



UCD School of History

Certificate in Archives Management

Z170

2018/19

The UCD School of History is committed to responding to the growing demand from practitioners in post for education in the management of archives. The Certificate in Archives Management, a level 3 course, is open to those who are working as archivists in the business sector, religious congregations, in public organisations, in libraries and in corporate or other bodies. It is also open to those who hold paraprofessional positions in archives services as archives assistants.

The course which consists of three 22 hour taught modules, each worth 5 credits, offers the opportunity for sustained education in core areas of archives management and in a timeframe which will facilitate minimal release from a place of employment, normally one and a half days per week. **All three modules are completed in one semester (September – December 2018).** The course will be subject to accreditation by the Archives and Records Association (UK and Ireland).

Entrance requirements

Candidates should be working as archivists or archives assistants and should have the support of their employers. They should possess, at minimum, a Leaving Certificate or its equivalent. They must be computer proficient. The number of places available for certificate students will be limited each academic session. Places will be allocated with reference to a candidate's suitability as demonstrated in the application form and in their Curriculum Vitae.

Application process

To apply for the programme applicants must complete **both** of the following:

1. The relevant online university application form. The course code is **Z170** and the form is available at www.ucd.ie/apply and should be submitted electronically.
2. The specific programme application form. This can be downloaded at www.ucd.ie/history. This form should be submitted by post or in person to UCD School of History, Newman Building, University College Dublin, Belfield, Dublin 4, Ireland.

The closing date for applications is **Friday 29 June 2018** at 1pm.

Fees

These will be in the region of €2700 but this is subject to change pending final decision by the university.

Course content

Participants will acquire knowledge in three core areas crucial to managing archives: collection preservation and acquisition, arranging and describing archives, and user services. They will become familiar with relevant theories, concepts, procedures and principles. Through coursework participants will be able to identify particular issues and problems in their own workplace and will attempt to develop sustainable solutions and appropriate responses based on the knowledge and understanding they have acquired. The results will be context specific and will provide a foundation for the effective management and strategic development of the archives in which they work.

Modules

1. Arranging and describing archives

(5 credits) 11 x 2 hour sessions

This module introduces students to the theory and practice of archival representation. It focuses on the production of finding aids, the fundamental means by which archivists establish physical and intellectual control over collections. The module introduces a method for describing and arranging archival collections in line with current international standards, in particular ISAD(G). The module also examines the increasing role of technology in supporting collection management and in enhancing the accessibility of the finding aid network.

2. Archives looking out: dealing with users

(5 credits) 11 x 2 hour sessions

This module introduces a framework for the provision of user services by archivists and explores the main ways in which archives are used and experienced: the research room, physical and online exhibitions, websites and social media, and educational projects. The module examines the impact of new technologies in transforming the way in which archives can be communicated to a wider audience, including through digitisation projects. There is also consideration of the changing dynamic between archivist and user, introducing ideas around community archives, user-generated content and the role of volunteers in archive services. Finally, the module highlights the need for policies and standards in the interaction between the archivist and the user.

3. Archives preservation

(5 credits) 11 x 2 hour sessions

This module addresses preservation best practice, the components of a preservation programme and key preservation activities, emphasising the importance of preventive preservation strategies. It addresses the preservation of archives both in traditional formats and in digital formats, beginning with the nature of traditional archive materials and the key threats they face. In addition to considering the importance of appropriate buildings, storage, environment and equipment, the module emphasises the centrality of effective preservation management, including preservation policy design, staff training and emergency planning and recovery. The module provides an introduction to digital preservation, considering the challenges posed by digital materials. It provides practical advice on the key steps necessary to secure digital materials in the short-term, alongside beginning to plan for longer-term preservation. Included in this module is a consideration of the importance of collecting policies and appraisal strategies to enable an archives service to target the acquisition of collections of long term value as archives.

Assessment

All modules are examined by coursework. There are no examinations.

Teaching

Teaching takes place in Archives or in other teaching rooms on the Belfield campus, University College Dublin, Dublin 4. Taught classes are held during the day, requiring attendance on campus for approximately one and a half days per week (with a one week mid-term break) and some are shared with students taking other courses. The course includes some visits or guest speakers and where possible these are scheduled to coincide with normal class hours. Course participants will be notified of the exact days and times of classes well in advance of the start of the course.

For further enquiries or advice on making an application please contact

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