

**COURSE DATA****DATA SUBJECT**

**Code:** 33866  
**Name:** Documentary Information Units and Systems  
**Cycle:** Undergraduate Studies  
**ECTS Credits:** 6  
**Academic year:** 2025-26

**STUDY (S)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1007 - Degree in Information and Documentation	Facultat de Geografia i Història	1	First quarter

**SUBJECT-MATTER**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1007 - Degree in Information and Documentation	Documentation	BASIC

**COORDINATION**

BOLAÑOS PIZARRO MAXIMA

**SUMMARY**

The "Verification Report" of the Library and Information Science degree by the University of Valencia, which regulates the contents that must be taught in the mentioned degree, presents the subject of Documentary Information Units and Systems within the basic training module, indicating that it is an introductory subject in which the theoretical aspects and epistemological bases of Information and Documentation must be known, describing the types of information units (libraries, archives and documentation centres), their services and functions; as well as the characteristics of documentation and scientific information. Starting from this "traditional" approach in which the characteristics of the documentary units (mission, structure, personnel, users, procedures, collections, services, etc.) and of the documentary information systems will be described, a critical vision will be introduced throughout the course, highlighting the emergence of new roles and the need to adapt to a changing and highly competitive environment or the importance of promoting an ethical use of information, among other aspects.

**PREVIOUS KNOWLEDGE****RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

There are no specified enrollment restrictions with other subjects of the curriculum.



## OTHER REQUIREMENTS

As it is a basic first-year training subject, there are no prerequisites.

## COMPETENCES / LEARNING OUTCOMES

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Capacidad de análisis y de síntesis aplicadas a la gestión y organización de la información.

Capacidad de dirección y liderazgo.

Capacidad de organización y planificación del trabajo.

Capacidad de trabajo en equipo y de integración en equipos multidisciplinares.

Capacidad para el aprendizaje autónomo.

Capacidad para emprender mejoras y proponer innovaciones.

Capacidad para la adaptación a cambios en el entorno.

Compromiso con el principio de accesibilidad universal.

Compromiso con el principio de igualdad de oportunidades entre hombres y mujeres.

Compromiso con los valores democráticos y la cultura de la paz.

Compromiso ético en las relaciones con los usuarios y en la gestión de la información.

Comunicación oral y escrita en la lengua nativa.

Conocimiento de otras culturas y costumbres.

Creatividad.

Habilidades en las relaciones interpersonales.

Razonamiento crítico en el análisis y la valoración de alternativas.

Reconocimiento de la diversidad y la multiculturalidad.

Resolución de problemas.

Sensibilidad hacia temas medioambientales.

The ability to handle information.

Toma de decisiones.



**DESCRIPTION OF CONTENTS**

**1. Unit 1. Introduction to information and documentation.**

- Concepts and terminology.
- Historical evolution of the discipline.
- Relationship with other disciplines.

**2. Unit 2. Professional profiles.**

- Traditional profiles.
- New profiles.

**3. Unit 3. Introduction to the Documentary Information Units.**

- Libraries: typology and characteristics.
- Archives and documentation centers: concept, objectives and characteristics.
- Scientific information centers and observatories of Technological Surveillance.

**4. Unit 4. Technical processes.**

- The selection and acquisition of the collection.
- The organization and preservation of the collection.
- Library cooperation.
- Integrated Library Management Systems.
- Library design and equipment.
- Evaluation of library processes and services.

**5. Unit 5. Ethics and Professional deontology.**

- Ethical codes.
- Ethics and academic honesty.

**WORKLOAD**

**PRESENCIAL ACTIVITIES**

Activity	Hours
Theory	45,00
Computer classroom practice	15,00
<b>Total hours</b>	<b>60,00</b>

**NON PRESENCIAL ACTIVITIES**

Activity	Hours
Attendance at other activities	2,00
Individual or group project	15,00
Independent study and work	18,00
Preparation of lessons	20,00
Preparation for assessment activities	20,00
Resolution of case studies	15,00
<b>Total hours</b>	<b>90,00</b>

**TEACHING METHODOLOGY**

The teaching methodology will combine the following elements:

- Theory classes.
- Practical classes in the classroom.
- Oral presentations in class.
- Resolution of exercises, problems and works.
- Study of the student.
- Tutorial follow-up of the student's study and work.
- Field work.
- Search and consultation of bibliography.
- Carrying out external practices.
- Attendance at seminars, conferences, monographs, talks.

**EVALUATION**

The following aspects will be taken into account for the evaluation:

1. Written test: the final individual exam will account for 50% of the mark. The minimum mark the student must achieve to pass the course will be 5 out of 10.



2. Practical work: class presentations and practical work will account for 50% of the final mark. The practical work are not recoverable in second call.

This assessment starts from the premise that teaching at the University of Valencia is, by definition, oncampus lecture delivery method. In this sense, the student should be aware that attendance at both the theoretical and practical lectures is essential for proper monitoring of the contents of the course. The student must also consider the possibility to enroll part time when it is unable to attend all courses (60 credits). However, there is an exception for those students that justify it and request it. They have the possibility of being assessed without attending to all or part of the lectures. For these cases, students should proceed as follows:

At the beginning of the course, student should inform to lecturer responsible for the course, the incidence that makes her/him unable to attend the class. This must be adequately justified in documentary form.

The lectures in charge, in the light of this information, will decide the possibility of evaluation without full or partial assistance to the lectures.

Students who are in this situation must submit for evaluation all work required by the lecturer (not necessarily the same to those required for the course) and may also be called to defend them orally to the lecturer, and conduct a knowledge test. The weight of the final grade work will be 50% and the test the remaining 50% knowledge. Students who do not attend Theoretical activities and / or practices, and individual and collective practical work, will read a series of supplementary texts. The delivery of practices or other exercises submitted to evaluation that haven't been made by the student or that come from a source and have not been properly cited will lead to failing the course.

## REFERENCES

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- Pérez-Montoro Gutiérrez, M. (2008). Gestión del conocimiento en las organizaciones: fundamentos, metodología y praxis. Gijón: Trea.
- Pinto Molina, M., Sales, D., y Osorio, P. (2008). Biblioteca universitaria, CRAI y alfabetización informacional. Gijón: Trea.
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- Vidulli, P. (1996). Diseño de bibliotecas: guía para planificar y proyectar bibliotecas públicas. Gijón: Trea.
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