



**SHPT School of Library Science
SNDT Women's University, Mumbai**

Information Brochure on

Online Course on Archives Management

Credits: 4

Course Duration: April 15 to June 14, 2014

Introduction:

Archives management is of key concern today as many records have been created in the past and present which needs to be preserved for future use. With use of information and communication technologies many digital records are created which also needs to be preserved. The course aims to provide a foundation of conceptual knowledge and practical skills required for archives management.

Outcome:

Upon successful completion of this course, the student will be able

1. To identify the archival material and its value
2. To arrange and describe archival material according to the recognized standards
3. To preserve the archival material
4. To conserve the archival material
5. To apply ICTs in management of archival documents
6. To follow records management practices with understanding of legal and ethical implications

Medium of Instruction: English

Fees: Rs. 7000/-

Last date for online application: 07 April 2014

Last date for submitting documents & DD: 12 April 2014

Instructors:

Dr. Parul Zaveri (Course Coordinator)

(Assistant Professor at SHPT School of Library Science and teaching Archives Management Paper at M.L.I.Sc. level)

Prof. Harsha Parekh

(Eminent retired University Librarian and Head, SHPT School of Library Science. Expert in Archives Management and Member of Archives Management Committee at Research Centre for Women's Studies and SNDT Women's University. She has been invited to take sessions on Archives Management at various workshops)

Dr. Perin Marolia

(Ex-Reader, SHPT School of Library Science and Expert Consultant in organising collections of many libraries in Mumbai)

Ms. Mallika Mitra

(Chief Conservator Coordinator I/C, The Indian National Trust for Art and Cultural Heritage (INTACH), Bhubaneswar. She is consultant at various libraries in Mumbai (For example Cama Oriental Library, Indian Institute of Geomagnetism) for restoration, and conservation of paper based archival materials.

Detailed Course Content:

Week	Module	Titles	Objectives
1.		Introduction to Online Environment	
2.	1.	What is an Archive? Who is an Archivist? 1.1 Archives, Libraries and Museums: 1.2 Definitions and Role, 1.3 Evolution of archival institutions 1.4 Archives and records Management – similarities and differences 1.5 Role of an archivist	1. to define the role of archives, libraries and museums 2. To explain the role of archives, libraries and museums 3. to compare similarities and differences between archives and records management
3.	2.	Types of Archives and Records 2.1 Types of Archives: Business Archives, Bank Archives, Church Archives, National, District, State archives (Government Archives), Academic Archives, Newspaper Archives, Music and Film Archives, Institutional Archives, Family archives 2.2 Types of records, Types of Collections, Non-textual records and oral history, e-records, Provenance, original order, responsible custody	1. to describe different types of archives 2. to explain types of records and custody of records
4.	3.	Stages of Records-Life Cycle	1. to describe and discuss

		3.1 The records management phase of the records life-cycle followed by archival phase management	<p>stages of records life-cycle</p> <ol style="list-style-type: none"> to describe and discuss stages of archival phase management
5.	4.	<p>Collection Acquisition and Management</p> <p>4.1 Acquisition, developing and setting up archives</p> <p>4.2 Accessioning, survey of records, appraisal, weeding out and withdrawal of records</p>	<ol style="list-style-type: none"> to describe the contents of a collection development policy for archives to describe the contents of weeding and withdrawal policy for archives
6.	5.	<p>Conservation –Preventive and Curative Conservation</p> <p>5.1 Deterioration of records- physical, chemical, biological factors, abuse and mishandling</p> <p>5.2 Disaster Management- Drafting policy</p> <p>5.3 Preventive measures –Storage and security of archives- Climate control -Safety measures- rules and regulations-fire alarm systems</p> <p>5.4 Curative conservation-Binding, Fumigation, Lamination, Restoration, Repair, Encapsulation</p>	<ol style="list-style-type: none"> to identify various factors that deteriorates the records to create Disaster Management plan to explain preventive and curative conservation
7.	6.	<p>Use of IT in Archival Management</p> <p>6.1 Digitization of archives- digitization standards</p> <p>6.2 Software A2M</p>	<ol style="list-style-type: none"> to explain the need for digitization to explain digitization standards
8.	7.	<p>Archival Classification</p> <p>7.1 Classification: Fonds, Records</p>	<ol style="list-style-type: none"> to explain standard archival classification schemes to use standard archival classification schemes for different types of materials
9.	8.	<p>Archival Description</p>	<ol style="list-style-type: none"> to explain standard archival description formats

		8.1 Description of Archives - ISAD (G) and ISAAR (CPF) - Formats	2. to catalogue archives according to standard format
10.	9.	Ethical Issues in Archival Management 9.1 Development of access policies for archival collection 9.2 Maintaining privacy and confidentiality	1. to describe access issues for archives in various types of institutions 2. to explain the need for privacy and confidentiality of users of archives
11.	10.	Legal Issues in Archival Management 10.1 Intellectual Property Rights - Copyright 10.2 Right to Information, Public Records Act 1993 and Public Records Rules, 1997	1. to justify the need for IPR in archives 2. to describe various Indian Acts and Rules relevant for archival management
12.		Evaluation and Assessment	

What type of Teaching/Learning Method will be followed?

Teaching will be done through synchronous sessions, recorded video lectures. Each module will have an assignment like quiz or written assignment on above topics. Link to relevant resources will be provided through Moodle for further reading. Each registered student will be given user name and password to access their Moodle account.

Who can join this course?

Any men/women graduate from any subject area interested in Archives Management may join this course.

What knowledge and skills I require to join this course?

- If you have basic computer skills such as using MS-Office, using windows operating system you can join.
- You must know how to use Internet and email.
- You must have basic knowledge of English.

What infrastructure is required?

You must have a computer system with head-phones and mike and Internet connectivity.

Will I get a Certificate?

Yes after completion of course requirements each student will get a certificate.

How do I pay the Fees?

DD of Rs. 7000/- in the name of SHPT School of Library Science, Mumbai should be sent to Dr. Parul Zaveri, Assistant Professor, SHPT School of Library Science, SNDT Women's University

Library, 2nd Floor, Above Patkar Hall, 1-Nathibai Thackersey Road, New Marine Lines,
Mumbai- 400 020

What documents I need to submit?

Graduation Degree Certificate and Mark sheet.

How do I send my form?

Send form through email to the Course Coordinator- Dr. Parul Zaveri at
parul.zaveri@libraryinfosc.sndt.ac.in

For any queries please contact:

Dr. Parul Zaveri

Course Coordinator

Email: parul.zaveri@libraryinfosc.ac.in

Phone: 022 22072792, 022 22031879- Ext: 274