University of Gdańsk

Subject card

Subject name and code	Computerization of Archives I, PG_00205578		
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 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	18.0	50

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_U03] The student is able to communicate with others using specialist terminology relevant to history and related disciplines, including terms from their chosen professional specialisation.	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_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_W11] Knows and understands the economic, legal, ethical and other conditions affecting various types of professional activity related to history, including the 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_W12] Knows and understands, at an advanced level, the principles governing the functioning, establishment 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_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).	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_K05] 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

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, *Zagadnienia informacji i dokumentacji naukowej*, Warszawa 1977; B. Ryszewski, *Problemy i metody badawcze archiwistyki*, Toruń 1985, s. 104-158; *Słownik terminologiczny informacji naukowej*, Wrocław 1979. B. Ryszewski, 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, *Polska droga do standaryzacji opisu archiwalnego,* (w:) *Archiwa w postaci cyfrowej. Materiały międzynarodowych warsztatów DELOS CEE,* pod red. E. Rosowskiej, Warszawa 2003, s. 9-14; ; *Komputeryzacja archiwów*, seria t. I-VI, Toruń 1994-1999; *Symposia Archivistica,* seria, t. I-VIII.

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

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