

25719 - Description of archive documents

Syllabus Information

Academic year: 2024/25

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

It is part of the archival science and offers advanced knowledge on the archival treatment referred to the description of the different documentary groupings, their access points and the institutions of the collections.

Goals: to know the international and national standards for archival description; to develop standardised descriptions; to establish the most appropriate levels of description according to the characteristics of the documentary collections and the needs of the users.

2. Learning results

- Understand the concepts and terminology related to archival description.
- Acquire a theoretical and practical knowledge of the different archival description standards.
- Identify the instruments of description and relate them to the levels of description.
- Describe simple and compound archival units.
- Make descriptions of archival groupings according to the ISAD (G) standard.
- Create records of archival authorities according to the ISAAR (CPF) standard.
- Apply the ISDF standard in the description of functions of the documentation producing organization.
- Describe the institutions that hold archival collections using the ISDIAH standard.
- Prepare descriptions according to EAD and EAC standards.
- Know and identify the most common types of documents.

3. Syllabus

1. Basic concepts and terminology on archival description.
2. Description instruments.
3. Archival description standards.
4. Standards on archival authority records relating to institutions, families and individuals.
5. Standards for job descriptions.
6. Standards for the description of institutions that hold archival collections.
7. Standards for encoding and exchanging archival descriptions.

4. Academic activities

- Lectures: the basic theoretical knowledge of the subject is presented.
- Practical classes: seminars and practical cases related to the theoretical part, which will be discussed and solved in class.
- Visits to archival institutions.
- Personal work: preparation, analysis and proposals for the resolution of the practical cases that are later discussed and definitively and finally solved in the practical classes.
- Tutorials: homework follow-up and resolution of doubts.

5. Assessment system

FIRST CALL

Continuous assessment system:

1. Written tests on theoretical and practical content consisting of short questions and practical exercises. Value: 40% of the final grade.
2. Practical cases consisting of the resolution of various descriptions. Value: 30% of the final grade.
3. Academic work consisting of the resolution and presentation of several practical cases. Value: 25% of the final grade.
4. Individual interview on the development of the subject. Value: 5% of the final grade.

In tests 1, 2 and 3, the identification of the corresponding documentary typologies will be assessed; the identification and description of the producers of the documents and the correct use of the archival description rules.

Test 4 will assess the correct use of terminology and concepts specific to the subject.

Global assessment test:

1. Written test on theoretical-practical content consisting of 10 short questions. Value: 30% of the final grade.
2. Practical cases consisting of the resolution of 4 descriptions. Value: 70% of the final grade.

SECOND CALL

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

6. Sustainable Development Goals

- 4 - Quality Education
- 10 - Reduction of Inequalities
- 16 - Peace, Justice and Strong Institutions