

Bachelor of Library and Information Science

Faculty of Adab and Humanities

Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Archival Administration
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6025133
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	6 th
Module Coordinator(s)	-
Lecturer(s)	Hikmah Irfaniah, M.Hum
Language	Bahasa Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, classroom discussion, and presentation
Workloads	1 SKS equivalent to: In Class Lectures: 50 minutes per week Independent Assignment: 60 minutes per week Structured Assignment: 60 minutes per week
Credit Point	3 SKS or 4,5 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	1. Internalising academic values, norms and ethics (S8) 2. Demonstrate an attitude of responsibility for work in their field of expertise independently. (S9) 3. Mastering theoretical concepts in managing information resources that include needs analysis, collection development policies, procurement and selection, cataloguing, e-resources, and preservation. (P2) 4. Capable of managing information sources by using information source management methods based on analysis of the functions of libraries, archives, and other information institutions (KK2).
Content	1. Managing archives in Islamic perspective. 2. Administration and management concept 3. Archives: definitions, qualities, forms, and functions. 4. Principles in managing archives 5. Archival management models 6. Types of Archives 7. Acquisition 8. Archival description and arrangement 9. Preservation and conservation 10. Accessing Archives

	11. Finding Aids in Archives
Examination forms	Essay, Practicum
Study and examination requirements	The final mark will be weighted as follows: 1 Final Examination 40% 2 Mid-Term Examination 30% 3 Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer
Reading list	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

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