



Teaching Guide

Identifying Data					2024/25
Subject (*)	Library Management and Planning	Code	710G04017		
Study programme	Grao en Xestión Dixital de Información e Documentación				
Descriptors					
Cycle	Period	Year	Type	Credits	
Graduate	2nd four-month period	Third	Optional	6	
Language	Spanish				
Teaching method	Hybrid				
Prerequisites					
Department	Humanidades				
Coordinador	Maseda Seco, Diego	E-mail	d.maseda@udc.es		
Lecturers	Maseda Seco, Diego	E-mail	d.maseda@udc.es		
Web	https://pdi.udc.es/es/File/Pdi/PB79E				
General description	A materia ten como obxectivo que o alumnado identifique e domine os principios, fundamentos e ferramentas para a xestión dos diverso tipos de bibliotecas.				

Study programme competences / results

Code	Study programme competences / results
A1	CE1 - Know and understand the theoretical and methodological principles of information and documentation management to apply them in their professional activity
A3	CE3 - Knowing the reality and the social conditioning factors that influence the management of information
A7	CE7 - Plan and design an information management system, including information flows, both in an institutional and business context
A11	CE11 - Have the knowledge of management of the entities and companies that allow them to assume leadership and leadership tasks as well as to know the elements related to the world companies of the information sector
A12	CE12 - Develop support services for scientific communication in all its stages from creation to dissemination of scientific results in both the public and private sectors
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
A16	CE16 - Master and use criteria and indicators for the evaluation of products and services of information including metrics and qualitative studies
A17	CE17 - Adopt an orientation to the market and the users of information creating valuable services and products for organizations and entities
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
A22	CE22 - Acquire computational skills and management of new ICT
B1	CB1 - Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context
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
B5	CB5 - Possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous
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
C1	CT1 - Express correctly, both orally and in writing, in the official languages ??of the autonomous community
C2	CT2 - Use the basic tools of information and communication technologies (ICT) necessary for the exercise of their profession and for learning throughout their lives
C3	CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective
C4	CT4 - Understand the importance of the entrepreneurial culture and know the means available to entrepreneurs
C5	CT5 - Acquire skills for life and habits, routines and healthy lifestyles
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
C7	CT7 - Assess the importance of research, innovation and technological development in the socio-economic and cultural progress of society
C8	CT8 - Have the ability to manage time and resources: develop plans, prioritize activities, identify criticisms, establish deadlines and comply with them

Learning outcomes			
Learning outcomes	Study programme competences / results		
Coñecer e comprender os principios teóricos e metodolóxicos para a planificación, organización e avaliación de bibliotecas	A3 A7 A11 A17 A18	B1 B3	C4
Coñecer e optimizar os recursos económicos da biblioteca	A1 A11 A13 A14	B2 B4 B5 B6 B7 B9 B10 B11	C1 C2 C3 C4
Contribuir ao desenvolvemento dos recursos humanos da biblioteca.	A3 A11	B1 B6 B7 B9	C4
Adquirir os coñecementos e habilidades na planificación, formación e avaliación da colección e o espazo da biblioteca.	A3 A7 A11 A13	B8	C5 C6 C7 C8



Coñecer e valorar a implicación das tecnoloxías na biblioteca.	A3	B6	C2
	A7	B9	C4
	A12		
	A13		
	A14		
	A15		
	A16		
	A22		

Contents	
Topic	Sub-topic
Unidad I. INTRODUCCIÓN	1.1. O sistema español de bibliotecas. 1.2. Tipoloxías de bibliotecas: características, funcións, evolución.
Unidade II. A COLECCIÓN	2.1. A formación da colección física: desenvolvemento, tarefas e procesos técnicos, ordenación, difusión, conservación e avaliación. 2.2. A colección dixital.
Unidade III. AS PERSOAS USUARIAS	3.1. As usuarias e usuarios: estudos, tipoloxías, formación, comunicación. 3.2. A segmentación de públicos.
Unidade IV. OS SERVIZOS	4.1. Servizos presenciais: lectura en sala, préstamo, información e referencia. 4.2. Servizos dixitais: sitios web, plataformas de préstamo e redes sociais. 4.3. Proxectos colaborativos.
Unidade V. OS RECURSOS HUMANOS	5.1 Características, funcións e organización. 5.2. Formación, asociacionismo, deontoloxía profesional.
Unidade VI. XESTIÓN DOS RECURSOS	6.1 Planificación, organización, dirección, avaliación, marketing e xestión económica.

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Research (Research project)	A1 A3 A7 A11 A12 A13 A14 A15 A16 A17 A18 A22 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C6 C7 C8	0	50	50
Guest lecture / keynote speech	A1 A3 A7 A11 A13 B1 B7 B9 C4	21	0	21
ICT practicals	A7 A11 B6 C2	9	0	9
Document analysis	A1 A3 A11 A13 B1 B6 B7 B9 C4	0	52	52
Field trip	A1 A3 A7 A11 A13 A14 A22 B1 B6 B7 B9 C2 C4	10	0	10
Introductory activities	A1	2	0	2
Personalized attention		6	0	6

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

Methodologies	
Methodologies	Description



Research (Research project)	Proceso de ensinanza orientado á aprendizaxe do alumnado mediante a realización de actividades de carácter práctico a través das que se propoñen situacións que requiren ao estudante identificar un problema obxecto de estudo, formulalo con precisión, desenvolver os procedementos pertinentes, interpretar os resultados e sacar as conclusións oportunas do traballo realizado.
Guest lecture / keynote speech	Explícanse os contidos teóricos, as bases e fundamentos da materia.
ICT practicals	Realízanse prácticas en clases utilizando de computadores para o manexo de fontes de información, procura documental, etc.
Document analysis	Estúdanse e analízan os documentos para profundar os contidos aprendidos na sesión maxistral e para ter unha base para o desenvolvemento de todas as metodoloxías.
Field trip	Actividades desenvolvidas nun contexto externo ao contorno académico universitario. Visitas a bibliotecas.
Introductory activities	Actividade que serve como introdución á disciplina. De carácter práctico.

Personalized attention

Methodologies	Description
Research (Research project)	A atención personalizada é necesaria para aclarar dúbidas sobre contidos e o desenvolvemento do traballo. Poden ser utilizadas diversas vías: presencial, correo electrónico, telefónica Teams, Moodle.

Assessment

Methodologies	Competencies / Results	Description	Qualification
Research (Research project)	A1 A3 A7 A11 A12 A13 A14 A15 A16 A17 A18 A22 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C6 C7 C8	Proceso de ensinanza orientado á aprendizaxe do alumnado mediante a realización de actividades de carácter práctico a través das que se propoñen situacións que requiren ao estudante identificar un problema obxecto de estudo, formulalo con precisión, desenvolver os procedementos pertinentes, interpretar os resultados e sacar as conclusións oportunas do traballo realizado.	100

Assessment comments

Os/as estudantes con matrícula parcial, dispensa académica de exención de asistencia serán avaliados co mesmo sistema, deben poñerse en contacto co docente na primeira semana de clases do segundo cuadrimestre para organizar un plan de traballo. As orientacións das avaliacións das convocatorias ordinaria e extraordinaria publicaranse no Moodle.
Os traballos e actividades deben ser orixinais. Débese observar o sistema de citas e referencia. O plaxio será motivo de suspenso.

Sources of information



<p>Basic</p>	<p>Acces, delivery, performance: the future of libraries without walls: a festschrift to celebrate the work of Professor Peter Brophy / edited by Jillian R. Griffiths and Jenny Craven. Londres: ,Facet Publishing 2009.Advances in library administration and organization / edited by Edward D. Garten, Delmus E. Williams. Amsterdam : JAI, [2003]Ambiente laboral : estrategias para el trabajo efectivo en bibliotecas / Jesús Lau, compilador. Buenos Aires : Alfagrama Ediciones, 2007.Bryson, Jo. Effective Library and Information Centre Management. Aldershot, England : Gower, 1999.Business planning for digital libraries : international approaches / Me Collier (ed.). Leuven : Universitaire Pers Leuven, [2010].Espinosa, Ricky N. Dirección de bibliotecas : de la teoría a la práctica real. Ciudad Autónoma de Buenos Aires : Alfagrama, 2017.Evans, G Edward, 1937- Beyond the basics : the management guide for library and information professionals / G. Edward Evans and Patricia Layzell Ward. New York : Neal-Schuman Publishers, 2003.Gordon, Rachel Singer. The accidental library manager. Medford (New Jersey) : Information Today, 2005.Gregory, Vicki L., 1950- Collection development and management for 21st century library collections : an introduction. New York : Neal-Schuman Publishers, [2011].Jarrige, Marie-Thérèse. Administration et bibliothèques / par Marie-Thérèse Jarrige ; avec la collaboration de Jean Péchenart. Paris : Editions du Cercle de la Librairie, 1990-1992.Kennedy, John. Collection management : a concise introduction. Oxford : Chandos, 2006.Litton, Gaston. Administración de bibliotecas. Buenos Aires : Bowker, 1973.Lorenzo Jiménez, José. Las bibliotecas por dentro. Valladolid : Universidad de Valladolid, Secretariado de Publicaciones e Intercambio Editorial, 2003.Martin, Murray S. Collection development and finance a guide to strategic library- materials budgeting. Chicago : American Library Association, 1995.Matthews, Joseph R. Adding value to libraries, archives, and museums : harnessing the force that drives your organization's future. Santa Barbara : Libraries Unlimited, [2016].Metz, Ruth F. Coaching in the library : a management strategy for achieving excellence / Ruth F. Metz. Chicago : American Library Association, 2001.Pantry, Sheila. Developing a successful service plan / Sheila Pantry OBE and Peter Griffiths. London : Library Association Publishing, 2000.Penfold, Sharon. Change management for information services / Sharon Penfold. London[etc.] : Bowker-Saur, cop.1999.Pymm, Bob. Administración de bibliotecas. Bogotá : Rojas Eberhard, [2002]Singer, Paula M. Developing a compensation plan for your library / Paula M. Singer and Laura L. Francisco. Chicago : American Library Association, 2009.Smith, G. Stevenson. Accounting for libraries and other non profit organizations. Chicago : American Library Association, 1999.Solimine, Giovanni. Gestión y planificación en bibliotecas / Giovanni Solimine, Giovanni di Domenico y Margarita Pérez Pulido. Buenos Aires : Alfagrama, 2010.Stueart, Robert D. Gestión de bibliotecas y centros de información / Robert D. Stueart, Barbara B. Moran; revisado por, Colegio Oficial de bibliotecarios-Documentalistas de Catalunya. [Lérida] : Pagès editors, 1998.Swan, James. Fundraising for libraries 25 proven ways to get more money for your library. New York : Neal-Schuman, [2002]</p>
<p>Complementary</p>	<p>Recursos de información sobre os diferentes tipos de bibliotecas.</p>

Recommendations

Subjects that it is recommended to have taken before

Planning and Management of Information Services/710G04006

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments

Os/as estudantes Erasmus ou de programas de mobilidade nacional ou internacional deberán poñerse en contacto coa docente na primeira semana de clases del segundo cuatrimestre.

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.