

AUSTRALIAN SOCIETY OF ARCHIVISTS

ARCHIVAL EDUCATION

Six online, self-directed courses, inspired by the Society's flagship textbook *Keeping Archives*.



Australian
Society of
Archivists

Are you:

- ❏ Beginning your archival training?
- ❏ Want to develop your existing knowledge?
- ❏ Looking for a refresher course?
- ❏ Require training for your employees working in records and archives?
- ❏ Needing an easy and affordable opportunity to provide training to your volunteers?



The courses at a glance:

INTRODUCTION TO RECORDS AND ARCHIVES

- ❏ Explain the concepts of archives, records and recordkeeping
- ❏ Explain the role of records and archives in society
- ❏ List the common elements of recordkeeping and archives programs, and
- ❏ Describe the work of recordkeeping professionals today.



APPRAISAL

- ❏ Explain what appraisal is
- ❏ Describe the importance of understanding context
- ❏ Describe methods for analysing functions, activities and work processes
- ❏ Identify requirements for records
- ❏ Describe the distinction between 'records' and 'archives'
- ❏ Explain the uses for the results of appraisal
- ❏ Define disposal and name the main elements of this activity

CONTEXT CONTROL AND DOCUMENTATION

- ❏ Describe the principles of provenance and original order as they relate to arrangement and description
- ❏ Explain what archival description is
- ❏ Name some of the most significant traditions in archival description
- ❏ List the main elements of the Australian 'Series' System



PHYSICAL MANAGEMENT AND PRESERVATION

- 🕒 List desirable qualities for buildings which house archives
- 🕒 Describe the main elements of a preservation program
- 🕒 Describe considerations and resources for shelving, boxes and housing of records
- 🕒 List some of the considerations when dealing with special media formats
- 🕒 Explain the role of the conservator
- 🕒 Describe the steps in planning for disasters
- 🕒 Explain the distinction between custody and control
- 🕒 Describe some tools for archival description
- 🕒 List some of the main issues and discussions arising in archival description today
- 🕒 Describe some of the ways descriptive information can be used

ACCESS

- 🕒 Explain the range of rules and requirements for access to records
- 🕒 Describe some of the tools for managing access – finding aids, enabling better use of archival metadata
- 🕒 List the key elements of digitisation programs
- 🕒 Describe the main considerations in providing a reference service
- 🕒 List some recent innovations in access to records and archives; and
- 🕒 Explain the roles of advocacy and outreach in the context of records and archives work.

DIGITAL RECORDS AND ARCHIVES

- 🕒 Describe the changing nature of recordkeeping
- 🕒 Explain the key considerations in the design and implementation of systems for records
- 🕒 Explain the key considerations in migrating digital records
- 🕒 List the main activities and key concepts in digital preservation
- 🕒 List the elements of a digital archives program

A perfect solution to your study requirements, these courses are designed to provide a solid introduction to archives and recordkeeping knowledge, flexible, adaptable and interactive courses that you can do at your own pace.

Gain expertise to further your career with:

- 🌀 a suite of six eLearning modules developed by professional archivists
- 🌀 well rounded, flexible and adaptable professional knowledge
- 🌀 a sound understanding of the fundamental principles of managing records and archives in all formats
- 🌀 an understanding of legislative frameworks and standards
- 🌀 sound ethical theory in managing and providing access and understanding concepts critical to any good archivist or record-keeper
- 🌀 an understanding of the role technology plays in digital recordkeeping and management
- 🌀 an understanding of archives made accessible on the web, across the myriad of emerging web and social media platforms

For further information please go to archivists.org.au. Courses can be purchased individually or as a suite of six. ASA member discounts available. Bulk pricing packages available on request. If you have any questions, please contact us at office@archivists.org.au

Undertake our eLearning courses, featuring leading practitioners and interactive quiz elements:

- 🌀 **Introduction to Records and Archives**
- 🌀 **Appraisal**
- 🌀 **Context Control and Documentation**
- 🌀 **Physical Management and Preservation**
- 🌀 **Access**
- 🌀 **Digital Records and Archives**

