The Current Situation and Countermeasures of the Construction of Archives Talents in Colleges and Universities

Yuming Zhu

School of Economics and Management, Zhejiang Business College, Zhejiang 310053, China

Keywords: Archives management; Human resource management; countermeasure; Informatization

Abstract. Improving archives management, protecting and utilizing archives are a starting point and a point of strength of archives work in colleges and universities. The construction of talent team of archives in colleges and universities plays a vital role in the efficiency of archives work service in colleges and universities. However, at present, there are many real problems in talent team of archives in colleges and universities such as inadequate professional personnel, unreasonable structure, unsound team of part-time archivists and professional quality remained to be improved and so on. Against the real background that our country and the government attaches great importance to archives work and information technology in order to promote the reform in archives work effectively, colleges and universities should center on the government’s work, strengthen top-level design, intensify professional training, enhance scientific research and advance the quality of archives talent team in an all-dimensional way.

1. Introduction

The archives work in colleges and universities lays a solid foundation on colleges and universities, which plays a significant role in undertaking teaching, scientific research, management and social service for colleges and universities. Talent team is the first resource, so the quality about the construction of archives talent team is a crucial element whether archives work can obtain result. With the rapid development of archives undertaking, the archives work in colleges and universities is faced with multiple challenges, which raises a higher claim on the construction of archives team in colleges and universities.

2. The Historical Position of the Construction of Archives Talent Team in Colleges and Universities

2.1 The local government pays more attention to archives work.

The Ministry of Education and State Archives Bureau formulated and issued Archives Management Measure on Colleges and Universities in September, 2008 and identified target location, structural establishment, manning level and management responsibility about archives work in colleges and universities. In 2014, the Central Office of the CPC Central Committee issued the implementation about An Opinion on Strengthening and Improving archives work under New Situation (NO. [2014]15), which proposes the specific requirement on archives work in colleges and universities. In recent years, archives of colleges and universities have focused on the central work of colleges and universities, intensified the construction of service efficiency, and held the exhibition of pictures, archives query of alumni status as a student and the protection on ancient books. All these has been crowned success and acquired the support from the local government on the construction of archives work. Colleges and universities, especially undergraduate colleges and universities have marched toward a substantial step on archives field and manning level and so on, which provides strong support and guarantee for the scientific development of archives undertaking.

2.2 The technology impels great-leap-forward development of archives information.

The combination of current technology and modern communication technology promotes archives work around the world toward digitization and networking. Information construction of international archives promotes continuous, rapid and sound development of archives undertaking around the
world and accumulates and stores the resource of national information to keep social memory truly, thus achieving broader and diverse mutual complement and sharing of archives information resource through accelerating the process of digitization of archives information, standardization of information management and construction of archives information. With the release of a series of important laws and regulations, plan outline and strategic goal issued by State Archives Bureau in succession, the construction of archives information embraces great-leap-forward development. Meanwhile, some applications of emerging information technology such as internet, cloud calculation, bid data and mobile internet and so on have developed in a vertical way. Colleges and universities, as a part of society, must adapt to these changes, make full use of the information resource of archives in colleges and universities realistically and expend innovation to make great efforts on promoting the simultaneous development between the development and employment of archives information resource and archives information resource of colleges and universities. Only is the construction of archives talent team improved, these new information and new technology can take effect.

2.3 The construction of archives talent team is stressed.

State Archives Bureau regularly issues subject guide of scientific research to encourage colleges and universities, local archives administration and enterprises and institutions to report to a higher organ altogether; local archives department issues talent construction project and a batch of archives administration work leaders from colleges and universities are selected as the cultivation project of talent. Local Archives Bureau and Party School of Provincial Party Committee and colleges and universities establish practical base of archives teaching. Colleges and universities select part-time archivists in the interior organ and develop professional training regularly, guide to bind archives and store archives, and promote the construction of digital archives resource to improve archives information by purchasing archives management system of Nanjing University and other ways. Archives work team in colleges and universities should be chosen advanced representatives to encourage excellent archives management talents to lean and breakthrough in terms of professional title appraisal.

3. The Current Analysis on the Construction of Archives Talent Team in Colleges and Universities

3.1 Inadequate full-time archives personnel

According to statistics, there are 30 full-time archives personnel in 46 vocational colleges in Zhejiang, equipped one archivist basically. There are 12 percent of colleges and universities that have not full-time archives personnel, so archives work is done only by office personnel even external part-time personnel. According the requirement of Archives Management Measures on Colleges and Universities, archives organ of colleges and universities include archive and comprehensive archive. Colleges and universities that endow with one of the following conditions should establish archive. First, the history of establishing school has enjoyed over 50 years. Second, there are more than one 10000 full-time students. Last, archives and data that are kept are over 30000 (300 meters). However, from the situation of colleges and universities in Zhejiang, full-time personnel is not adequate on archive of colleges and universities, even a part of archives personnel is short seriously, which has influenced the normal development of archives work in colleges and universities.

3.2 Unsound team of part-time archivist

Part-time archivist is an important part of archives team in colleges and universities, which is usually made up of archives department that is familiar with basic professional work and is responsible for collecting all kinds of archived materials, so team of part-time archivists is an important guarantee for archived materials. There are the following problems on team of part-time archivists in colleges and universities. First, unsound network of part-time archivists. According to the data, only 58 percent of colleges and universities have own team of part-time archivists; 17 percent does not; 22 percent employs part-time archivists, but they are not real part-time archivists.
Second, unstable team of part-time archivists. Part-time archivists will change with individual work, but new-comers need a process to be familiar with archived material work, which affects the schedule and quality of archived materials to some degree. Last, the professional level of part-time archivists needing to be improved. They are short of necessary professional archive training and technological guidance, which will engender incomplete archived materials, unregulated collection and unscheduled delivery and other problems.

3.3 Unreasonable talent team structure of archives

On the whole, the professional titles of archive work team in colleges and universities are low. Archives talent of the interior colleges and universities with senior professional titles is fewer and fewer. The talent structure has appeared the situation of frequent fracture and temporary shortage. With the reform development of colleges and universities and application of high and new technology, there is obvious increase of all kinds of archived materials with all carriers in colleges and universities. As archives work has some requirement on the construction of “trinity”, the functional position of “five-in-one” in archives and archives information, archives work in the new stage is very different to traditional archives work mode such as increasing workload or work difficulty. The effective development of archives work in colleges and universities need more and more professional archivists especially computer, archives and English and excellent talents. However, the employment mechanism lacks flexibility, which often regards “a clean cut”, called the highest educational background and the first educational background as the criterion of introducing talent. It can’t be ignored that a few people think that archives organ is such a place which is suitable to provide for the aged and women, a clean Yamen owing to the prejudice from society on archives department, which causes talent with high educational background who are unwilling to work in the archives department. On the other hand, some graduates with low quality can’t adapt to the work requirement of archives, thus wasting talents.

3.4 The professional quality of archives personnel needs improving

Archives work is a work with strong professionals, archives work of colleges and universities puts forth higher requirement on archives personnel in the early stage. However, at present, there are a majority of archives personnel in colleges and universities majoring archives, and most of them is non-professional person that starts to undertake the work or learn by themselves. The phenomenon is not very acute in the undergraduate school but very common in the vocational colleges. The work philosophy of quite a part of archives personnel still remains the times of traditional manual mode, which causes some phenomena such as at a loss, difficult adaptability and ineffective development work and other phenomena under the requirement of digitization of archives information and society of archives service. This causes backward management theory and method and inadequate sense of service, which enables the insider to lack of political enthusiasm, less outside touch and narrow vision and weak participation in the construction of school. This situation affects sound and rapid development of archives undertaking, which needs the team of archives to further strengthen professional learning and training, adjust thinking and change idea to adapt to the new requirement of the development of archives undertaking in colleges and universities as soon as possible.

4. Talents strengthen top-level design and improve the precision policy ability.

4.1 It is necessary to intensify top-level design of the construction of archives talent team

"13th Five-Year" development plan clearly identifies the development direction and specific measures of archives management work, and issues the correspondent system in introducing, fostering and promoting about archives talent to motivate talent majoring in archives to work carefully, be keen on own work and create splendid business performance. Meanwhile, it is necessary to enlarge the educational training, organize diverse professional archives training, academic research, scientific research competition and communication and promotion activities to fully activate archives cadre who takes initiative to learn professionals and study it. Moreover, it is imperative that pays attention to the construction project to constantly strengthen archives of senior experts,
outstanding managers and professional technical experts three team construction, establish and perfect the archives personnel selection, training and use mechanism and form a sound situation of outstanding professional talents, in line with the "high starting point, high standard, high quality" requirements.

4.2 Work around the center and pay more attention to the ability of archives service

The ability of archives service is a catalyst that can improve the ability of the team of archives talents. The basis of archives service ability is to consult service, guidance services as an important point, the development of service as a difficulty, active service as a highlight. According to the target system is established by using convenient school teachers and students’ archives, the construction of archives service ability should be emphasized. First, take the initiative for the local Party committee and government decision-making and the overall work of service. It should focus on overall deepening of reform and the rule of law centered "The Belt and Road Initiative", "the Yangtze River Economic Belt", "one yuan level" strategic decision-making services; center on all kinds of commemorative activities, published by the archives for Office files and other forms of exhibition in order to consolidate the archives using service. Second, actively serving for the central work of teaching actively is to further strengthen archives management, increase the basic units of archives work supervision efforts. Third, focus on improving people's livelihood. Service should be adhered to the people's livelihood as a breakthrough to improve work style, optimize the use of the environment, improve the utilization efficiency and give Priority to sorting, identifying, compilation, digitization and open people's livelihood archives. Last, pay attention to service for the construction of civilized campus. To find the combining point of historical archives and practical needs, fully excavate archives information through building patriotism education base, publishing historical archives, organizing lectures, opening archives culture boutique column organization archives open day activities, historical and cultural heritage of outstanding service to serve the construction of civilization society.

4.3 Implement the formation of staff and optimize talent team of archives

Colleges and universities should seriously carry forward the "Measures for the Management of University Archives", according to the development scale of the school and university archives to establish correspondent archives institutions, implement the formation of staff equipped with a number of full-time archives personnel and strengthening the construction of archives team. First, strengthen the leadership on archives work, establish archives work leading group leaders of each unit to participate in, to further implement the work responsibility of archives, make the archives work administrated by people. Second, finding full-time personnel archives considers the age structure, the educational background structure of archivists and professional knowledge structure and son on, especially meet the new demands on the development of the introduction of university archives, computer, information technology, such as high degree of professional foreign language talents to further strengthen the personnel echelon construction, optimize the file structure of the team. Last, establish and perfect part-time staff to strengthen the archives of colleges and universities, filing departments and business guidance and part-time archivists skills training, the implementation of departmental filing system, improve the quality of archive materials.

4.4 Strengthen the archives of scientific research and improve the talent quality

Make full use of the relatively superior research and research environment, encourage personnel files in archives management and archives, actively carry out scientific research and academic exchange activities, improve the professional quality of archives team. First, the school formulates archives research incentives to encourage personnel archives of the declaration of scientific research archives, publish academic papers in scientific research archives, archives appraisal, and mobilize the enthusiasm of personnel engaged in research work. Second, establish university archives research institutions and research team and train a large number of archives, expert-type, compound-type, and type of file management to promote the scientific research work of university archives and improve the ability of scientific research. The archives pay more attention to the specific sphere limitation especially in information technology and management project that equals to the research of
interdisciplinary field and focusing on practical problems of archives work in Colleges and universities management measures, organic combination theoretical study and practical application of outstanding scientific research work. Last, utilize local archives society and actively organize various forms of archival scientific research training, academic exchanges and cooperation activities to create a strong academic atmosphere of archives.

4.5 Improve internal governance and activate the talents of inner motivation

Reform the distribution system of income and stabilize talent team of archives. According to real characteristics and practice of archival work, it can implement the reform of the income distribution system, investment funds and payment of post allowance for archival work. At the same time, implement objective management, strengthen the system construction and increase the assessment efforts, according to the assessment situation. Adhere to distribution according to work and the principles of hard work by gradually raising the archives staff, stabilizing archives personnel. Perfect personnel system and strengthen the optimization of archives team. Introduce a number of graduates, doctoral students at higher level leading into the archives work, who are responsible for research, application and training task to improve the overall quality of archives team. Implement archives personnel appointment system to set up employment location in line with the needs, carry forward strict examination, choose in a bilateral way, recruit excellent talent, and constantly optimize the professional team structure of archives.

5. References


