



The version you're consulting is not final. This course description may change. The final version will be published on 1st June.

5.00 credits

15.0 h

Q1

Language :	French
Place of the course	Louvain-la-Neuve
Main themes	The aim of the course is to introduce students to the various facets of the profession of archivist and information manager, to the concepts that govern the discipline and to the tools and modalities of the daily management of an archive service, including interventions on the so-called current and semi-current archives (record management).
Learning outcomes	<p><b>At the end of this learning unit, the student is able to :</b></p> <p>On completion of this course students will</p> <ul style="list-style-type: none"> <li>• Master the basic concepts of the archival discipline</li> <li>• Be introduced to the fundamentals of the various roles of the archivist (supervision/advisory, appraisal, acquisition, finding aid design, material conservation, appraisal), as well as the tools and procedures that support these roles;</li> <li>• Be able to propose, on the basis of theoretical knowledge, strategies for solving problem situations.</li> </ul>
Evaluation methods	Written exam (theoretical knowledge, case analysis and resolution)
Teaching methods	Theoretical presentations complemented, as much as possible, by an openness to fieldwork (service visits, presentations by practitioners, etc.) and a problematized approach to current archival challenges (resolution of practical cases).
Content	<p>The course will cover the following content:</p> <ul style="list-style-type: none"> <li>• the archivist, his missions, his interventions at each stage of the life cycle of the documents;</li> <li>• the collection, selection and disposal of archives;</li> <li>• classification and indexing;</li> <li>• the enhancement of collections.</li> </ul>
Faculty or entity in charge	EHAC

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in Information and Communication Science and Technology	STIC2M	5		
Master [120] in History	HIST2M	5		
Advanced Master in Archival Science, Record Management and Law	ARGD2MC	5		