

Subject card

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| Subject name and code | Electronic systems of management in archives I, PG_00153400 | | | | | | |
| Field of study | History | | | | | | |
| Date of commencement of studies | October 2024 | Academic year of realisation of subject | | | 2025/2026 | | |
| Education level | undergraduate studies | Subject group | | | Obligatory subject group in the field of study | | |
| Mode of study | part-time studies | Mode of delivery | | | at the university | | |
| Year of study | 2 | Language of instruction | | | Polish | | |
| Semester of study | 3 | ECTS credits | | | 1.0 | | |
| Learning profile | academic | Assessment form | | | | | |
| Conducting unit | Zakład Metodologii Historii, Historii Historiografii i Archi -> Instytut Historii -> Faculty of History | | | | | | |
| Name and surname of lecturer (lecturers) | Subject supervisor | | dr Jarosław Drozd | | | | |
| | Teachers | | | | | | |
| Lesson types | Lesson type | Lecture | Tutorial | Laboratory | Project | Seminar | SUM |
| | Number of study hours | 0.0 | 10.0 | 0.0 | 0.0 | 0.0 | 10 |
| | E-learning hours included: 0.0 | | | | | | |
| Learning activity and number of study hours | Learning activity | Participation in didactic classes included in study plan | | Participation in consultation hours | | Self-study | SUM |
| | Number of study hours | 10 | | 2.0 | | 10.0 | 22 |
| Subject objectives | The classes are also aimed at teaching the description of archival materials using the standard of description of archival materials available in the computer lab. Students will get acquainted with the problems of archival description standards in the international and Polish aspects by critically analyzing and synthesizing them. Students should be able to analyze the structure of an archival ensemble and independently perform the description of archival materials at the level of an archival unit and archival ensemble in an archival information system. | | | | | | |

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| Learning outcomes | Course outcome | Subject outcome | Method of verification |
| | [HISTL3_K01] Critically evaluates his/her knowledge, demonstrates a willingness to continually expand his/her knowledge and to seek expert advice if he/she has difficulty solving a problem on his/her own | student demonstrates a willingness to expand knowledge in the field of electronic records management | [SK8] observation of student's independent or team work |
| | [HISTL3_W11] Knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to history including the basic concepts and principles of industrial property protection and copyright law | The student knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to archiving and records management. | [SW5] implementation of a problem task |
| | [HISTL3_U07] Is able to plan and organise individual work and interact with others in teamwork | Students are able to plan and organize individual work and interact with others in teamwork. | [SU6] demonstration of practical skills |
| | [HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner | student prepares systematically for classes | [SU8] observation of student's independent or team work |
| | [HISTL3_U03] Is able to communicate with the public using specialist terminology specific to historical and related sciences | Students are able to communicate with the public using specialized terminology specific to historical and related sciences. | [SU6] demonstration of practical skills [SU8] observation of student's independent or team work |
| | [HISTL3_U02] Is able to correctly select and use appropriate methods and tools appropriate to the work of a historian (including advanced information and communication techniques) | The student is able to correctly select and apply appropriate methods and tools specific to the work of an archivist (including advanced information and communication techniques). | [SU8] observation of student's independent or team work |
| [HISTL3_U01] Is able to use their knowledge: to formulate and, through the appropriate selection of information sources, critically analyse and synthesise them, to solve complex and unusual problems in the field of history | the student applies the acquired knowledge of archive management systems | [SU8] observation of student's independent or team work | |
| Subject contents | The course will discuss in detail issues related to the computerization of archives, understood as the process of introduction and operation of computer data processing methods and their application in virtually all areas of archives' functioning in connection with the implementation of administrative, scientific and information functions. | | |
| Prerequisites and co-requisites | | | |
| Assessment methods and criteria | Subject passing criteria | Passing threshold | Percentage of the final grade |
| | Preparation of practical work. | 51.0% | 100.0% |
| Recommended reading | Basic literature | W. Piróg, <i>Zagadnienia informacji i dokumentacji naukowej</i> , Warszawa 1977; B. Ryszewski, <i>Problemy i metody badawcze archiwistyki</i> , Toruń 1985, s. 104-158; <i>Słownik terminologiczny informacji naukowej</i> , Wrocław 1979. B. Ryszewski, <i>Problemy swobodnego indeksowania i założenia kartoteki haseł wzorcowych dla opisu archiwaliów(w:) Komputeryzacja archiwów t. 5, Toruń 1999 s. 59-66; Idem, Problemy teoretyczne i standard opisu haseł wzorcowych, (w:) Komputeryzacja Archiwów, t. 6, Toruń 1999 s. 9-23; H. Wajs, <i>Polska droga do standaryzacji opisu archiwalnego, (w:) Archiwa w postaci cyfrowej. Materiały międzynarodowych warsztatów DELOS CEE</i>, pod red. E. Rosowskiej, Warszawa 2003, s. 9-14; ; <i>Komputeryzacja archiwów</i>, seria t. I-VI, Toruń 1994-1999; <i>Symposia Archivistica</i>, seria, t. I-VIII.</i> | |

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| | Supplementary literature | <p>A. Baniecki, <i>ISAD (G) światowy system wielopoziomowego opisu materiałów archiwalnych. Wprowadzenie do zagadnienia</i>, Archeion, t. 108, 205, s. 241-270; N. Bruebach, <i>Elektroniczny dostęp do informacji archiwalnych: standardy opisu korzyści i przyszłe możliwości</i>, Archeion, t. 107, 2004, s. 39-46; W. Chorążyczewski, <i>Akta i księgi wpisów w Archiwum Państwowym w Toruniu. Systemy informacyjne</i>, (w:) <i>Kancelarie okresu księgi wpisów w Prusach Królewskich</i>, pod red. A. Tomczaka, Warszawa 1994, s. 123-132; A. I. Czerny, <i>Teoria wyszukiwania informacji</i>, Warszawa 1981; M. Gołombowski, <i>Wprowadzenie do informacji naukowej dla archiwistów</i>, Toruń 1991; Idem, <i>System informacji archiwalnej i możliwości jego modernizacji</i>, (w:) <i>Pamiętnik I Powszechnego Zjazdu Archiwistów Polskich</i>, Przemysł 27-29 sierpnia 1986, cz. II, s. 244-255; M. Świgoń, <i>Informacja a informacja naukowa</i> (w:) <i>Historia Archiwistyka Informacja naukowa, prace dedykowane Profesorowi Bohdanowi Ryszewskiemu</i>, pod red. M. Świgoń, Olsztyn 2009, s. 205-214; <i>Zarządzanie informacją</i>, pod red. B. Kubiaka, A. Korowickiego, Gdańsk 2005; <i>Zarządzanie informacją w gospodarce opartej na wiedzy</i>, pod red. W. Bojara, Bydgoszcz-Ciechocinek 2006; <i>Zarządzanie informacją w nauce</i>, pod red. D. Pietruch-Reizes, Katowice 2008; <i>Zarządzanie wiedzą i informacją: teoria i praktyka</i>, pod red. M. Morawskiego, Wałbrzych 2006. Międzynarodowy standard archiwalnych haseł wzorcowych ciał zbiorowych, osób i rodzin ISAAR (CPF), Warszawa 2000.</p> |
| | eResources addresses | Adresy na platformie eNauczanie: |
| Example issues/ example questions/ tasks being completed | | |
| Work placement | Not applicable | |

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