



Joint Faculties of Humanities and Theology

## ABMM36, Archival Studies: Knowledge Organisation in Archives, 7.5 credits

*Arkivvetenskap: Kunskapsorganisation i arkiv, 7,5 högskolepoäng*  
Second Cycle / Avancerad nivå

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### Details of approval

The syllabus was approved by The pro-dean for First-Cycle Studies at the Faculties of Humanities and Theology on 2021-11-15. The syllabus comes into effect 2021-11-15 and is valid from the spring semester 2022.

### General information

The course is a compulsory component of the Archival Studies specialisation of the Master's Programme in Archival Studies, Library and Information Studies, Museum Studies (ALM).

*Language of instruction:* Swedish

#### *Main field of study*

Culture and Information Studies for Archives, Libraries and Museums with specialization in Archival Studies

#### *Specialisation*

A1F, Second cycle, has second-cycle course/s as entry requirements

### Learning outcomes

On completion of the course, students shall be able to

#### Knowledge and understanding

- give an account of how the remit of various archive activities, users and types of archives influence practices concerning acquisitions, conservation, thinning, organisation and description of actions and archives,
- describe different activities, practices and storage media where actions are produced and made available,
- give an account of the principles that control regulation and listing of archives,

## Competence and skills

- make theoretically and methodologically-based choices on which documents should be included in a temporary or permanent archive based on current legislation, the assignment of the activities and the intended audiences,
- practically apply different tools to organise, describe, preserve and find documents in physical and digital archives

## Judgement and approach

- critically analyse and evaluate different strategies for conservation of physical and digital documents and archives in relation to their character, the organisation's remit and the intended audiences,
- evaluate the role and importance in a broader societal and cultural context of the archivist and the archives,
- problematise the position and importance of the archivist in the organisation of knowledge.

## Course content

In the course, organisation, description and documentation in the archive sector are studied. The focus is on the creation of archives, listing, conservation and thinning. The life cycle of documents is followed in four stages: how they are incorporated into the archives, how and for what purposes have they been organised, documented and described, procedure for their preservation and how they leave the archive where appropriate deliver the archives.

## Course design

The teaching consists of lectures, 6-8 exercises, seminars, group assignment and 1-2 study visits. The following elements of the module are compulsory: teacher-supervised group work, study visits, participation in group assignment and examining supervisory seminar. In case of absence from some compulsory component, a written compensatory assignment should be carried out. Certain teaching is joint with the course Museum Studies: Knowledge organisation in museums.

## Assessment

The course is examined through a written group assignment that also is presented orally and an individual written assignment.

Group assignment: Document management plan including seminar, 6.0 credits

Written assignment, 1.5 credits

The examiner, in consultation with Disability Support Services, may deviate from the regular form of examination in order to provide a permanently disabled student with a form of examination equivalent to that of a student without a disability.

## Grades

Grading scale includes the grades: Fail, Pass

## **Entry requirements**

Admission to the course requires ABMM01 and ABMM30 or equivalent knowledge.

## **Further information**

1. The course is offered at the Department of Arts and Cultural Sciences, Lund University.
2. The course replaces part of ABMM31 Archival Science: Collecting and Organising Knowledge.
3. The number of credits allocated for course content that is shared in whole or in part with another course can only be credited once for a degree. For further details, see current registration and information materials.