

Archival Practice (3 credits, 30 hours) | January-March 2017

Introduction

The second part of the Archives and Evidentiary Practices Specialization includes a supervised practice in the archives' professional activities. Students will have to spend 30 hours at Blinken OSA from January to March to familiarize themselves with the various stages of the archival workflow and the 'invisible' processes of creating the archives. It is conceived as a guided individual discovery of the archives under the supervision of assigned staff members, from the processing area to the AV studio, and from the electronic catalogs to the digital repository. It includes the following stages:

- Archival workflow: from appraisal to reference services
- Textual documents: physical preparation and arrangement, preservation and processing
- Audiovisual materials: conversion and preservation, processing and copying
- Digitization: workflow, creation of digital collections, and digital curation
- Archival management system: cataloging, databases, metadata models and archival descriptions
- Library: cataloging and integration of library material
- Outreach: reference services, education, memorialization, exhibitions and other public programs

Instructors

Nóra Bertalan | Public Relations Officer

József Gábor Bóné | Database Programmer

Katalin Dobó | Senior Librarian

Judit Izinger | Senior Records Officer

Anikó Kövecsi | Audiovisual Outreach and Education Officer

Robert Parnica | Senior Reference Archivist

Iván Székely | Senior Research Fellow

Katalin Székely | Creative Program Officer

Csaba Szilágyi | Senior Human Rights Archivist

Zsuzsa Zádori | Senior Audiovisual Archivist

Schedule

January 20, 2017 | 13:30-17:15 (Csaba Szilágyi)

Introduction: an overview of the Archival Practice

Archival selection: identifying, appraising, acquisitioning and accessioning records

Processing textual documents: arrangement, description and preservation

January 27, 2017 | 13:30-17:15 (Zsuzsa Zádori)

Processing audiovisual collections; managing audiovisual reference requests

Digitization of photographic prints and photo negatives, and analog video and sound recordings for preservation and access; digital curation

February 3, 2017 | 13:30-17:15 (Anikó Kövecsi and Katalin Dobó)

Film Library; Verzio Film Festival; creative reuse of archival footage; and audiovisual outreach and education (AK)

Library v. archive domain; introduction to ILS (Integrated Library System); communication and content standards; authority control in multilingual environment; and conceptual models for digital content (KD)

February 10, 2017 | 13:30-17:15 (József Gábor Bóné)

Information systems in the archival workflow: fonds structure, ISAD(G)/ISAAR, findings aids, MLR (Master Location Register); OSA metadata model; and the AMS (Archival Management System);

Information systems in other units: library, film library, KOHA

Digital collections and long-term digital preservation: Fedora Commons, Digital Asset Management, and the OAIS model

User interface: OSA collection catalog

February 17, 2017 | 13:30-17:15 (Judit Izinger and Robert Parnica)

Records and information management: concepts and definitions, records retention schedule, records centers, and the basics of electronic records management (JI)

Reference services: registration, research room rules and regulations, researchers' statement, on-site v. online requests, statistics (RP)

February 24, 2017 | 13:30-17:15 (Iván Székely and Csaba Szilágyi)

Access, privacy, and legal matters (ISZ)

Archiving documents on human rights violation; archival standards and curatorial interventions in the service of human rights; and special projects (CSSZ)

Curated collections and the Parallel Archive (CSSZ)

March 3, 2017 | 13:30-17:15 (Katalin Székely and Nóra Bertalan)

Public programs: using archival documents in exhibitions (physical and virtual) and other artistic projects; academic events, film screenings and other public events in the archival space (KSZ)

Public relations and communication strategies in the archives: goals, tools and audiences (NB)

March 10, 2017 | 13:30-17:15 (Zsuzsa Zádori, Iván Székely, Csaba Szilágyi)

Workshop: modelling the archival workflow

Closing remarks

Venue

Vera and Donald Blinken Open Society Archives

1051 Budapest, Arany János utca 32.