



Bachelor of Library and Information Science

Faculty of Adab and Humanities

Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Management of Archival Institution
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6025116
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	6 th
Module	
Coordinator(s) Lecturer(s)	Evi Zakiyah, M.Hum
Language	Bahasa Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, and practice in computer laboratorium
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 4.8 ECTS
Required and recommended prerequisites for joining the module	has taken introductory information technology courses, and database and computer network courses
Module objectives/intended learning	Demonstrate a responsible attitude towards work in their field of expertise independently (S9) Master theoretical concepts and techniques in the use and development

outcomes	of information systems for libraries, archives, and other ICT-based information institutions (P3) Students are able to explain the general basic concepts of understanding, fundamentals, principles, objectives, management of Archives Institutions & Institutions within various institutions, such as: national archives, provinces, districts / cities, and universities. (KK3)
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Content	1. Qur'anic values in records management 2. Definition, principles and elements of management, organization 3. Types of archival institutions 4. Archival Policy 5. Archives management 6. Human resource management 7. Archival System 8. Infrastructure Facilities 9. Development 10. Archival advocacy 11. Archives exhibition
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. Bradsher James Gregory. 1984. <i>Managing Archives and Archival Institutions</i>. Chicago: University of Chicago Press. 2. Michael Cook. 1999. <i>The Management of Information from Archives</i>, 2nd ed. Aldershot, Hampshire, England; Brookfield 3. Millar, Laura. 2017. <i>Archives : Principles and Practices</i>. New York: Neal-Schuman. 4. Robbins, Stephen P. dan Coulter, Mary. 2010. <i>Manajemen</i>. Jakarta: Erlangga 5. Schermerhom, John R. 2012. <i>Management, 12 th Edition</i>. John Wiley & Sons. 6. Williams Caroline. 2006. <i>Managing Archives : Foundations Principles and Practice</i>. Oxford: Chandos. 7. Bose D. Chandra. 2012. <i>Principles of Management and Administration</i>. New Delhi: Prentice-Hall of India. 8. Bountouri, Lina. 2017. <i>Archives in the Digital Age : Standards Policies and Tools</i>. Cambridge MA: Chandos Publishing an imprint of Elsevier. 9. Buchori, Agus. 2021. <i>Kearsipan dan Kaitannya dengan Ayat Al-Qur'an (Al Baqarah Ayat 282)</i>. https://www.indonesiana.id/read/149789/kearsipan-dan-kaitannya-dengan-ayat-alquran-albaqarah-ayat-282. 10. ISO 15489-1:2016 Information and documentation -- Records management -- Part 1: Concepts and principles. ISO 15489-1 11. Undang-Undang Nomor 43 Tahun 2009 tentang Kearsipan. 12. Peraturan Pemerintah Nomor 28 Tahun 2012 tentang Pelaksanaan Undang-Undang Nomor 43 Tahun 2009 tentang Kearsipan.

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