

Course - IV (f)

Digital Archive Management System

Course Title & Code	Credits	Credit Distribution			Teaching Hours	Internal Marks	Exam Marks	Total Marks
		Lecture	Tutorial	Practical/ Practice				
Course-IV(f): Digital Archive Management System	4	3	1	0	60 Hours	25	75	100

Course Objectives

Upon successful completion of this course, scholars will be able to gain comprehensive knowledge of archival concepts, organization, preservation, and management practices in both traditional and digital environments. In addition, they will gain proficiency in archival description standards, digital preservation strategies, and disaster management. Further, this course will help them to develop professional competencies in archival administration, ethical practices, access services, and the application of emerging technologies for preserving documentary heritage and cultural memory.

Unit-1: Foundation of Archives

- ☞ Nature, scope, and objectives of archives
- ☞ Evolution and history of archives
- ☞ Types of archives
- ☞ Role of archives in research, governance, culture, and heritage preservation
- ☞ National and international archival organizations and initiatives

Unit-2: Organization and Administration of Archival Records

- ☞ Acquisition, accessioning, appraisal, and retention scheduling
- ☞ Archival cataloguing, indexing, and finding aids

- ☞ Standards for archival description (ISAD(G), Dublin Core, MARC, EAD)
- ☞ Archival administration and management
- ☞ Policies for access, use, and security of archives
- ☞ Human resource management in archives

Unit-3: Preservation, Conservation, and Digital Archives

- ☞ Preservation and conservation of archival materials
- ☞ Preventive and curative conservation techniques
- ☞ Environmental control and disaster management in archives
- ☞ Digitization of archives: methods, tools, and workflows
- ☞ Digital preservation strategies
- ☞ Institutional repositories and open archival systems
- ☞ Emerging technologies in archival management: AI, cloud storage, etc.

Unit-4: Archival Ethics and Services

- ☞ Archival policies
- ☞ Intellectual property rights, privacy, and confidentiality
- ☞ Ethics in archival management
- ☞ Services and user studies in archives
- ☞ Community archives and indigenous knowledge preservation
- ☞ Case studies of major archives: National and International

Essential Readings

- ☞ APPELBAUM (B). Preserve, Protect and Defend: A Practical Guide to the Care of Collections. Barbara Appelbaum. 2018.
- ☞ BAIRD (BJ). Practical Preservation and Conservation Strategies for Libraries. Rowman & Littlefield Publishers. 2018.
- ☞ BOUNTOURI (L). Archives in the digital age: Standards, policies and tools. Chandos Publishing. 2017.
- ☞ CORRADO (EM) AND SANDY (HM). Digital Preservation for Libraries, Archives, and Museums. Rowman & Littlefield Publishers. 2017.
- ☞ MILLAR (LA). Archives: Principles and Practices. Neal Schuman Pub. 2017.

- ☞ PRAJAPATI (C). Conservation of Documents: Problems and Solutions. Mittal Publications. 2005.
- ☞ PURCELL (AD). The Digital Archives Handbook: A guide to creation, management, and preservation. USA, Bloomsbury Publishing USA. 2019.
- ☞ SESHAN (R). Archives and archiving in the 21st century. Routledge. 2024.

Suggested Readings

- ☞ BALLOFFET (N) and REED (JA). Preservation and conservation for libraries and archives. American Library Association. 2005.
- ☞ COOK(M). The management of information from archives. Routledge. 1999.
- ☞ COOK(MJ). Archives and the Computers. Butterworth-Heinemann. 2014.
- ☞ HUNTER (GS). Developing and Maintaining Practical Archives: A How to Do It Manual for Librarians (How-To-Do-It Manuals). American Library Association. 2015.
- ☞ LEGGETT (ER). Digitization and digital archiving: A practical guide for librarians. Bloomsbury Publishing PLC. 2020.