

Subject card

Subject name and code	Computerization of archives I, PG_00168242						
Field of study	History						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	4		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of Methodology of History, History of Historiography and Archival Science -> Institute of History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Żeglińska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	30.0	0.0	0.0	30
	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	30		2.0		20.0	52
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.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[HISTL3_W12] Knows and understands the basic principles for the creation and development of various forms of entrepreneurship	The student knows and understands the basic principles of development of various forms of entrepreneurship aimed at electronic forms of documentation circulation and the use of computerization in the field of documentation archiving.	[SW5] implementation of a problem task
	[HISTL3_K06] Is ready to perform professional roles responsibly and to adhere to the professional ethics of the historian and to demonstrate an understanding of the world of values and attitudes of people in different historical periods and contexts	He is ready to perform the role of an archivist responsibly and adhere to the professional ethics of an archivist, as well as to demonstrate an understanding of the world of values and attitudes of people in different historical periods and contexts.	[SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[HISTL3_U07] Is able to plan and organize 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_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_W01] Knows and understands to an advanced degree selected facts, objects and phenomena and the methods and theories concerning them that explain the complex relationships between them, constituting basic general knowledge in the humanities	The student knows and understands to an advanced degree selected facts, objects and phenomena, as well as methods and theories pertaining to them that explain the complex relationships between them, constituting basic general knowledge of archival science and records management.	[SW5] implementation of a problem task
	[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_K05] Is ready to think and act in an entrepreneurial way	The student is ready to think and act in an entrepreneurial manner, including the use of information systems for electronic records management.	[SK6] demonstration of practical skills [SK8] observation of student's independent or team work
	[HISTL3_W04] Student is familiar with various fields of historical research, such as political history, social history, economic history, cultural history, family history, gender history, etc.	Students are familiar with various research directions in the field of archival science and records management, such as the study of archival processes, including filing and archiving processes, informatology research, including information systems, etc.	[SW5] implementation of a problem task
	[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
Subject contents	[HISTL3_K03] Is ready to fulfil social obligations, co-organise activities for the benefit of the social environment in the field of education and promotion of the historical and cultural heritage of Poland, its region and Europe	The student is ready to fulfill social obligations, to co-organize activities for the benefit of the social environment in the protection and promotion of the historical and cultural heritage of Poland, its region and Europe.	[SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[HISTL3_K04] Is ready to initiate public interest activities in the protection and promotion of historical heritage at local and regional level	The student is ready to initiate actions for the public interest in the protection and promotion of historical heritage at the local and regional level.	[SK5] implementation of a problem task
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:)</i> <i>Komputeryzacja archiwów</i> t. 5, Toruń 1999 s. 59-66; Idem, <i>Problemy teoretyczne i standard opisu haseł wzorcowych, (w:)</i> <i>Komputeryzacja Archiwów</i> , t. 6, Toruń 1999 s. 9-23; H. Wajs, <i>Polska droga do standaryzacji opisu archiwalnego, (w:)</i> <i>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.	
	Supplementary literature	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. Chorażyczewski, <i>Akta i księgi wpisów w Archiwum Państwowym w Toruniu. Systemy informacyjne, (w:)</i> <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. Golembiowski, <i>Wprowadzenie do informacji naukowej dla archiwistów</i> , Toruń 1991; Idem, <i>System informacji archiwalnej i możliwości jego modernizacji, (w:)</i> <i>Pamiętnik I Powszechnego Zjazdu Archiwistów Polskich</i> , Przemyśl 27-29 sierpnia 1986, cz. II, s. 244-255; M. Świgoń, <i>Informacja a informacja naukowa (w:)</i> <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.	
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	Example issues/ example questions/ tasks being completed		
Work placement	Not applicable		

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