

Academic Year: ( 2023 / 2024 )

Review date: 22-05-2023

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: NAVARRO BONILLA, DIEGO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 2

**REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)**

Archival Science

**OBJECTIVES**

It must:

- Provide expert knowledge on planning and design of strategies focused on digital continuity management to assure the highest quality of services and resources in organizations.
- Identify technological innovation in libraries and archives.
- Lead and manage archives, libraries and digital information services.
- Apply the international rules to the strategies of digital continuity.
- Interpretate and apply the legal frame and international standards in the strategies of digital continuity.
- Use the tools to apply assessments and digital continuity audits.

**DESCRIPTION OF CONTENTS: PROGRAMME**

Module 1. Introduction. Basic concepts. Regulatory framework

- 1.1. Concepts. Managing Change for digital continuity.
- 1.2. International initiatives. UK, Australia and the United States.
- 1.3. Legal context in Spain. Digital continuity in the National Interoperability and Security National Esquena
- 1.4. International technical standards. ISO standards

Module 2. Identification and assessment of risks to digital continuity

- 2.1. Strategies. Development of contingency plans Model analysis. Protocol to the National Insurance Scheme. Methodology for risk analysis MAGERIT Information Systems
- 2.2. Digital information assets. Essential documents
- 2.3 Integration of digital continuity in the management of information. Incorporation of digital continuity strategy information technology.. Dimensions valuation: Availability. Integrity. Confidentiality. Authenticity.
- 2.4. Digital continuity risks. Impact analysis. Measuring impacts and risks to the organization

Module 3. Development of a digital program continuity. Tools. Analysis of case studies.

- 3.1. Technological solutions. Introduction to the main tools. Features
- 3.2. Open source applications for analyzing risks related to information security: DRAMBORA ("Digital Curation Centre" in the UK), PILAR (National Cryptologic Center)
- 3.3. Open source applications for analyzing risks related to digital preservation: DROID (National Archives UK) XENA (National Archives of Australia).
- 3.4. Development of an action of digital continuity plan. Analysis of case studies.

**LEARNING ACTIVITIES AND METHODOLOGY****TRAINING ACTIVITIES**

- AF1 Individual work for the study of theoretical and practical materials.
- AF2 practical cases.
- AF3 Theoretical-practical classes

- AF4 Tutorship.
- AF5 Final work.
- AF6 Active participation in fora of the course. TEACHING METHODS
- MD1 Oral presentations describing the key concepts of the subject.
- MD2 Critical reading of texts recommended.
- MD3 Resolution of practical exercises individually or in a group.
- MD4 Class discussions related to the content of the subject and/or practical cases.
- MD5 Preparation of individual and group work and reports.
- MD6 Reading of theoretical and practical teaching materials.

## TUTORSHIP SCHEME

The schedules of the tutorship are available at Aula Global. In addition to these official tutorship, students may request and arrange additional tutorship with the teacher.

## ASSESSMENT SYSTEM

### EVALUATION SYSTEM

Activities:

SE1 Participation in class and forums on the virtual educational platform.

SE2 Individual work developed during the course.

SE3 Questionnaires.

SE4 Exam or Final Project.

Ordinary call:

. Continuous assessment (50% of the final mark):

SE3 . Tests on the compulsory readings of the course. Maximum score: 20% of the final mark.

SE2 . Practical exercises. Maximum score: 25% of the final grade.

SE1 . Participation in class, with activities of the virtual platform. Maximum score: 5% of the final grade.

. Face-to-face test (50% of the final grade):

SE4 . Examination on the contents of the topics and attached materials. Maximum score: 20% of the final mark.

SE2 . Completion and delivery just on the day of the face-to-face test. Maximum score: 30% of the final grade.

Extraordinary call:

In the extraordinary call there will be a final exam on the contents of the subject that will allow you to obtain up to 80% of the final grade.

<b>% end-of-term-examination:</b>	50
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	50

## BASIC BIBLIOGRAPHY

- Archivo Nacional de Australia Implementation of Digital Continuity in the Australian Government, National Australia Archives, 2016
- Archivo Nacional de Reino Unido. Understanding Digital Continuity., National Archives, 2011
- Archivo Nacional de Reino Unido. Risk Assessment Handbook., National Archives, 2011
- Archivo Nacional de Reino Unido. Managing Digital Continuity. , National Archives, 2011
- Carvalho, Andrea Vasconcelhos Auditoría de inteligencia , TREA, 2012
- Gobierno de Queensland (Australia). Queensland Government Digital Continuity Strategy, Queensland Government, 2013

- Library of Congress. The National Digital Information Infrastructure and Preservation Program. , LOC, 2010
- MacLean, Margaret and Davis, Ben H. (eds.) Time & bits; managing digital continuity, Getty, 1999
- National Association of Government Archives and Records Administrators (NAGARA). Digital Continuity Checklist., NAGARA, 2013.

#### BASIC ELECTRONIC RESOURCES

- Archivos de Carolina del Norte . File format guidelines for management and long-term retention of electronic records: <https://archives.ncdcr.gov/documents/file-format-guidelines-management-and-long-term-retention-electronic-records>