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| **Module Specification****RIMB019 – ARCHIVES AND PERMANENT PRESERVATION**  |
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**1. Module Details**

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| **Module Title:** | ARCHIVES AND PERMANENT PRESERVATION |
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| **Short Title:** | ARCHIVES & PERM PRESERVATION |
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| **Module Code:** | RIMB019 |
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| **Marketing Module Synopsis:** | This module introduces you to the nature of archives and archival management processes and outlines some methodologies for ensuring their permanent preservation both in the context of UK central government and in the broader sectoral, national and international environments. While the focus will be on practice at he UK National Archives, other archival environments are considered too, in order to provide a broad perspective of practice.  |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Off-campus |
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| **Semester:** | Semester 1 |
|  |  |
| **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:** |  |
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| **External Examiner(s):** | Jenny Bunn |
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| **Pre-requisites:** | N/A |
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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 taking the module as part of the DPS:RIM must have successfully complete the CPS:RIM |
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| **Notes:** | No major or minor modifications, administrative updates only.Admin updates 17.02.22 |
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| **Maximum Places:** | 25 |
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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 | Reasonable costs including printing and text books. | MUST BE COMPLETED FOR APPROVAL |  |  |  |

**2. Aims and Content**

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| **Educational Aims:** |
| The module introduces archival concepts and archival management processes. In particular it prepares students to help their organisations comply with the requirements of the UK Public Records Act. It outlines developments in methodologies for ensuring the permanent preservation of archives, in both traditional and e-formats, and encourages students to position their own organisation's archives in broader perspective through considering the societal role of archives.    |
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| **Outline Syllabus:** |
| Subject covered during the module may include:Comparison of attributes of information, records and archives; Introduction to definitions and attributes of preservation and conservation management; Analysis of preservation issues, especially management and sustainability of electronic records in relation to their content, context, structure; Acquisition and documentation policies; Procedures for transfer to archives, including physical and virtual transfer;Archival description and descriptive standards;Distributed custody options;Conversion and migration strategies;Access policies;User services in archives;National archival policies and networks;Role of The National Archives. |
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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/rimb019.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Will understand the relationship between the records and information management function and the archival function | Learning Outcomes |
| LO2 | Will be able to describe the nature and attributes of archives the processes by which archives are managed, described and made accessible  | Learning Outcomes |
| LO3 | Will demonstrate an understanding of the role and functions of an accessible archive service in governmental and broader contexts  | Learning Outcomes |
| LO4 | Will contribute to the design and implementation of systems enabling access to records selected for permanent preservation | Learning Outcomes |
| S1 | Business and customer awareness | Skills |
| S2 | Positive attitude/ self-confidence - a readiness to take part and contribute; openness to new ideas | Skills |
| S3 | Self-management, self-starting, initiative, time management | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Anonymous assessment is not possible due to it being workplace specific. |

**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 not an anonymous assessment. | Summative | Words | N/A | N/A | 3500 | 3500 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:** |
| Group-work:A campus-based introduction to the module syllabus.Notes: Students work through a series of directed readings, information gathering and analytical exercises, and reflective exercises which both tests of directed readings, information gathering and analytical exercises, and reflective exercises which both test their academic understanding and ability to relate theory to its implementation in practice.Unscheduled Directed Student Hours (time spent away from the timetabled sessions but directed by the teaching staff): 144 |

**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 |  |
| Group Work | N/A | N/A | N/A | N/A | 6 |
| Group Work (Unscheduled) | N/A | N/A | N/A | N/A | 144 |

**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 |