

Name: Static Archive Administration					
module/course code: PII60122	Student workload: 340 Minutes/Week	Credits (ECTS): 3	Semester 5/6	Frequency Odd/Even Semester	Duration 1x / Semeste
Types of courses: Tutorial/Lecture/Response		Contact hours: 100 minutes/week	Independent study 240 minutes/week	Class size X students: 30 Students	
1	Prerequisites for participation -				
2	<p>Learning outcomes</p> <ol style="list-style-type: none"> 1. Able to explain the basic concepts of Archives, Archiving, and the Archival Profession, as well as Law and Social Ethics in Working with Technology and Digital Content. 2. Able to explain identify the basic concepts of static archive management; introduction & overview: static archive management, use and utilization of static archives, functions of static archives, use of social memory of the results of management 3. Static archives, the role of archivists managing static archives in society, assessment of Static Archive Information and development of static archive repertoires, as well as Legal Basis and Guidelines in the implementation of static archive management. 4. Able to explain and practice the Management, Classification and Arrangement of Parts I and 2. 5. Able to practice technology and transformation of static archive descriptions (DACS and MARC), technology and transformation of static archive descriptions (DACS and MARC). 6. Description of Dynamic Archives, Preservation, Conservation, and Post-Disaster Archive Rescue Planning, Technology and 7. Data Processing of Digital static archives, and Management of Static Archives as Big Data, and the Era of Algorithms 				
3	<p>Description</p> <p>This course discusses the basic concepts, principles, problems and studies of the philosophy, background, function and role of static archive administration in institutions according to standard archival rules. As well as the study of principles and techniques related to static archive administration such as public administration, history, management, planning, resources, and facilities. In addition, it studies the conditions, trends and problems of static archive management and administration at archive-creating and archive-using institutions in Indonesia and globally today.</p>				
4	<p>Teaching methods:</p> <ol style="list-style-type: none"> 1. Lectures 				
5	<p>Assessment methods:</p> <ol style="list-style-type: none"> 1. Assignments, 2. Middle semester examination, 3. Quizzes, 4. Final semester examination 				

6	Other information e.g. bibliographical references: 1. Undang – Undang No. 43 Tentang Kearsipan Tahun 2009

2. Peraturan Pemerintah Nomor 28 Tahun 2012 tentang Pelaksanaan UU Nomor 43 Tahun 2012
3. TSLAC Legislative Appropriations Request for Fiscal Years 2020-2021.
4. Elizabeth Shepherd, Victoria Hoyle, Elizabeth Lomas, Andrew Flinn, and Anna Sexton, "Towards a Human-Centered
5. Participatory Approach to Child Social Care Recordkeeping," *Archival Science* (2020): 1-19
6. Jesse Ryan Erickson, "The Gentleman's Ghost: Patriarchal Eurocentric Legacies in Special Collections Design," in Mary Kandiuk (ed.) *Archives and Special Collections as Sites of Contestation* (Sacramento: Library Juice Press, 2020), 121-157.
7. James A. Hodges, "Forensic Approaches to Evaluating Primary Sources in Internet History Research: Reconstructing Early Web-based Archival Work (1989-1996)," *Internet Histories* (2020).
8. Amelia Acker and Adam Kriesberg, "Social Media Data Archives in an API-driven World," *Archival Science* 20 (2020): 105–123.
9. Guidelines for Efficient Archival Processing in the University of California Libraries (2020), <https://escholarship.org/uc/item/4b81g01z>.
10. Jane Henderson (2020) Beyond lifetimes: who do we exclude when we keep things for the future? *Journal of the Institute of Conservation*, 43:3, 195-212, DOI: 10.1080/19455224.2020.1810729
11. Bergis Jules, *Architecting Sustainable Futures: Exploring Funding Models in Community-Based Archives*, 2019.
12. Keith L. Pendergrass, Walker Sampson, Tim Walsh, and Laura Alagna, "Toward Environmentally Sustainable Digital Preservation," *The American Archivist* 82 (1) (2019): 165-206
13. Alex H. Poole, "Be Damned Pushy at Times": The Committee on the Status of Women and Feminism in the Archival Profession, 1972–1998," *The American Archivist* 81 (2) (Fall/Winter 2018): 394-437.
14. Yusef Omowale, "We Already Are," *Medium* (2018).
15. Jarrett M. Drake, "Seismic Shifts: On Archival Fact and Fictions," *Medium* (2018)
16. Gabriel Solis, *Reflections on Archives of Violence and Transformative Justice* (Medium, 2018).
17. Tara Mazurczyk, Nathan B. Piekielek, Eira Tansey, & Benjamin Goldman, "American Archives and Climate Change: Risks and Adaptation," *Climate Risk Management* 20(2018): 111-125.
18. Elisabet M. Nilsson and Sofie Marie Ottsen Hansen, "The Co-Archiving Toolbox – Designing Conditions for Diversity in Public Archives," in *Proceedings of the Design Research Society (DRS) 2018 International Conference: Catalyst, Volume 2*, pp. 717728.
19. Richard Marciano, Victoria Lemieux, Mark Hedges, Maria Esteva, William Underwood, Michael Kurtz, and Mark Conrad, "Archival Records and Training in the Age of Big Data," in *Advances in Librarianship-Re-Envisioning the MLIS: Perspectives on the Future of Library and Information Science Education* (Emerald Publishing, 2018), 179-199