



**KAMPALA
INTERNATIONAL
UNIVERSITY**

Course File: Form 01

College of Computing and information Technology

Course Outline Form

Shift: Regular-day

Lecturer: Lois M. Nankya

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Course Title: ARCHIVES MANAGEMENT

Course Code DLS 1204

Course Program: DIPLOMA OF LIBRARY & INFORMATION STUDIES

Academic Year: 2020/2021 **Semester Two (Sept– Dec 2021)**

Overview

Overall Description of the Course	<ul style="list-style-type: none">• The course is designed to equip learners with the basic principles and practice of Archives Management.• The course introduces learners to the basic concepts, principles and practices of archives management.
Overall Learning Outcomes	By the end of the course, learners should be able to: <ul style="list-style-type: none">• Explain the different concepts in archives management• Explain the importance of archives• Describe archives management principles• Explain archives descriptions
General Description of Teaching/Learning Methods and Modes of Assessment	<ul style="list-style-type: none">• Teaching and learning will mainly take the participatory approach that will be in form of class discussions, demonstrations, study visits, critiques, and group presentations. These will be interspersed with lectures and assigned readings based on certain topics.• For continuous assessment students will do one test , one class exercise and two group presentations. This will account for 40% of the final mark• For terminal assessment Students will write an end of semester examination to account for 60% of the final mark.

Details

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Topic <i>(also give brief description of topic)</i>	Teaching and Learning Methods to be Employed	Learning Outcomes (In terms of knowledge, skills, attitudes, and character)
Topic 1: Introduction and background: Rationale for Archiving, History & Development	Lecture and Discussion methods	Rationale for archiving – why keep archives; History and development of archives management.
Topic 2: Types and Functions of Archives/ archival materials	Lecture and Discussion methods	<ul style="list-style-type: none"> • State and explain the types and functions of archives. • Understand the characteristics of archives.
Topic 3: Principles and Practices; Acquisition	Lecture and Discussion, and assigned reading	<ul style="list-style-type: none"> • Discuss the principles and practices of archives management • Understand the form of acquisition of archives.
Topic 4: Processing of Archives; Listing, Arrangement and Description of Archives	Lecture and Discussion methods Case studies & Class Demonstration	<ul style="list-style-type: none"> • Understand how archives are processed. • Explain the different forms of arrangement of Archives. • Understand the principles of Archival Description.
Topic 5: Finding Aids in Archives	Lecture and Discussion methods	<ul style="list-style-type: none"> • Describe the different types of finding aids for archives.
Topic 6: Storage Facilities & Archival Buildings; Environmental Control in the Repository	Lecture and Discussion methods Group work/ case studies	<ul style="list-style-type: none"> • Describe how different types of Archives are stored. • Describe environmental control and factors to consider in choosing buildings for archival storage.
Topic 7: Management of Audiovisual & Digital Archives	Lecture and Discussion methods Case studies	<ul style="list-style-type: none"> • Describe what and how digital archives, photographic archives and audiovisual archives are managed.
Topic 8: Reader Services in Archives	Lecture and Discussion methods	<ul style="list-style-type: none"> • Explain how and why archives reader services are conducted.
Topic 9: Records Appraisal	Lecture and Discussion methods	<ul style="list-style-type: none"> • Explain what records appraisal is and how it can be done.
Topic 10: Disaster Preparedness in the Archive; Preservation and Conservation of Archives	Lecture and Discussion methods	<ul style="list-style-type: none"> • Explain how disaster preparedness is conducted in archives. • Explain how archives can be preserved and conserved.
Topic 11: Reference Services and planning Outreach Programmes	Lecture and Discussion methods	<ul style="list-style-type: none"> • How archival reference services are provided. • Explain the different outreach programmes for archives.



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