

# Information Construction of Archives Management in Universities

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**ABSTRACT.** With the development of digital campus, the archives management of universities has changed to informationized archives management. This paper analyzes the existing problems and countermeasures of the informatization construction of archives in Chinese universities through the research status at home and abroad. The purpose is to provide countermeasures for the informatization of archives management in universities. This study used literature research method to collect data, put forward qualitative data, and conducted subject analysis. The research shows that there are some problems in the process of archives informatization construction in colleges and universities, such as not being paid attention to, less capital investment, software system is not practical, the number of archives websites is small, and the talents of archives informatization are extremely scarce. In view of these problems, measures can be taken to build an information system of archives management, train professional talents, develop software systems and increase publicity. This study puts forward reasonable suggestions for the problems existing in the information construction of archives management in universities.

**KEYWORDS:** Informationization; Archives management; Universities

## 1. Introduction

The archives of universities truly record the historical process of the development of the school, accumulate and precipitate the vision and goals of the school, provide the basis and reference of the original information for the major decision-making of the school, and provide the important original information credentials of personal archives for all teachers and students [1]. In recent years, with the expansion of university enrollment scale and the promotion of archives standardization construction, the quantity and quality index of archives produced in universities have increased, which has brought great challenges to the management of archives [2].

The service objects of archives management in colleges and universities are organizations or individuals who need to use archives information in teaching, scientific research, management or other related activities. A lot of archives used by teachers and researchers are teaching policies, teaching program outline, outstanding students' graduation thesis, application and conclusion of scientific research projects, etc. A lot of archives used by students are school roll materials, academic credentials, etc. Other public use of archives is not very common, but they need a variety of archives. Zhang shuang believes that the traditional paper file management is difficult to process due to its large storage capacity and scattered information. Due to the limitation of time and distance, traditional paper archives cannot provide services for the service objects quickly and extensively [3]. If archives cannot be well used, they will lose value and the significance of archives management [4].

At the national conference on archival work in 2000, the concept of archival informatization was formally put forward for the first time [5]. In 2002, <implementation outline of national archives informatization construction> was officially promulgated. As a systematic project, the informatization construction of archives management in colleges and universities was gradually carried out. The archives management changes from the traditional manual management to computer management. The file management changes from the traditional manual file management to the computer file management, the information of archives makes the collection of archives more intelligent and automatic. The management work is simpler, using the network to break through the limitation of time and space, quickly and accurately automatically retrieve and consult archives (read or download online) [6]. Therefore, the information construction of archives in universities is an inevitable requirement for the development of archives and

the overall development of universities. However, at the present stage, archives management in universities cannot meet the practical needs of archives management informatization [7]. So in the new situation of rapid development of colleges and universities, how to do a good job in the information construction of university archives is an important subject faced by universities.

## 2. Methodology

The methodology used in this study is literature research. This article collected the literature materials related to the informatization of archives management in university, and then sorted out and summarized these documents. The existing problems and solutions were analyzed on this basis.

## 3. Results and Discussion

According to the available literature materials, in the 10 years from 2009 to now, the research on archives informatization is increasing year by year. But there are limited researches on archives informatization in universities, and most of them are periodicals. Li Caixia[8], Cao Fangling[9] et al. made a detailed analysis on the importance and problems of the informatization construction of archives management in colleges and universities. Xing Jianmin[10] and He Qing[11] studied the mode of informatization construction, and proposed the principles and paths that should be followed in the informatization construction of university archives management. The research content is mainly theoretical research, mostly about the significance of archives informatization in universities, existing problems and suggestions, and only a handful of literatures can make relatively comprehensive or in-depth analysis based on the new situation of archives. There are few researches on the technology and application of archives information construction. Foreign researchers' research on archives informatization in universities is mainly based on empirical research, but theoretical research is relatively rare. Odhiambo assess the readiness of the United States International Institutional readiness for digital archives management at United States International University-Africa [12]. McKay introduce, archivists at the University of Michigan attach great importance to protecting personal privacy in the disclosure of information [13]. The research focuses on the information service technology and object research of archives in colleges and universities.

### 3.1 Problems Existing in the Informationization of Archives in Chinese Colleges and Universities

(1) Lack of understanding on the importance of archives management information. Archives belong to teaching auxiliary departments in schools, and generally cannot get enough attention from schools. Even schools regard archives departments as places to settle and distribute employees [8]. School leaders think that the work of university archives is to do a good job in the collection and arrangement of archival materials, there is no need for information construction [10]. In the overall planning and construction of digital campus, there is no planned information construction of archives. Consequently, the archives department will not have a set of complete and sound rules and regulations to ensure the development of archives information construction.

(2) Lack of adequate funding. The first problem to be solved in the construction of archives informatization in universities is the investment of funds, which leads to the lag in the construction of office hardware facilities and software platforms. At present, many universities only rely on the computer to edit and organize the archives catalogue, so they cannot use the computer to directly consult and share the archives [14]. Some universities that have established the archives information management platform also lack the cost of later maintenance, leading to low efficiency and poor quality of the archives management information work, and even idle platforms [9].

(3) Lack of system software for university archives management. There are several archives management system widely used in China, including Yidu archives management system, Rui Nengda archives management system, JianPu file management system, intelligence archives management system, etc [15]. These systems are functional considering simplicity of database configuration and safety. But they cost much to purchase and maintain. Also, they are mostly applied to in provincial or municipal archives. There are few file management systems specifically targeted at schools, and some schools use relatively old system software, such as 'Hao Yong school archive management system' 2010 single version, Hao Yi manage software, etc[16]. These systems are highly professional, complex to operate, and of poor compatibility. Such systems cannot share information and meet the actual needs of

university archive informatization.

Low rates on university archives sites. Only a small number of university archives departments alone build websites, a small number of archives departments in the school portal website open up work column. The main function of the website is to publicize archival related work. The information platform of university archives does not intervene in the website [3]. Users can not retrieve the information they need to inquire through the website, whether the archives are involved in or not, so they can not realize such inquiry methods as advance reservation. In order to obtain the required archives, users need to go through complicated procedures such as identity examination (providing a letter of introduction to the company, identification certificate) and examination and approval in the archives museum (filling in the registration form and obtaining approval from the leaders of the archives office). Numerous and complicated procedures make users flinch, resulting in low utilization rate of university archives [8].

(4) Lack of archival information professionals. Under the background of archives informatization, archives management staff need to have two aspects of professional knowledge: archives professional knowledge and computer professional knowledge. University archives is in urgent need of interdisciplinary talents who know both archival knowledge and information technology, but the reality is that such talents are very few [17]. The educational background of university archives management staff is rather undergraduate and junior college than graduate or higher. Some staff members are not archival professionals and did not participate in archival work training [15]. Part-time archivists in other departments and colleges are also responsible for other work, which makes them lack time and energy to take care of archival work. Archivists are not proficient in the content and process of archival work, which seriously affects the quality of archival work. Archivists have been in the traditional working mode for a long time, with outdated ideology and poor ability to accept new things. As a result, they cannot apply the information technology to the actual archive management, which seriously hinders the further development of archive management information work.

(5) Lack of publicity on the archives management information. Without extensive and in-depth publicity of school archives management, the information resources of university archives cannot get the attention of users. Teachers, students and other staff only think of going to the school library to look up books or search from the database of the library website, but they can also search from the archives. Even many teachers and students do not know where the university archives are or the existence of such [11].

### ***3.2 Measures to Promote Information Construction of Archives Management in Universities***

The analysis shows that there are some problems in the information construction of archives in universities, such as the neglect of archives management, the low investment of funds, the inapplicability of software system, the small number of archives websites, the extreme shortage of archives information talents, and the insufficient publicity of archives information. Some suggestions are put forward for these problems.

(1) Strengthen the understanding of the necessity of the information construction of archives management. School leaders should realize that archives is an indispensable part of the school; to achieve the rapid development of the whole school requires paying attention to the construction of archives. On the one hand, school leaders should realize that the construction of archives informatization is of great significance to improve work efficiency, save management costs and ensure the security of archives. On the other hand, leaders should realize that the construction of archives information in universities is a complicated and arduous project, so it asks for establishing a comprehensive, standardized and scientific archives management system. Leaders need to increase capital investment in the construction of archives, equip archives departments with complete hardware facilities such as computers and scanners, and purchase advanced system software.

(2) Training of archives management information talent. Firstly, further training of archivists should be included into the scope of the overall teacher training plan of the school, and training should be organized in a planned and purposeful way, so as to improve the technical ability of archivists and ensure the sustainable development of archivists. Secondly, by giving special lectures, academic research, investigation and exchange, the archivists can be shown the process of archivists management informatization, to change the ideology of archivists, make the concept of archivists informatization go deep into their hearts, and use it to guide work. Thirdly, the school sets up modern archives major to cultivate interdisciplinary talents who understand the theoretical knowledge of archives management and are proficient in computer and network for the society.

(3) Developing system software suitable for information management of archives in universities. It is necessary

to use software to quickly, conveniently and securely collect, process, store and utilize archives. At the same time, the system should be able to connect with the existing OA office system, educational management system, personnel management system, student status management system, finance and accounting management system, etc[18].

(4) Innovation publicity, improve the impact of information files. To change the traditional single mode of using the publicity column, by making propaganda video, using mobile APP to carry out the quiz with prize knowledge, carry out the archives day activities and other rich and diverse publicity methods, to attract the attention of the archives users.

#### 4. Conclusion

The information construction of archives management in universities is imperative with many benefits, but there will be many problems and challenges in this process. This research comprehensively summarizes the existing problems in the construction of archives informatization, and puts forward reasonable suggestions on these problems, which can provide reference for the construction of archives informatization in universities.

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