

Subject card

Subject name and code	Basics of archival theory and methodology II, PG_00168439						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research 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		1.0		
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	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		15.0	27
Subject objectives	To provide students with knowledge of the subject and scope of archival science; to explain the basic concepts of archival theory; to familiarize students with an outline of the theoretical problems of archival science; systematized according to the basic functions of archives (collection, storage, processing, provision of archival materials, and supervision of the growing stock); to deepen knowledge of archival terminology.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[HISTL3_U01] Istudent is able to use his/her knowledge: to formulate and, through the appropriate selection of information sources, critically analyse and synthesise them in order to solve complex and unusual problems in the field of history	Able to search, analyze, evaluate, select and use information using a variety of sources and methods.	[SU3] text preparation/written work
	[HISTL3_U03] Is able to communicate with the public using specialist terminology specific to historical and related sciences	Able to communicate with the public using specialized terminology.	[SU3] text preparation/written work
	[HISTL3_W03] Has advanced, structured detailed knowledge of universal history (in terms of the five major historical eras) in chronological and thematic terms	He has mastered the professional terminology of the subject (He has knowledge of the problem scope of archival science, its conceptual apparatus, archival principles, the archival process, the scope and methods of making the resource available, has knowledge of the value and selection of documentation).	[SW3] text preparation/written work
	[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	He is ready to fulfill social obligations, co-organize activities for the benefit of the social environment.	[SK3] text preparation/written work
Subject contents	Subject and scope of archival science. Archives and archival service, their role, functions and organization. Classifications of documentation and their importance in archivistics. The archival process - characteristics from the point of view of archivistics Problems of supervision of the growing archival resource. Problems of accumulation - the structure of the archival resource Principles guiding the distribution of the resource - the principle of territorial affiliation and the principle of respect for the historically accrued resource. Problems of evaluation of the value of documentation (evaluation criteria, conditions, ways and methods of selection) Objectives, conditions, stages of development of the resource in the archives. The principle of team membership - its meaning Criteria for separating teams, their types and internal structure Problems of making the resource available - objectives, conditions, forms of access. Structure of the archival information system.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written work on issues covered in class.	51.0%	100.0%
Recommended reading	Basic literature	Biernat C., Problemy archiwistyki współczesnej, Warszawa 1977. Metodyka pracy archiwalnej, pod red. S. Nawrockiego i S. Sierpowskiego, Poznań 1992, 1998 H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka. Warszawa 1989 H. Robótka, Opracowanie i opis archiwaliów. Podręcznik akademicki. Toruń 2010 J. Wiśniewski, Archiwalia w bibliotekach i muzeach, Poznań 2000 Archiwa. Przepisy prawne. Wybór i opracowanie Jerzy Góral, Toruń 2001 Zbiór przepisów archiwalnych wydanych przez naczelnego dyrektora archiwów państwowych w latach 1952-2000. Wybór i opracowanie M. Tarakanowska i E. Rosowska, Warszawa 2001.	
	Supplementary literature	Biernat C., Problemy archiwistyki współczesnej, Warszawa 1977. Wiśniewski J. , Archiwalia w bibliotekach i muzeach, Poznań 2000. Metodyka pracy archiwalnej, pod red. S. Nawrockiego i S. Sierpowskiego, Poznań 1992, Zasady postępowania z materiałami archiwalnymi. Ochrona zasobu archiwalnego, Warszawa 2006.	
	eResources addresses		
	Example issues/ example questions/ tasks being completed		
Work placement	Not applicable		

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