

25718 - Preventive conservation in archives and libraries

Syllabus Information

Academic year: 2023/24

Subject: 25718 - Preventive conservation in archives and libraries

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 9.0

Year: 3

Semester: Second Four-month period

Subject type: Compulsory

Module:

1. General information

The specific goal of this subject is for students to develop knowledge and training in the set of actions, measures and solutions that, based on national and international regulations and guidelines, will enable them to:

- Providing documents with suitable storage conditions
- Promote a use and handling that does not cause physical deterioration
- Activate security measures to protect against theft and accidents

These approaches and goals are aligned with the Sustainable Development Goals (SDGs) of the 2030 Agenda of United Nations (<https://www.un.org/sustainabledevelopment/es/>), in such a way that the acquisition of the learning outcomes of the subject provides training and competence to contribute to some extent to their achievement.

2. Learning results

- Lists, describes and reasons the fundamental principles of preventive conservation techniques and measures, being able to support them with regulations, technical guidelines and specialized recommendations.
- Calculates and determines space requirements for the storage of documents in a warehouse, proposing and explaining its typology, structure and construction finishes.
- Proposes the most suitable environmental control systems, based on the analysis and interpretation of reading parameters (light, RH/T, atmospheric pollution).
- Resolves the risk estimation of biological activity by activating established action protocols.
- Selects the type of shelving or special furniture according to document types and formats, designs its layout in the warehouse and organizes appropriate storage.
- Determines and applies the precise conservative needs in the initial physical treatment of the document and for its in-room handling.
- Lists and describes the regulatory requirements for the temporary exhibition of documents.
- Defines the document reproduction policy, selects the documents and performs quality control of the copies generated.

Programs and applies protocols for evacuation, transfer, stabilization and drying of damaged documents.

- Develops recommendations for tank cleaning and applies conservative protective and repair treatments with appropriate techniques, materials and products.

3. Syllabus

Didactic unit: 1. Document Preservation: theory, methodology and information resources

Didactic unit: 2. Storage and installation of documents

Didactic unit: 3. Use and handling of documents

Didactic unit: 4. Emergency and Security

Didactic unit: 5. Maintenance of collections and documentary collections

4. Academic activities

- Classroom lectures or expository sessions with the theoretical principles of the subject.
- Practical face-to-face class with the resolution of practical cases in relation to the learning outcomes.
- Scheduled visits to different information units to make a critical judgment on the adequacy of their preservation policies.
- Non-attendance activities and personal work of the student. Based on personal study, the elaboration of a technical reportand, optionally, the presentation of a portfolio or notebook of practices of the subject.

5. Assessment system

FIRST CALL

Global assessment test

- *Examination*: 60% of the final grade of the subject.

It consists of an individual written test with two parts. The first one will have 6 short questions on the program developed in class and will account for 60% of the test grade. The second will involve a case study and will account for the remaining 40% . Duration 3 hours.

- *Report*, individual: 40% of the final grade, although the grade for the latter may be reserved for the second round.

The student will analyze and evaluate the Preservation policies of one of the centers visited on a scheduled basis during the year. For its preparation, it will have presentation guidelines (ADD) and the teacher's supervision. It will be available aton the day of the exam.

Assessment criteria. Both tests will assess the degree of knowledge of the subject, the ability to relate concepts and the ability to analyze, the appropriate use of terminology, and the presentation and formal correctness.

SECOND CALL

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