



Teaching Guide

Teaching Guide				
Identifying Data				2019/20
Subject (*)	Administration of Archives		Code	710G02034
Study programme	Grao en Información e Documentación			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Fourth	Optional	6
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department	Humanidades			
Coordinador	Alfaya Lamas, Elena	E-mail	elena.alfaya@udc.es	
Lecturers	Alfaya Lamas, Elena	E-mail	elena.alfaya@udc.es	
Web				
General description	This is a specialized branch of Archivistics centered on the management of National and Historical Archives and its records. This subject aims at focusing on the main concepts related to Historical Archivistics, the Archivist’s role and tasks, and the archival records. The subject is taught in English.			

Study programme competences

Code	Study programme competences
A2	Coñecemento, comprensión, aplicación e valoración dos principios teóricos e metodolóxicos, e das técnicas para a planificación, organización e avaliación de sistemas, unidades e servizos de información.
A3	Coñecemento, comprensión e aplicación dos principios teóricos e metodolóxicos, e das técnicas para a creación e eutenticación, reunión, selección, organización, representación, preservación, recuperación, acceso, difusión e intercambio, e avaliación da información e dos recursos informáticos.
A4	Coñecemento, comprensión e aplicación dos principios teóricos e metodolóxicos para o estudo, a análise, a avaliación e a mellora dos procesos de produción, transferencia e uso da información e da actividade científica.
A5	Coñecemento e aplicación das tecnoloxías da información que se emprega nas unidades e servizos de información e nos procesos e transferencia da información.
A6	Coñecemento da realidade nacional e internacional en materia de políticas e servizos de información e das industrias da cultura
A7	Habilidades para analizar, asesorar e formar a produtores, usuarios e clientes de servizos de información, así como nos procesos de negociación e comunicación
A8	Habilidades na obtención, tratamento e interpretación de datos sobre unidades e servizos de información, dos procesos de produción, transferencia e uso da información e da actividade científica.
B1	Que os estudantes demostrasen posuír e comprender coñecementos nun área de estudo que parte da base da educación secundaria xera, e adoitan encontrarse a un nivel que, se ben se apoia en libros de texto avanzados, inclúe tamén algún aspecto que implican coñecementos procedentes da vangarda do seu campo de estudo.
B2	Que os estudantes saiban aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que adoitan demostrar por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo.
B3	Que os estudantes teñan a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan una reflexión sobre temas relevantes de índole social, científica ou ética.
B4	Que os estudantes poidan transmitir información, ideas, problemas e solución a un público tanto especializado como non especializado
B6	Capacidade de análise e de síntese aplicada á xestión e organización da información
B7	Capacidade da xestión da información relevante
B8	Capacidade de uso e adaptación de diversas técnicas de comunicación oral e escrita cos usuarios da información
B9	Habilidades no uso de software xerérico
C1	Expresarse correctamente tanto de forma oral coma escrita, nas linguas oficiais da comunidade autónoma
C4	Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras
C6	Asumir como profesional e cidadán a importancia do aprendizaxe ao longo da vida



C8	Aprender a aprender
C9	Resolver problemas de forma efectiva
C11	Traballar de xeito autónomo con iniciativa
C12	Traballar de xeito colaborativo
C14	Comunicarse de xeito efectivo nun contorno de traballo
C16	Capacidade de integración en equipos multidisciplinares
C17	Recoñecemento da diversidade y multiculturalidade no ámbito do exercicio profesional
C18	Capacidade para a adaptación a cambios no contorno
C19	Capacidade de dirección e liderazgo
C20	Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro

Learning outcomes			
Learning outcomes	Study programme competences		
Learning about main types of documents produced by historical archives	A2 A7		C4
- Learning of main methods for historical archives management	A2 A7	B2	C4 C8 C9 C11 C19
- Get to know documents produced by historical provincial archives. Tipologies.	A2 A7	B2	C4
Knowledge about the main functions of Historical archives	A8	B2 B6	C4 C8 C9 C12
Knowledge about the main functions of Historical archives in Spain	A3	B3 B4 B7	C1
- Knowledge about the more advanced techniques for management of historical archives in Spain.	A5 A6	B8 B9	C14
- Knowledge about the more advanced techniques for management of historical archives.	A4	B1	C6 C16 C17 C18 C19 C20

Contents	
Topic	Sub-topic
1. Main concepts and Archives	1.1 Some concepts 1.2 Some historical Archives 1.3 Practical tasks
2. The Archivist and the Archival document	2.1 Professional Responsibilities 2.2 The purpose of Archives 2.3 The cycle of documents from their creation to the researcher's hands 2.4 Forms of manuscripts 2.5 Practical tasks



3. Selection and Transfer of records	3.1 Paper records' transfer 3.2 Digital transfer steps 3.3 Practical tasks
4. Describing information	4.1 Introduction 4.2 ISAD(G) 4.3 ISDIAH 4.4 ISAAR(CPF) 4.5 Practical tasks
5. Historical scripts	5.1 The Roman system of scripts 5.2 The national hands or sub-Roman hands 5.3 The Insular system 5.4 Anglo-Saxon scripts 5.5 Protogothic scripts or Littera Minuscula Protogothica 5.6 The Gothic system 5.7 Italian scripts 5.8 The Humanistic system 5.9 Egyptian scripts 5.10 Practical tasks

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student's personal work hours	Total hours
ICT practicals	A5 A6 A7 A8 B1 B2 C9 C11 C18 C20	42	20	62
Guest lecture / keynote speech	A2 A3 A4 B1 B2 B3 B4 B6 B7 B8 C1 C4 C6 C8	42	10	52
Objective test	A2 C20	2	10	12
Supervised projects	B9 C12 C14 C16 C17 C19 C20	12	8	20
Personalized attention		4	0	4
(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.				

Methodologies	
Methodologies	Description
ICT practicals	Practical topics related to the theoretical ones. These ICT practicals extend what is learnt in the teacher's lectures.
Guest lecture / keynote speech	The theoretical and practical part of the subject will be explained in class. Behaviours, attitudes and attendance will be assessed.
Objective test	Theoretical and practical exam in English
Supervised projects	Pupils will present a project in which they will describe and transcribe a document (if necessary) following the three international standards learnt in class. The record that the student will work with will be selected by the student in accordance with the teacher. The deadline to hand in the projects is 30 days before the final exam.

Personalized attention	
Methodologies	Description



ICT practicals Guest lecture / keynote speech Supervised projects Objective test	Students will receive personalized attention for all the methodologies described in step 5: ICT practicals, teacher lectures and supervised project. Some of this personalized attention will take place in the classroom whereas other will be during office hours or via e-mail or Moodle. Note for Spanish students with "dispensa académica de exención de asistencia": De manera específica, las medidas de dedicación para el ?Alumnado con reconocimiento de dedicación a tempo parcial e dispensa académica de exención de asistencia? son las que siguen: -Los/as alumnos/as deben ponerse de acuerdo con la profesora para fijar varias tutorías con el fin de seguir la materia con efectividad. -Deben asistir a clase el mínimo de horas fijadas en el reglamento. -Deben realizar tanto el examen como las prácticas, las lecturas y el trabajo. -Las fechas de entregas oficiales fijadas para los/as alumnos/as que asisten a clase no aplican para estos/as alumnos/as quienes entregarán todo lo que haya que entregar como muy tarde 30 días antes del examen oficial.
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Assessment			
Methodologies	Competencies	Description	Qualification
ICT practicals	A5 A6 A7 A8 B1 B2 C9 C11 C18 C20	Attending ICT practicals, handing them in, as well as readings lectures and organized visits will be graded.	10
Guest lecture / keynote speech	A2 A3 A4 B1 B2 B3 B4 B6 B7 B8 C1 C4 C6 C8	Attending master classes will be graded. Also, students attitudes, behaviours and participation in activities during the course will be graded. Non-attendance to programmed visits will be deducted from the final grade (1 point).	10
Supervised projects	B9 C12 C14 C16 C17 C19 C20	Individual projects will be assessed both orally and in written form. If the student does not present the project both orally and in written form (s)he will fail.	30
Objective test	A2 C20	Test in English	50

Assessment comments
It is an essential requirement to present the supervised project and ICT practicals to pass the subject. If the project is not presented both orally and in written form the student will fail. To pass, students must get a minimum of a 5/10 in the project and practicals. If they do not get this minimum grades they will not pass. There is no difference in assessment in the 1st and 2nd opportunities. Note for Spanish students with "dispensa académica de exención de asistencia": De manera específica, las medidas de dedicación para el ?Alumnado con reconocimiento de dedicación a tempo parcial e dispensa académica de exención de asistencia? son las que siguen: -Los/as alumnos/as deben ponerse de acuerdo con la profesora para fijar varias tutorías con el fin de seguir la materia con efectividad. -Deben asistir a clase el mínimo de horas fijadas en el reglamento. -Deben realizar tanto el examen como las prácticas, las lecturas y el trabajo. -Las fechas de entregas oficiales fijadas para los/as alumnos/as que asisten a clase no aplican para estos/as alumnos/as quienes entregarán todo lo que haya que entregar como muy tarde 30 días antes del examen oficial.

Sources of information



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<http://www.nedcc.org/digital/dighome.htm>



Complementary	
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Recommendations
Subjects that it is recommended to have taken before
Archiving/710G02017 Records Management/710G02023 Prácticum/710G02044
Subjects that are recommended to be taken simultaneously
Subjects that continue the syllabus
Other comments
The study of historical archives requires a basic archival knowledge; knowledge about management and information retrieval; knowledge about law and protection of documents as well as diffusion via web.

(*)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.