Archival Practice (3 credits, 30 hours) **|** February-March 2020

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 February to March, in order to familiarize themselves with 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 multiple 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

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

February 24, 2020 | 11:00-12:40 (Csaba Szilágyi)

    Memorialization/denial of the Srebrenica genocide (40 min)

    Introduction: an overview of the Archival Practice

    Archival selection: identifying, appraising, acquisitioning and accessioning records

February 27, 2020 | **13:30-15:10** (Örs Lehel Tari and Csaba Szilágyi)

Processing textual documents: arrangement, description and preservation

Digitization and digital curation of textual documents

February 28, 2020 | **11:00-14:30** (Csaba Szilágyi and Örs Lehel Tari)

Workshop: modelling the archival workflow

March 2, 2020 | **11:00-12:40** (Fanni Andristyák and Iván Székely)

Education and outreach workshop (FA)

Access, privacy, and legal matters (ISZ)

March 6, 2020 | **11:00-14:30** (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

March 9, 2020 | **11:00-12:40** (Iván Székely and Csaba Szilágyi)

Access, privacy, and legal matters (ISZ)

Archiving documents on human rights violations: standards, curatorial interventions, moral and ethical considerations; Blinken OSA special projects (CSSZ)

March 13, 2020 | **11:00-14:30** (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

March 16, 2020 | **11:00-12:40** (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)

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 20, 2020 | **11:00-14:30** (Katalin Székely, Örs Lehel Tari and Csaba Szilágyi)

Tour of the current *Hidden Galleries* show: using archival documents in exhibits (KSZ, 30 min)

Workshop: modelling the archival workflow

March 23, 2020 | **11:00-12:40** (Robert Parnica and Judit izinger)

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

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

March 27, 2020 | **11:00-14:30** (Örs Lehel Tari and Csaba Szilágyi)

Workshop: modelling the archival workflow, digitization

Closing remarks

March 23-27, 2020 | Visit to the Holocaust Memorial Center or the Jewish Museum and Archives

Venue

Vera and Donald Blinken Open Society Archives

1051 Budapest, Arany János utca 32.