

Subject card

Subject name and code	Electronic Records Management Systems in Archives I, PG_00168434						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of Methodology of History, History of Historiography and Archival Science -> Institute of History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Jarosław Drozd				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	10.0	0.0	0.0	0.0	10
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	10		2.0		13.0	25
Subject objectives	The classes are also aimed at teaching the description of archival materials using the standard of description of archival materials available in the computer lab. Students will get acquainted with the problems of archival description standards in the international and Polish aspects by critically analyzing and synthesizing them. Students should be able to analyze the structure of an archival ensemble and independently perform the description of archival materials at the level of an archival unit and archival ensemble in an archival information system.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[HISTL3_U01] student is able to apply their knowledge to: solve complex and unusual problems in the field of history through the appropriate selection of sources, their critical analysis and the synthesis of information; and formulate and solve problems within their chosen area of professional specialisation	the student applies the acquired knowledge of archive management systems	[SU8] observation of student's independent or team work
	[HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner	student prepares systematically for classes	[SU8] observation of student's independent or team work
	[HISTL3_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).	The student is able to correctly select and apply appropriate methods and tools specific to the work of an archivist (including advanced information and communication techniques).	[SU8] observation of student's independent or team work
	[HISTL3_W11] Knows and understands the economic, legal, ethical and other conditions affecting various types of professional activity related to history, including the concepts and principles of industrial property protection and copyright law.	The student knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to archiving and records management.	[SW5] implementation of a problem task
	[HISTL3_U03] The student is able to communicate with others using specialist terminology relevant to history and related disciplines, including terms from their chosen professional specialisation.	Students are able to communicate with the public using specialized terminology specific to historical and related sciences.	[SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[HISTL3_U07] Is able to plan and organize individual work and interact with others in teamwork	Students are able to plan and organize individual work and interact with others in teamwork.	[SU6] demonstration of practical skills
	[HISTL3_K01] Critically evaluates his/her knowledge, demonstrates a willingness to continually expand his/her knowledge and to seek expert advice if he/she has difficulty solving a problem on his/her own	student demonstrates a willingness to expand knowledge in the field of electronic records management	[SK8] observation of student's independent or team work
Subject contents	The course will discuss in detail issues related to the computerization of archives, understood as the process of introduction and operation of computer data processing methods and their application in virtually all areas of archives' functioning in connection with the implementation of administrative, scientific and information functions.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Preparation of practical work.	51.0%	100.0%
Recommended reading	Basic literature	W. Piróg, <i>Zagadnienia informacji i dokumentacji naukowej</i> , Warszawa 1977; B. Ryszewski, <i>Problemy i metody badawcze archiwistyki</i> , Toruń 1985, s. 104-158; <i>Słownik terminologiczny informacji naukowej</i> , Wrocław 1979. B. Ryszewski, <i>Problemy swobodnego indeksowania i założenia kartoteki haseł wzorcowych dla opisu archiwaliów(w:)</i> <i>Komputeryzacja archiwów</i> t. 5, Toruń 1999 s. 59-66; Idem, <i>Problemy teoretyczne i standard opisu haseł wzorcowych, (w:)</i> <i>Komputeryzacja Archiwów</i> , t. 6, Toruń 1999 s. 9-23; H. Wajs, <i>Polska droga do standaryzacji opisu archiwalnego, (w:)</i> <i>Archiwa w postaci cyfrowej. Materiały międzynarodowych warsztatów DELOS CEE</i> , pod red. E. Rosowskiej, Warszawa 2003, s. 9-14; ; <i>Komputeryzacja archiwów</i> , seria t. I-VI, Toruń 1994-1999; <i>Symposia Archivistica</i> , seria, t. I-VIII.	

	Supplementary literature	<p>A. Baniecki, <i>ISAD (G) światowy system wielopoziomowego opisu materiałów archiwalnych. Wprowadzenie do zagadnienia</i>, Archeion, t. 108, 205, s. 241-270; N. Bruebach, <i>Elektroniczny dostęp do informacji archiwalnych: standardy opisu korzyści i przyszłe możliwości</i>, Archeion, t. 107, 2004, s. 39-46; W. Chorażyczewski, <i>Akta i księgi wpisów w Archiwum Państwowym w Toruniu. Systemy informacyjne</i>, (w:) <i>Kancelarie okresu księgi wpisów w Prusach Królewskich</i>, pod red. A. Tomczaka, Warszawa 1994, s. 123-132; A. I. Czerny, <i>Teoria wyszukiwania informacji</i>, Warszawa 1981; M. Gołębowski, <i>Wprowadzenie do informacji naukowej dla archiwistów</i>, Toruń 1991; Idem, <i>System informacji archiwalnej i możliwości jego modernizacji</i>, (w:) <i>Pamiętnik I Powszechnego Zjazdu Archiwistów Polskich</i>, Przemysł 27-29 sierpnia 1986, cz. II, s. 244-255; M. Świgoń, <i>Informacja a informacja naukowa</i> (w:) <i>Historia Archiwistyki Informacja naukowa, prace dedykowane Profesorowi Bohdanowi Ryszewskiemu</i>, pod red. M. Świgoń, Olsztyn 2009, s. 205-214; <i>Zarządzanie informacją</i>, pod red. B. Kubiaka, A. Korowickiego, Gdańsk 2005; <i>Zarządzanie informacją w gospodarce opartej na wiedzy</i>, pod red. W. Bojara, Bydgoszcz-Ciechocinek 2006; <i>Zarządzanie informacją w nauce</i>, pod red. D. Pietruch-Reizes, Katowice 2008; <i>Zarządzanie wiedzą i informacją: teoria i praktyka</i>, pod red. M. Morawskiego, Wałbrzych 2006. Międzynarodowy standard archiwalnych haseł wzorcowych ciał zbiorowych, osób i rodzin ISAAR (CPF), Warszawa 2000.</p>
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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