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| **Module Specification**  **ARIM006 – ARCHIVES AS AN INFORMATION RESOURCE** |
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**1. Module Details**

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| **Module Title:** | ARCHIVES AS AN INFORMATION RESOURCE |
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| **Short Title:** | ARCHIVES AS AN INFO RESOURCE |
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| **Module Code:** | ARIM006 |
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| **Marketing Module Synopsis:** | This optional module will give students a general overview of the processes of information gathering and research and help them to locate and interpret relevant materials. In addition, students will gain an understanding of how archive and records management practices affect the use of materials for research. Unlike other modules where we have been looking at things from the point of view of a custodian or service provider, this module encourages students to see things from the user's perspective. As they work through this module , they will see how the concepts and practices described can be used in their own workplace to build their knowledge of the wider archival resource and help them to understand and relate to the needs of their users. |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Online |
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| **Semester:** | Whole Session |
|  |  |
| **Academic Year:** | 2022-23 |
|  |  |
| **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, PRESERVATION 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:** | Students must complete modules ARIM001-004 before commencing this module. ARIM001-004 are the core modules required before continuing to diploma level where the student must complete 4 out of the 7 specialist module choices. |
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| **Notes:** | No major or minor modifications, administrative updates only. 26.07.19Admin updates 17.02.22 |
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| **Maximum Places:** | 30 |
|  |  |
| **HESA Cost Centre(s):** | History |
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| **Status:** | Approved |

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| **HECoS Subject** | **Proportion (%)** |
| 100916: Information Services | 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 | For information relating to student costs, please visit the University's website. | 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 using archives for information and research, with guidance on locating and using external resources relating to archives. | | | |
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| **Outline Syllabus:** | | | |
| Topics covered during the module may include:Principles and ethics governing the use of archives;How researchers use archives; Elements of a successful research strategy; Identifying the information potential of records; Description of appropriate archival and other research resources;Developing a work-place guide; Use of archives in education;Locating and using external sources about archives (especially in the UK). | | | |
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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/arim006.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Explain the nature and value of archival evidence. | Learning Outcomes |
| LO2 | Identify and analyse archival content for different types of research. | Learning Outcomes |
| LO3 | Plan and carry out a successful research strategy. | Learning Outcomes |
| LO4 | Locate relevant material and use it effectively. | Learning Outcomes |
| S1 | Communication and collaboration online participating in digital networks for learning and research | Skills |
| S2 | Information literacy online, finding, interpreting, evaluating, managing and sharing information | Skills |
| S3 | Literacy application of literacy, ability to produce clear, structured written work and oral literacy - including listening and questioning | Skills |
| S4 | Media literacy online critically reading and creatively producing academic and professional communications in a range of media | Skills |
| S5 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |
| S6 | 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 |

**4. Assessments**

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| **Assessment Strategy:** |
| Resource guide and reflection. |

**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 | Other | N/A | N/A | N/A | 4 sides of A4 plus reflection of no more than 500 words | 100 % | Sem 1 | 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 quizzesNotes: 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 including reading, quizzes, learning blog and suggested activities which are undertaken according to the needs of the student. |

**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 |