A Brief Analysis of Archives Management Culture Cultivation in Colleges and Universities

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ABSTRACT

Archives management culture in colleges and universities is the direct reflection of their schooling concepts and cultural connotations. For a long time, due to varied reasons, colleges and universities fail to attach importance to such cultural construction. Under the new situation, they should regard archives service construction as a starting point, deeply explore cultural connotations of archives management, build a favorable cultural atmosphere and better serve their development and multiple spiritual cultural demands of their teachers.

KEYWORDS
Archives Management, University Culture Construction, Culture Promotion.

INTRODUCTION

CULTIVATING ARCHIVES MANAGEMENT CULTURE IS THE CORNERSTONE FOR CULTURAL CONSTRUCTION IN UNIVERSITIES

Every university has its own development course and external image as well as its spiritual temperament and cultural quality. Archives are the main carriers that carry this origin and culture. The cultivation of archives management culture is the top priority of cultural construction in colleges and universities.

Archives record the development courses of colleges and universities.

Since reform and opening-up, especially the 18th National Congress of the CPC, China’s college and university construction and development have entered the fast lane. New construction and expansion have been conducted and some of them have been moved with mergers as well as restructuring tides. Archives are an immense information system including historical evolution, teaching archives, personnel archives and scientific research archives, etc., and covering all kinds of information such as politics, education, teaching, personnel and culture. Besides, they genuinely recorded the decline and prosperity as well as the practical courses of arduous development of colleges and universities as well as the faculties’ precious experience.

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and important knowledge information accumulated in such activities as teaching, scientific research and management.

Archives management culture is an important medium of colleges and universities’ cultural communication.

As known to all, archives, libraries and museums constitute three pillars of cultural facilities. Archives of colleges and universities are not only precious cultural resources but also an important medium of cultural communication in the new era. Colleges and universities should cultivate archives management culture, extend the service functions of archives, make most use of archives resources, participate in cultural construction, enhance their reputation and practice cultural inheritance and innovation through archives management. Besides, they should nurture archives management culture, extract historical culture, inherit their schooling concepts, mottos and humanistic care through generations of students, strengthen their awareness and reputation, and expand their social influences.

The level of archives management level demonstrates the governance capability of colleges and universities.

Colleges and universities are a cultural community. Archives management is not only about excellent integration and maintenance of archives materials but also about development of archives information resources. On the basis of “exquisite collection and rational usage”, they should make greater efforts in “concentration and exquisite quotation”. High-level archives management not only covers varied paperwork but also includes achievements of their work. It’s for the sake of convenient use and meanwhile effectively reduces the management costs of colleges and universities.

STRENGTHENING ARCHIVES MANAGEMENT CULTURE TO SERVE CULTURE CONSTRUCTION OF UNIVERSITIES

The cognition of archives in colleges and universities has been mostly about collection, integration, keeping and utilization, etc. for a long time. The orientation of its function has been confined to providing materials and serving as reference. The cultural function of archives is not truly realized. Colleges and universities should pay attention to development of archives resources and information regarding archives management.

Strengthening archives management to building characteristic campus culture.

Under the new situation, colleges and universities should change their concepts about archives management, innovative management culture, move to the front from background, give scope to the advantage of archives information resources, seek the overlapping points of archives culture and campus culture and strengthen characteristic construction of archives. In addition, they should make desirable efforts in utilization and development of archives, and turn static and silent materials into mind-blowing education resources which are close to the practice of cultural construction with novel form, and both pictures and texts via online media, Weibo,
We Chat, showcase board and display & exhibition, etc. Besides, they should hold themed lectures and reports and conduct archives exhibition and evaluation, etc. to publicize characteristic information and conscientiously include archives work in campus cultural construction.

**Managing archives management to build characteristic historical culture.**

Colleges and universities should establish a scientific categorization and material integration system, and create a complete archives management system. Settling history and displaying modern history is the eternal theme of archives work in colleges and universities. They should innovate and apply modern information management tools, enhance the efficiency and level of archives work and promote scientific and modern management of paper archives. Besides, they should conduct effective archives management, collect, manage and develop essential departments regarding archives, and then show them to students, teachers and alumni so as to strengthen their identity with the history of the university, and gradually cultivate dense historical culture.

**STRENGTHENING ARCHIVES MANAGEMENT TO ENHANCE CULTURE CONSTRUCTION OF UNIVERSITIES**

Archives management emphasizes collection and its progress is demonstrated in services but the difficult part is integration. Colleges and universities should use culture to instruct archives management in these three aspects, make great efforts to collect and integrate, enrich and develop their culture through excellent services.

**Grasping collection of archives in colleges and universities.**

The foundation for archives services is the collection of archives. Collection is the starting point but it’s also a difficult point. Collection should be complete and meanwhile, it should constantly expand new fields, enrich new contents, collect and document what should be collected. At present, different colleges and universities emphasize different aspects of collection and storage value. Basic documents, financial archives, personnel archives and science & technology archives are all strengthened but demands are not met in terms of electronic archives, photos and audio-video archives, etc. Collecting from alumni can objectively reflect that materials such as books, journals, textbooks, statements, souvenirs and medals fall short at different stages. All these aspects need to be strengthened. In particular, those archives with high utilization rate should be focused in collection. Multiple forms should be adopted to publicize collection of archives, make people have a full cognition of the role of archives in university construction and development, improve faculties’ cognition of the importance of archives work and proactively win their understanding and support for collection of archives.

**Grasping integration of archives in colleges and universities.**

Archives categorization should be reasonable and in strict line with the keeping terms of archives materials. Besides, they should be particularly prudent about the
categorization of documents that will be permanently kept and kept for a long term. The principle of “longer term” should be adopted for uncertain documents so as to prevent archives materials from being destroyed after a short time and being unable to be tracked. Archives integration should be standard. After the term and categorization order are determined, archives should be stapled, entered into computers, scanned and packaged, etc. which should be done in a conscientious and meticulous way. Colleges and universities should establish an information zed mechanism of effective archives management, and utilize technologies such as database, data compression and high-speed scanning to organize traditional documents such as paper documents and audio-video documents, and documented electronic archives into orderly and structured archives information library. Meanwhile, they should realize automatic information collection, integration, inquiry and retrieval to improve modern management level. In addition, they should include the construction of archives management culture in their management culture system, keep strengthening institutional restraints over archives management, spare no effort to enhance the informationization level of archives management, focus on increasing efficiency of archives management, emphasize the training of compound archives management personnel, and forming a favorable cultural atmosphere on campus that attaches importance to archives work.

Grasping services of archives in colleges and universities.

To develop and utilize archives in a satisfying way, while keeping archives confidential, colleges and universities should make full use of the internet platform to achieve resource sharing and strengthen online cultural construction regarding archives. Gradually they should create and improve archives information, utilization of existing documents, archives deposit and storage, archives verification and integration, archives rescue and protection and archives catalogue, etc.; proactively create conditions to provide multiple services such as online inquiry, telephone, letter and e-mail inquiry, build a comprehensive service window and provide quality services for users; actively compile and research archives, give scope to the cultural function of archives, and fully use archives to conduct secondary and third literature processing,, such as compiling key events of colleges and university, school historical, organizational evolution, famous teachers’ deeds, well-known alumni records, students’ talent records, summary of past graduates’ employment and album publishing. Furthermore, archives will go out of the archives center and get close to the campus and students to serve students and teachers. In the process, they should constantly enhance the overall quality of archives management and build a service model of archives utilization in colleges and universities.

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REFERENCES