

## **Archival Practice** (3 credits, 30 hours) | January-March 2018

### **Introduction**

The second part of the Archives and Evidentiary Practices Specialization includes a supervised practice in the archives' professional activities. Students will spend at Blinken OSA 30 hours from January to March, in order 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 preservation
- 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
- Records and information management
- 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

Örs Lehel Tari | Archivist

Zsuzsa Zádori | Senior Audiovisual Archivist

## Schedule

### **January 29, 2018 | 13:30-17:15** (Csaba Szilágyi and Örs Lehel Tari)

An overview of the Archival Practice

The archival workflow

Selection: identifying, appraising, acquisitioning and accessioning records

Processing textual documents: arrangement, description and preservation

Digitization of textual documents

### **February 5, 2018 | 13:30-17:15** (Zsuzsa Zádori)

Processing audiovisual collections; managing audiovisual reference requests

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

### **February 12, 2018 | 13:30-17:15** (József Gábor Bóné)

Information systems in the archival workflow: fonds structure, ISAD(G)/ISAAR, findings aids, MLR (Master Location Register); Blinken OSA metadata model; 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: Blinken OSA collection catalog

### **February 19, 2018 | 13:30-17:15** (Katalin Dobó and Judit Izinger)

Library v. archive domain; introduction to ILS (Integrated Library System); open source solutions, communication and content standards; authority control in multilingual environment. (KD)

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

**February 26, 2018 | 13:30-17:15** (Iván Székely and Csaba Szilágyi)

Access, privacy, and legal matters (ISZ)

Archiving documents on human rights violations: standards, curatorial interventions and special projects (CSSZ)

Curated collections and the Parallel Archive (CSSZ)

**March 5, 2018 | 13:30-17:15** (Robert Parnica and Anikó Kövecsi)

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

Outreach Programs - collection development (Film Library-Verzio Film Festival) & education outreach; Creative survival of archival footage in contemporary documentary cinema (AK)

**March 12, 2018 | 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 19, 2018 | 13:30-17:15** (Csaba Szilágyi and Örs Lehel Tari)

Workshop: modelling the archival workflow

Closing remarks

**Venue**

Vera and Donald Blinken Open Society Archives

1051 Budapest, Arany János utca 32.

**Additional Program (TBC) |** Visit to the Budapest City Archives