

25719 - Description of archive documents

Syllabus Information

Academic Year: 2020/21

Subject: 25719 - Description of archive documents

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 9.0

Year: 3

Semester: First Four-month period

Subject Type: Compulsory

Module: ---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work, study and assessment tasks.

Students are expected to participate actively in class throughout the semester.

Further information regarding the course will be provided on the first day of class.

4.2.Learning tasks

The course includes the following learning tasks:

- Lectures.
- Practice sessions.
- Autonomous work and study.
- Assessment tasks.

4.3.Syllabus

The course will address the following topics:

- Topic 1. Basic concepts and terminology of archival description
- Topic 2. Archival finding aids
- Topic 3. Standard archival description
- Topic 4. Standard archival authority record for corporate bodies, persons and families
- Topic 5. Standard for describing functions
- Topic 6. Standard for describing institutions with archival holdings
- Topic 7. Standard for encoding and exchange archival description

4.4. Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course, will be provided on the first day of class or please refer to the Faculty of Philosophy and Arts website (<https://fyl.unizar.es/>; academic calendar: <http://academico.unizar.es/calendario-academico/calendario>, timetable: <https://fyl.unizar.es/horario-de-clases#overlay-context=horario-de-clases>; assessment dates: <https://fyl.unizar.es/calendario-de-examenes#overlay-context=>)

4.5. Bibliography and recommended resources

<http://psfunizar7.unizar.es/br13/egAsignaturas.php?codigo=25719>