UCLouvain

lhist2542

2024

Seminar in Archival Science: Design of Finding Aids

5.00 credits	15.0 h	Q2

Teacher(s)	François Aurore ;Van Eeckenrode Marie ;
Language :	French
Place of the course	Louvain-la-Neuve
Main themes	The seminar aims at learning one of the main missions of the archivist: design of finding aids and its different aspects (appraisal, sorting, description, classification, indexing, etc.).
Learning outcomes	At the end of this learning unit, the student is able to: At the end of the course, students will
	 deepen their knowledge of the concepts and practices of document management in the context of the creation of a finding aid (inventory, source guide, etc.); be introduced to the methods and tools that support this task (standards and software for archival description, good practices, etc.).
Evaluation methods	Conception of a finding aid (15 points). The student must report on the progress of his/her project during the preparatory meetings for the final work (continuous assessment - 5 points).
Teaching methods	Theoretical presentations. Presentations/dialogues with professionals invited to share their practices and experiences. Fieldwork with the support of professional archivists.
Content	Methodology of archival classification and description. International standards. IT tools supporting these standards.
Faculty or entity in charge	EHAC

Programmes containing this learning unit (UE)						
Program title	Acronym	Credits	Prerequisite	Learning outcomes		
Master [120] in History	HIST2M	5		٩		
Advanced Master in Archival Science, Record Management and Law	ARGD2MC	5		Q		