Conservation and preservation of records

Academic Year: (2021 / 2022) **Review date: 04-06-2021**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: ROBLEDANO ARILLO, JESUS

Type: Compulsory ECTS Credits : 6.0

Year : 3 Semester : 1

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

It is convenient to have taken these courses:

Information Management
Markup Language
Multimedia content
Digital Information: Legal and ethic aspects
Databases

OBJECTIVES

1. Know the theories, principles and instruments, classic and contemporary, of the communication, the organization and the management of the information.

2. Be able to identify the processes and workflows in an organization and apply the techniques and tools for the description, control, management and preservation of documentation, especially electronics, throughout its life cycle.

3. Apply in a practical way the theoretical knowledge that intervenes in the management of intellectual property rights in the environment of the digital economy and culture.

4. Know the fundamental concepts related to information ethics and apply the principles related to data protection, transparency and electronic administration.

5. Be able to organize and plan your work, making the right decisions based on the available information, gathering and interpreting relevant data to make judgments and critical thinking within your area of study.

6. Be able to design, manage and operate with information through database systems.

7. Know infrastructures, social, technical and data origin aspects, and others related to intensive research with data.

8. Know ways to collect, process, debug and add data understanding the needs of users and organizations and the way they need them.

DESCRIPTION OF CONTENTS: PROGRAMME

1. Purpose and scope of digital preservation.

2. Problematic aspects in the preservation of digital collections.

3. Strategies and measures in digital preservation.

4. Design and implementation of a digital preservation system.

5. Digital preservation planning.
- Digital preservation policies and programs.
- Principles, tasks and planning tools.
- Cost control.

6. Reliable digital repositories. The audit and certification of digital repositories.

LEARNING ACTIVITIES AND METHODOLOGY

The training activities that will be developed throughout the teaching time of the subject are:

1. Acquisition of knowledge and skills through theory and practice classes, teaching materials prepared by the teacher, specialized lectures and debates, as well as the personal study of students. Exercises, practices and problems will be solved and workshops will be attended.

2. Tutorials. Individualized assistance (individual tutorials) or in group (collective tutorials). They will allow to solve doubts, improve the procedures of accomplishment of the practical tasks and advance in the realization of the group work.

3. Group work. Students must organize themselves in groups to carry out several practical work where they must put into practice the knowledge, skills and good attitudes gained progressively during the delivery of the subject.

The teaching methodology will be based on:

1. Theoretical classes with support of computer and audiovisual media, in which the main concepts of the subject are developed and the materials and bibliography are provided to complement the students' learning.

2. Practices. Resolution of practical cases, problems and so on, raised by the teacher individually or in groups.

3. Assistance to tutorials. Will be enabled two days a week for the realization of tutorials, coinciding with the two days of class. The schedule and days of class enabled for the tutorials will be published before the start of the course in the Aula Global system. The tutorials must be done outside of class time, so that the resolution of doubts that do not have to do with the content of a specific class does not reduce time to its delivery.

ASSESSMENT SYSTEM

The final grade of the course will be the result of the sum of the continuous evaluation of the different activities plus the qualification resulting from a final examination:

1. Final exam. In which the knowledge, skills and abilities acquired throughout the course will be assessed globally. The valuation percentage for this activity will be 50%.

2. Continuous assessment. In it the works, presentations, acting in debates online or in class, exhibitions in class, exercises, practices and work in the workshops throughout the course will be valued. The valuation percentage will be 50%.

% end-of-term-examination:	50
% of continuous assessment (assigments, laboratory, practicals…):	50

BASIC BIBLIOGRAPHY

- CCSDS Reference Model for an Open Archival Information System (OAIS). Recommended Practice. CCSDS 650.0-M-2. Magenta Book. June 2012. , CCSDS, 2012
- Miquel Termens Graells Preservación Digital, UOC, 2013

ADDITIONAL BIBLIOGRAPHY

- Barateiro, José et al. Designing Digital Preservation Solutions: A Risk Management-Based Approach, Journal of Digital Curation 2010, Vol. 5, No. 1, pp. 4-17., 2010
- Digital Preservation Coalition Digital Preservation Handbook. 2nd Edition, http://handbook.dpconline.org/, Digital Preservation Coalition, 2015
- Rinehart, Amanda Kay; Prud'homme, Patrice-Andre y Huot, Andrew Reid Overwhelmed to action: digital preservation challenges at the under-resourced institution, OCLC Systems & Services, 2014, vol. 30, n. 1, pp.28 ¿ 42., 2014

- Sanett, Shelby Archival Digital Preservation Programs: Staffing, Costs, and Policy, Citation Information: Preservation, Digital Technology & Culture. September 2013, vol. 42, n. 3, pp. 137¿149, 2013