

## **25704 - The Creation, Development and Maintenance of Library Collections**

### **Syllabus Information**

**Academic year:** 2024/25

**Subject:** 25704 - The Creation, Development and Maintenance of Library Collections

**Faculty / School:** 103 - Facultad de Filosofía y Letras

**Degree:** 268 - Degree in Information Management

**ECTS:** 6.0

**Year:** 1

**Semester:** First Four-month period

**Subject type:** Compulsory

**Module:**

### **1. General information**

The subject enables students to manage library collections.

Goals:

- Develop the theoretical concept of library collection/collections.
- Specify the main differences between the collections of the different types of libraries, focusing mainly on their functions and user needs.
- To facilitate the exposition and conceptual development of the main processes involved in the development and maintenance of library collections.

### **2. Learning results**

- Understands the concept of the collection and its role in the library, in the context of the currently established library typology.
- It comprises the process of collection formation, maintenance and development.
- Understands and analyzes the elements of the process of building, developing, and maintaining library collections: - Creates and evaluates collection development plans and policies

### **3. Syllabus**

Unit 1: The library collection

Unit 2: The development of library collections

Unit 3: The evaluation of collections

Unit 4: The selection process

Unit 5: Acquisition and incorporation of documents to the collection. Procedures

Unit 6: Preservation of the collection

Unit 7: The expurgation or discarding of materials

Unit 8: The collection development plan

Unit 9: Collections in different types of libraries

### **4. Academic activities**

The methodology-learning process is based on:

- Master classes. Presentation by the teacher of the theoretical contents and discussion with the students.
- Visits to libraries so that the student can visualize the real application of the knowledge learned in class.
- Individual and reflective reading by the student of recommended texts.
- Individual work tutored by the teacher. The assignments will deal with topics related to the syllabus, proposed by the student and/or the teacher and authorized by the teacher.
- Presentation by the students and discussion in the classroom of the work done.

### **5. Assessment system**

#### **FIRST CALL**

### **Continuous assessment system**

1. Written exam of short questions, which accounts for 50% of the final grade, provided that a minimum passing grade (5 points) is obtained. Assessment: knowledge of the subject matter and expository clarity, and conciseness and correctness in the language used.
2. Group work agreed with the teacher, which represents 50% of the final grade provided that a minimum passing grade (5 points) is obtained ( ), including its public exhibition. *Qualification criteria:* clear contents and accurate, the use of an adequate methodology, a robust bibliographic support and an adequate formal presentation.

### **Global assessment test** (set by the academic calendar)

1. Written exam of short questions, which is worth 70% of the final grade, provided that a minimum passing grade (5 points) is obtained. *Criteria:* knowledge of the subject matter and expository clarity, conciseness and correctness in the language used.
2. Practical test that relates the concepts of the course, which represents 30% of the final grade. *Criteria:* expository maturity, comprehension of knowledge and use of correct language.

### **SECOND CALL**

Global assessment test: identical to that of the first call.

## **6. Sustainable Development Goals**

- 4 - Quality Education
- 5 - Gender Equality
- 17 - Partnerships for the Goals