

Subject card

Subject name and code	Documentation storage, its protection and sharing, PG_00168441						
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		
Mode of study	part-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				
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 Jarosław Drozd				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	10.0	0.0	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		40.0	52
Subject objectives	Learning about the history of the development of the accessibility function and about the principles of providing access to archival resources; familiarisation with Polish and international principles of accessibility; To learn the contents of the regulations of the research laboratories of archives of different types; Learning about the protection of archives from destruction and their proper storage.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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	the student demonstrates a willingness and understanding of the rules governing record keeping	[SK8] observation of student's independent or team work
	[HISTL3_U07] Is able to plan and organise individual work and interact with others in teamwork	the student is able to work individually or in teams on record keeping issues	[SU2] presentation/project/paper/report [SU8] observation of student's independent or team work
	[HISTL3_W10] Knows and understands the fundamental dilemmas of modern civilisation and recognises the relationships and dependencies between the past and current events also in terms of the dissemination of historical knowledge	the student understands the importance of keeping and protecting records	[SW1] oral statement/conversation/discussion
	[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 is familiar with the business of record keeping	[SW2] presentation/project/paper/report
Subject contents	Definition and scope of accessibility; historical development of accessibility, overview of legal acts regulating access to archives in Poland, characteristics of groups of archive users; searching for information in the archival information system; types of media found in archives; requirements for storage conditions of archival materials.		
Prerequisites and co-requisites	Knowledge of basic archival concepts, willingness to learn new knowledge and skills in the field of preservation, protection and access to documents.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Frequency	70.0%	30.0%
	Assignment work	50.0%	70.0%
Recommended reading	Basic literature	Zbiór przepisów archiwalnych wydanych przez naczelnego dyrektora archiwów państwowych w latach 1952-2000, wybór i opracowanie Maria Tarakanowska i Ewa Rosowska, Warszawa 2001. Ustawa z dnia 14 lipca 1983 r. o narodowym zasobie archiwalnym i archiwach, Dz.U. 1983 nr 38 poz. 173. C. Biernat, Udostępnianie materiałów archiwalnych, Archeion, t. 81, 1986.	
	Supplementary literature	A. Menne - Haritz, Dostęp do archiwów czyli przeformułowanie archiwalnego paradygmatu, Archeion, t. 104, 2002. C. Gränström, Społeczny dostęp do informacji archiwalnej, Archeion, t. 101, 2000. D. Nałęcz, Europejska polityka dostępu do archiwów, Archeion, t. 99, 1998. H. Stebelska, Udostępnianie materiałów archiwalnych w archiwach państwowych Polski Ludowej, Archeion, t. 41, 1964. S. Pańków, Działalność popularyzatorska archiwów państwowych w Polsce Ludowej, Archeion, t. 41, 1964. R. Piechota, Pomoce archiwalne - stan obecny i perspektywy, Archeion, t. 67, 1979. B. Ryszewski, Przegląd oraz tematyka pomocy archiwalnych polskich i obcych opublikowanych w ostatnim ćwierćwieczu, Archeion, t. 88, 1990.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Overview of legislation governing access to archives in Poland.		
Work placement	Not applicable		

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