

Archival Practice (3 credits, 30 hours) | January-March 2019

Introduction

The second part of the Archives and Evidentiary Practices Specialization includes a supervised practice in the archives' professional activities. Students will spend 30 hours at Blinken OSA 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 with a lot of practical tasks, under the supervision of assigned staff members. Students will have the opportunity to visit the processing area and the AV studio, and learn about the backend of electronic catalogs and 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

Fanni Andristyák | Audiovisual Outreach and Education Program 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 25, 2019 | 13:30-17:15 (Csaba Szilágyi and Örs Lehel Tari)

Introduction: an overview of the Archival Practice

Archival selection: identifying, appraising, acquisitioning and accessioning records

Processing textual documents: arrangement, description and preservation

Digitization and digital curation of textual documents

February 1, 2019 | 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 8, 2019 | 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 15, 2019 | 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)

February 22, 2019 | 13:30-17:15 (Örs Lehel Tari and Csaba Szilágyi)

Workshop: modelling the archival workflow

March 1, 2019 | 13:30-17:15 (Judit Izinger, Katalin Dobó and Robert Parnica)

Library v. archive domain; introduction to ILS (Integrated Library System); open source solutions, communication and content standards in a library (KD)

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

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

March 8, 2019 | 13:30-17:15 (Katalin Székely, Nóra Bertalan, and Fanni Andristyák)

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 practices in the Archives: vision, strategies, goals, tools and audiences (NB)

Education and outreach workshop (FA)

March 22, 2019 | 13:30-17:15 (Zsuzsa Zádori, Örs Lehel Tari and Csaba Szilágyi)

Workshop: modelling the archival workflow, digitization

Closing remarks

March 25-29, 2019 | Visit to the Budapest City Archives

Venue

Vera and Donald Blinken Open Society Archives

1051 Budapest, Arany János utca 32.