os exercicios prácticos e os traballos relacionados cos contidos da materia nos que se demostra a capacidade de aplicación dos coñecementos adquiridos
Oral presentation	Participación na aula e exposición dos exercicios e/ou traballos reflexionando sobre os temas propostos
Mixed objective/subjective test	Proba dirixida a avaliar o grao de coñecemento adquirido polos estudantes en relación cos contidos da materia

Personalized attention	
Methodologies	**Description**
Mixed objective/subjective test Student portfolio Oral presentation	As titorías permitirán ao alumnado resolver dúbidas sobre os contidos da materia, a realización dos traballos e calquera outra actividade orientada ao longo do curso. En todas as metodoloxías aplicadas se empregarán preferentemente as titorías presenciais, se a situación o permite, ou o correo electrónico e Teams, acordándose previamente coa profesora.

Assessment			
Methodologies	**Competencies**	**Description**	**Qualification**
Mixed objective/subjective test	A8 B3 B4 B7	Proba escrita sobre os contidos da materia.	50
Student portfolio	A8 A14 A15 A18 A19 B2 B3 B4 B6 B7 B8 B9 B10 B11 C3 C6	Valorarase a adecuación ás pautas marcadas para cada actividade, o contido, a coherencia da estrutura, a redacción e presentación. Poderán especificarse outros criterios de avaliación particulares no momento da presentación das actividades aos alumnos.	50

Assessment comments
Para aprobar a materia é preciso obter unha nota media de 5 sobre 10 que se calculará atendendo ás porcentaxes sinaladas para cada metodoloxía no apartado de avaliación, sempre e cando se obteña un mínimo de 4 sobre 10 en cada unha das metodoloxías: proba mixta e portafolios. Os traballos do portafolios cualificaranse sobre 10 e farán media aritmética entre eles. Non se avaliarán os traballos non consensuados coa profesora, cando sexa necesario acordar un tema, os presentados fóra de prazo, os que non cumpran coas instrucións prescritas para a súa elaboración ou os que fosen copiados. SEGUNDA OPORTUNIDADEPoderán presentarse á segunda oportunidade únicamente os estudantes que non superasen a materia na primeira oportunidade. Os criterios de avaliación serán os mesmos que os da primeira oportunidade. Gardaranse as notas relacionadas coas metodoloxías mencionadas no apartado de avaliación que resultasen aprobadas, polo que os estudantes recuperarán só a parte que teñan suspensa. ALUMNOS CON ADICACIÓN A TEMPO PARCIAL OU DISPENSA ACADÉMICA DE ASISTENCIAS ÁS AULAS LEGALMENTE RECOÑECIDATerán as mesmas condicións que o resto do alumnado.

Sources of information

Basic	- Argerich Fernández, Isabel, et al (2010). Conservación preventiva y plan de gestión de desastres en archivos y bibliotecas. Madrid: Ministerio de Cultura
	- Bello Urgellès, Carmen y Borrel Crehuet, Ángels (2002). El patrimonio bibliográfico y documental. Claves para su conservación preventiva. Gijón: Trea
	- Cloonan, Michèle Valerie (2015). Preserving our Heritage: Perspectives from Antiquity to the Digital Age.. Chicago: Neal-Schuman
	- Conway, Paul (2000). La preservación en el mundo digital. Santiago de Chile: Centro Nacional de Conservación y Restauración. https://ceice.gva.es/documents/16
	- Corrado, Edward M. y Moulaison, Heather (2014). Digital Preservation for Libraries, Archives, and Museums. Lanham: Rowman & Littlefield
	- Dappert, Angela; Guenther, Rebecca Squire y Sébastien (2016). Digital Preservation Metadata for Practitioners. Implementing PREMIS. Cham, Switzerland: Springer
	- (2015). Digital Preservation Handbook, 2nd Edition. Digital Preservation Coalition. . https://www.dponline.org/handbook
	- Escalera Armiño, Álvaro (2006). Custodia de larga duración de documentos electrónicos. Legajos 9, 59-64.
	- National Library of Australia (2003). Directrices para la preservación del patrimonio digital. . https://unesdoc.unesco.org/ark:/48223/pf0000130071_spa
	- (2018). Norma UNE-ISO 23081-1:2018. Información y documentación. Procesos de gestión de documentos. Metadatos para la gestión de documentos. Parte 1: Principios.
	- Paz Enrique, Luis Ernesto (2020). Conservación preventiva de documentos en archivos y bibliotecas: experiencias, metodológicas y políticas. Villa Clara, Cuba: Editorial Feijóo
	- (2012). Reference Model for an Open Archival Information System (OAIS).Recommended Practice. CCSDS 650.0-M-2. . https://public.ccsds.org/pubs/650x0m2.pdf
	- Serra Serra, Jordi (2008). Los documentos electrónicos: qué son y cómo se tratan. Gijón: Trea
Complementary	

Recommendations
Subjects that it is recommended to have taken before
Subjects that are recommended to be taken simultaneously
Subjects that continue the syllabus
Other comments