

Academic Year: (2024 / 2025)

Review date: 23-05-2024

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

* THE TRAINING ACTIVITIES ACORDING TO THE STUDY PLANIFICATION WILL BE:

- AF1 Individual work for the study of theoretical and practical materials developed and contributed by the teacher.
- AF2 Individual work for problem solving and case studies.
- AF3 Theoretical-practical classes.
- AF4 Tutorials.
- AF5 Group work.
- AF6 Active participation in forums enabled by the teacher in the virtual educational platform.
- AF7 Perform self-assessment test for content review.
- AF8 Synchronous online debates and colloquiums

Type of activity Is it synchronous? Total hours Hours of synchronous interactivity No. In-person hours % In-person attendance Student

AF1	NO	24,7	0	0
0				
AF2	NO	22	0	0
0				
AF3	SI	3	3	3
100				
AF4	SI	3	3	0
0				
AF5	NO	30	0	0
0				
AF6	NO	1,3	0	0
0				
AF7	SI	3	3	0
0				
AF8	SI	3	3	0
0				
	Total	90	12	3
3,33%				

* TEACHING METHODOLOGIES:

- MD1 Presentations in the teacher's class with support of computer and audiovisual media, in which the main concepts of the subject are developed and the bibliography is provided to complement the students' learning.
- MD2 Critical reading of texts recommended by the teacher of the subject: Press articles, reports, manuals and / or academic articles, either for later discussion in class, or to expand and consolidate the knowledge of the subject.
- MD3 Resolution of practical cases, problems, etc. Raised by the teacher individually or in a group.
- MD4 Exposition and discussion in class, under the moderation of the professor of subjects related to the content of the subject, as well as of practical cases.
- MD5 Preparation of individual and group work and reports.
- MD6 Reading of theoretical and practical teaching materials.

TUTORIALS SCHEME

The schedules of the tutorials, adjusted to the disposition by the University, can be consulted in the space of the course in the platform (Aula Global). They will include at least two sections, one for face-to-face and the other for online tutorials. In addition to these official tutorials, students can request and arrange with the teacher online or on-site tutorials outside those times.

ASSESSMENT SYSTEM

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

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.

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, Margaretand 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.

- 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>