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| **Module Specification****ARIM008 – ARCHIVES MANAGEMENT**  |
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**1. Module Details**

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| **Module Title:** | ARCHIVES MANAGEMENT |
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| **Short Title:** | ARCHIVES MANAGEMENT |
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| **Module Code:** | ARIM008 |
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| **Marketing Module Synopsis:** | This module is intended to enable students to understand the core processes involved in managing an archive repository, focusing on the custodial aspects of archives management. It encourages students to consider the activities that make up the archive management function, the professional practices that support them and practical considerations that arise in this management process. There is also practical guidance about putting learning into practice, including outlines of general management skills. |
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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 |
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| **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, 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:** | No |
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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 four out of the seven specialist module choices. |
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| **Notes:** | No major or minor modifications, administrative updates only 26.07.19.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 (%)** |
| 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)** |
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|  | **Costs range:** |
| **Cost Type:** | **Description:** | **Value type** (exact, approximate or max/min range)**:** | **Cost** (exact or approximate): | **Minimum Cost:** | **Maximum Cost:** |
| Student Cost | For full costs information, please see the University's website. | MUST BE COMPLETED FOR APPROVAL |  |  |  |

**2. Aims and Content**

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| **Educational Aims:** |
|  To provide detailed guidance on practical and conceptual issues relating to archives management. |
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| **Outline Syllabus:** |
| Topics covered during the module may include:Aims and objectives of a successful archives service; Functions of an archives service; Application of appropriate standards; Importance of national policies and codes of ethics; Collection policies; Managing storage and retrieval; Understanding appraisal;Arrangement, description and finding aids;Automating processes and networking finding aids;National and international developments. |
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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/arim008.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Recognise the key functions and processes of an archive service. | Learning Outcomes |
| LO2 | Identify the key professional standards and understand their general content. | Learning Outcomes |
| LO3 | Identify the areas of concern that arise over the physical care of archives when in storage and being retrieved, and understand the actions needed to be taken to minimize those concerns and comply with professional standards. | Learning Outcomes |
| LO4 | Understand the process and logic underlying the 'intellectual care' of archives and know how to undertake each stage of this care, again to professionally acceptable standards. | Learning Outcomes |
| LO5 | Discuss the impact of ICT on archival practice. | Learning Outcomes |
| LO6 | Recognise the important points of general management practice. | 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 | Digital scholarship participating in emerging academic, professional and research practices that depend on digital systems | 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 | Literacy application of literacy, ability to produce clear, structured written work and oral literacy - including listening and questioning | Skills |
| S7 | Media literacy online critically reading and creatively producing academic and professional communications in a range of media | Skills |
| S8 | 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 |
| S9 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |
| S10 | Self-management readiness to accept responsibility (i.e. leadership), flexibility, resilience, self-starting, initiative, integrity, willingness to take risks, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Creation of an induction pack for a volunteer. |

**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 | 3500 | No longer than 3,500 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: Learning blog via CanvasOnline Quiz:Xerte-based test your learning quizzes, one per section.Notes: Test your learning quizzes designed to help students identify whether they have achieved learning outcomes.Practical:Suggested activities designed to offer practical work-based tasks associated with the learning outcomes.Notes: Activities are suggested for each section designed to enable practical application of the learning outcomes.Self-Directed Learning: Students are given access to online learning materials which they work through at their own speed across the 12 weeks of study. Learning materials include a learning blog, suggestions for work-based activities, further reading and test-your-learning quizzes. |

**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 |