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| **Module Specification**  **ARIM004 – PRESERVATION MANAGEMENT** |
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**1. Module Details**

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| **Module Title:** | PRESERVATION MANAGEMENT |
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| **Short Title:** | PRESERVATION MANAGEMENT |
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| **Module Code:** | ARIM004 |
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| **Marketing Module Synopsis:** | This module will give students a general overview of the range and complexity of the issues that underpin preservation decision-making. In this module we will continue to look at a number of basic issues surrounding the management of archives and how these affect preservation. As they work through this module, students will see how the concepts and practices described can be applied in their own workplace. They will be aware that developments in the electronic management of records and in the wider digital preservation arena have opened up a new area of professional competence in relation to preservation management. This module concentrates on traditional media, since this is what most of our distance learning students are mainly working with, but adds some pointers should they wish to pursue issues of digital preservation. Students will find that the general principles applied to traditional media hold good in the digital environment as well. |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Main Campus |
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| **Semester:** | Whole Session |
|  |  |
| **Academic Year:** | 2022-23 |
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| **Faculty:** | Faculty of Humanities and Social Sciences |
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| **School/Institute (Level 2):** | School of Histories, Languages and Cultures |
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| **Curriculum Board (level 1):** | History |
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| **Module Coordinator:** | Victoria Stobo |
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| **Other staff:** | Alexandrina Buchanan |
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| **External Examiner(s):** | Jenny Bunn |
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| **Pre-requisites:** | INTRODUCTION TO ARCHIVES AND RECORDS MANAGEMENT 2021-22, PROCESSING RECORDS AND ARCHIVES 2021-22, REFERENCE AND USER SERVICES 2021-22 |
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| **Co-requisites:** | N/A |
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| **Barred Combinations:** | N/A |
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| **CE/CPD Provision:** | Yes |
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| **Overview:** | There are the following non-modular requirements: Students should:Be currently employed or active in a records / archives environment;Have access to computer / internet facilities;Have completed ARIM001, ARIM002 and ARIM003 before commencing this module. |
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| **Notes:** | This module is due to commence in September 2019. No major or minor modifications, administrative updates only 24.05.19.Admin updates 17.02.22 |
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| **Maximum Places:** | 30 |
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| **HESA Cost Centre(s):** | History |
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| **Status:** | Approved |

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| **HECoS Subject** | **Proportion (%)** |
| 100302: History | 100 % |

**The table below is automatically completed from programme data held in Curriculum Manager; during 2019/20 it is likely to have no data or incomplete data until all programme records are in Curriculum Manager.**

| **In Programmes:** | **Programme Validation Status** | **Module Status:** | **Programme Stage / Group / / Sub-group** |
| --- | --- | --- | --- |

**The table below must be completed for module approval, including confirmation that there are zero costs to the student.**

| **Student Cost(s)** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | | | | **Costs range:** | |
| **Cost Type:** | **Description:** | **Value type** (exact, approximate or max/min range)**:** | **Cost** (exact or approximate): | **Minimum Cost:** | **Maximum Cost:** |
| Student Cost | Reasonable costs including printing and text books. | MUST BE COMPLETED FOR APPROVAL |  |  |  |

**2. Aims and Content**

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| **Educational Aims:** | | | |
| To introduce the student to the basic principles and practice of preservation management. | | | |
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| **Outline Syllabus:** | | | |
| Topics covered during the module may include:Assessing preservation needs; Identifying causes of damage to materials; Environmental management; Buildings;Varying needs of different media; Appropriate storage and handling; Disaster management and basic emergency procedures; Health and safety. | | | |
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| **Reading lists and resources:** | | | |
| **Type** | **Category** | **Title** | **Description** |
| General Resource | Link to Reading Lists | Reading lists are maintaned at readinglists.liverpool.ac.uk | Use the following link to access and maintain reading lists for this module:http://readinglists.liverpool.ac.uk/modules/arim004.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Explain why preservation is vital to the successful management of records and archives. | Learning Outcomes |
| LO2 | Plan and manage a preservation programme, including writing a preservation policy and compile a conservation strategy. | Learning Outcomes |
| LO3 | Think creatively about the building that houses the organization and chart its effects, including measuring and recording environmental conditions. | Learning Outcomes |
| LO4 | Construct and manage a packaging programme. | Learning Outcomes |
| LO5 | Compile an emergency plan and respond to an emergency situation | Learning Outcomes |
| LO6 | Understand the options for substitution | Learning Outcomes |
| LO7 | Start discussions on digital preservation | Learning Outcomes |
| LO8 | Demonstrate an understanding of the role of conservation services | Learning Outcomes |
| S1 | Business and customer awareness basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty | Skills |
| S2 | Communication and collaboration online participating in digital networks for learning and research | Skills |
| S3 | Global perspectives demonstrate international perspectives as professionals/citizens; locate, discuss, analyse, evaluate information from international sources; consider issues from a variety of cultural perspectives, consider ethical and social responsibility issues in international settings; value diversity of language and culture | Skills |
| S4 | Information technology (application of) adopting, adapting and using digital devices, applications and services | Skills |
| S5 | Information literacy online, finding, interpreting, evaluating, managing and sharing information | Skills |
| S6 | Numeracy (application of) manipulation of numbers, general mathematical awareness and its application in practical contexts, (eg measuring, weighing, estimating and applying formulae) | Skills |
| S7 | Positive attitude/ self-confidence A 'can-do' approach, a readiness to take part and contribute; openness to new ideas and the drive to make these happen | Skills |
| S8 | Research management developing a research strategy, project planning and delivery, risk management, formulating questions, selecting literature, using primary/ secondary/ diverse sources, collecting and using data, applying research methods, applying ethics | Skills |
| S9 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Report on preservation audit. |

**All fields in the table below must be completed for module approval.**

| **Method** | **Description** | **Type** | **Units of Length** | **Length** | **Min** | **Max** | **Description (re length)** | **Weighting** | **Assessment period(s)** | **Group Work** | **Must Pass** | **Final Assessment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coursework | There is a resit opportunity. Standard UoL penalty applies for late submission. This is an anonymous assessment. | Summative | Words | N/A | N/A | 2500 | No more than 2,500 words | 100 % | Sem 2 | No | No | Yes |

***Please see Appendix 1 for details of the outcomes tested by the above assessments.***

**5. Learning and Teaching Methods**

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| **Summary of Learning and Teaching Methods:** |
| Online Discussions:Learning blog.Notes: Online learning blog in Canvas designed to encourage interaction with other students.Online Quiz:Xerte based test your learning quizzes.Notes: Online test your learning quizzes designed to test whether learning outcomes have been achieved.Practical:Suggested activities designed to explore practical implications of theoretical learning.Notes: Activities are suggested to enable students to put into practice what they have learned and/or to learn through doing.Self-Directed Learning: Students are given access to online learning materials which include reading, quizzes, a learning blog and suggested activities which are undertaken according to the student's requirements. |

**The following table must be completed for module approval, accounting for all hours associated with the credit value of the module, e.g. for 15 credits there should be 150 hours of learning and teaching activity, including independent learning.**

| **Learning and Teaching Method:** | **Length (Minutes):** | **Times per Week** (if applicable): | **Number of Weeks** (if applicable): | **Calculated Hours** (if applicable): | **Hours:** |
| --- | --- | --- | --- | --- | --- |
| Self-Directed Learning | N/A | N/A | N/A | N/A | 150 |

**6. Supplementary Information**

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| **If a risk assessment is required for this module for students under 18, please record a summary of the risks:** | N/A |