

Academic Year/course: 2023/24

25704 - The Creation, Development and Maintenance of Library Collections

Syllabus Information

Academic year: 2023/24

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.

These approaches and goals are aligned with the following SDGs of the 2030 Agenda (<https://www.un.org/sustainabledevelopment/es/>):

Goal 4: Ensure inclusive, equitable and quality education and promote lifelong learning opportunities for all.

Goal 5: Achieving gender equality and empowering all women and girls.

Goal 16: Promote just, peaceful and inclusive societies.

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.