

Research on the Sustainable Utilization of Archives Information Resources in Colleges and Universities

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Abstract. The development and utilization of archives information resources in Colleges and universities is an important part of the development of higher education. This paper analyzes the problems existing in the development and utilization of the archives information resources, according to the characteristics of non-replaceable archives information resources, puts forward to strengthen the management consciousness of archives information resources and rationally develop and utilize effectively, and make it become a permanent resource for sustainable utilization.

Introduction

With the development of social economy, higher education is developing faster. The development and utilization of archives information resources in Colleges and universities is very important. Because the archives information resources are irreplaceable, the archives workers should make rational use of the archives information resources, so as to realize the sustainable utilization of the archives information resources.

Significance of Realizing the Sustainable Utilization of Archives Information Resources in Colleges and Universities

College and university archives is an important part of higher education, which makes it harmonious with the development of higher education, taking scientific Outlook on Development as a guide and implementing sustainable development strategy. University archives information resources with the original, historic, unique and confidential, is an irreplaceable resource. Therefore, we of the archives in Colleges and universities must set up the strategic thinking of the sustainable development, enhance the management consciousness of archives information resources in Colleges and universities, to achieve reasonable development and effective utilization and make it become a permanent resource for sustainable use, for the development of higher education services and the future of university resources sharing to create convenient conditions.

Problems Faced By the Sustainable Utilization of Archives Information Resources in Colleges and Universities

With the development of higher education, the rapid increase in the number of archives and the utilization of archives has been greatly improved, how to realize the sustainable development of archives information resources in Colleges and universities is an important issue in the face of college and university archives.

University Archives Information Resources Have Serious Security Risks. The archives are lost and seriously damaged. Network archival information resources are lost seriously. The opening and popularization of the Internet bring us a lot of convenience, but also bring a great negative impact on the hard work of file retrieval. Because of computer viruses, computer network system software and hardware faults and human factors, the phenomenon of losing the network information resources is extremely serious. Even some network information resources will be faced with a permanent loss. In the process of replacing the old and new web pages or software, a large number of archival information content provided to use is very easy to cause forced to delete. The relevant

laws and regulations on the exploitation and utilization of the archives information resources under the current network environment need to be perfected. Illegal visitor's malicious theft of document information, tampering with information, forgery of information, will bring a great impact on file management. The repeated use of paper archives causes an extremely serious damage. Some paper files due to the material of the paper which is not entirely consistent with long-term preservation, in repeated use process, get serious damage, and even some cannot be repaired. Paper archives in the protection and utilization of the process is faced with damage and destruction the possible of pirates, fire, tide, high temperature, dust, mice, light, harmful biological. Therefore, it is necessary to monitor the dry and wet temperature of the warehouse and so on.

Technical problems of archival protection; Network technology updates fast, outdates fast, which brings serious negative impact to the sustainable utilization of digital archives information resources. The archives carrier has a high technical requirement for storage environment, which needs to be constantly updated. This makes the file carrier extremely unstable. Network retrieval system updates too fast, and sometimes the old information storage way to save the file information in the new system is difficult to read or retrieve. With the case that the old and new storage format is not compatible, will cause a large number of archival information resources can no longer be used. Anti-corrosion paper files; magnetic tape, disk, CD-ROM and other archives need antimagnetic technology and corresponding equipment

The Degree of Development and Utilization of Archives Information Resources in Colleges and Universities Is Not Enough. The development and utilization of archives information resources include: the development of archival information resources and the utilization of archives information resources. Development to use, the more the development of resources is, the greater the degree of user satisfaction is, the higher the efficiency of the use is. The depth of the development and utilization of the archives information in Colleges and universities is not enough; archives users only for daily management affairs, personnel engaged in teaching and scientific research are less used. Students' awareness of the use of archives information is weak. Some colleges and universities archives also basically in the collection, storage, simple use of the state, without fully developing the archives information resources, the utilization efficiency is not high. Reform and innovation is the main driving force for the sustainable development of archival information resources, but at present, the reform and innovation of the sustainable utilization of archives resources is not enough, and it needs to be deepened.

Quality Problems of File Management Personnel. To promote the sustainable utilization of archives information resources, we must attach importance to the construction of archives workers, and strengthen the team building as the key. At present, the average age of college archives staff is high; the lack of professional graduates of the management staff, the aging of archival knowledge reserve cannot fully meet the requirements of the sustainable development of archival information resources. Misunderstanding of scientific research work, lack of courage to set foot in, independent development, independent research topics of confidence, the development and utilization of archives is not strong, which restricts the development of the new situation of archival undertaking. Impede the full exploitation and utilization of archives information resources, and continue to develop.

Colleges and Universities File Storage and Use of the Burden of Heavy. The cost burden of the storage and use of digital archives is heavy.

Performance in: first of all, the network environment, the digital file formation process requires the support of technology and equipment, storage costs also increased natural. Secondly, to realize the utilization of digital archives information resources, the information and maintenance of archives need to be put into a high cost. Thirdly, it is difficult to predict how long the life of digital archives and long term custody and use of the cost is difficult to predict. Need to constantly update technical measures to secure the protection of archival information; the cost of accumulation is high. With the rapid development of technology, the cumulative cost of archives preservation and utilization is also increasing. Finally, the sustainable use of digital archives information resources is a dynamic process of development, which needs us to never break the human and financial

resources to maintain.

The preservation and protection of the paper entity archives also need the paper environment, and the appropriate warehouse, machinery and equipment, which also require a large amount of capital investment.

Research on the Strategy of Sustainable Utilization of Archives Information Resources in Colleges and Universities

Facing the problems existing in the development and utilization of archives information resources, in order to realize the sustainable utilization of archives information resources in Colleges and universities, we should work hard from the following aspects.

Security Strategy and Technical Strategy of the Archives Information Resources in Colleges and Universities. The security problem of digital archives information resources utilization is mainly reflected in the network security. Mainly adopt the following security strategy. First, control access policy. The purpose is to ensure that the network information is not illegal to use and illegal access. Including: network access control; directory level security control network; access control; security attribute control; network server security control; network monitoring and locking control; safety control network port and node firewall control. Secondly, information encryption strategy; The purpose is to protect the data files, passwords and control information in the network, protects the data transmitted on the Internet, so that it cannot be leaked to unauthorized users. It is the most effective means of network security, which can effectively maintain the integrity of digital archives information. Including end to end encryption, for the data from one end to the other end of the encryption method to protect the digital file in the transmission process of security; Link encryption protects the security of link information between network nodes; Node encryption encrypts the file and database information stored in the node. Thirdly, anti-virus strategy. The prevention of the virus is mainly to install a firewall to prevent network virus infection; genuine anti-virus software installed, the archives department should regularly update anti-virus software, regularly kill virus; fourthly, safety measures. Prohibit the use of illegal, piracy and unknown source or origin software, don't download the program from the network, what is important data in a timely manner to backup then reduce the chance of infection by the virus; Fifth, the right to establish a psychological defense, recognize that security technology itself has a lag, and infectious viruses often occur, but, most viruses can be effective in preventing and killing.

Paper archives information security safeguard countermeasure. We do a good job in the daily work of eight against the work, including: security, fire protection, moisture-proof, anti-high temperature, dust, pest control, light proof, anti-rat pest. File workers in strict accordance with the rules and regulations.

Improve the computer legal system; establish reasonable and scientific information security standards; The current laws and regulations are only some basic principles and norms, which cannot solve the new problems and need to be further improved and improved, to prevent and punish information criminals. To establish a set of scientific, reasonable and strict management system, from all aspects of the electronic information security to avoid loopholes, from the whole process of electronic file to the custody, to carry out the whole process of management. Negligent management may result in loss or distortion of electronic archives information. Establish and implement the filing system; Make strict electronic file identification, safekeeping、protection systems and standards; Establish a record system for electronic records management.

Rational Development and Utilization of Archives Information Resources. Innovative Ideas strengthen the development and utilization of archives information resources. University archives workers to broaden the field of service, innovative services, completely change the past passive mode of work, with enthusiasm, careful, patient to treat everyone who needs information, to rich archives for the school and social services. Realize the sharing of information resources and adapt to the development of information resources in Colleges and universities in the information age. At the same time, increase the publicity of archives, and play an important role in the archives

information resources. Establish and improve the modernization of the retrieval system, network file information management, improve service efficiency, new approaches to the development and utilization of innovative archival information.

Do a good job in the archives compilation and research work in Colleges and universities, and improve the utilization of the archives information resources. Firstly, vigorously develop the archives information resources in Colleges and universities. University archives storage a large number of teaching, scientific research, management, infrastructure and other aspects of the experience, and vigorously develop the archives information resources work has become an important task of College Archives work. Although the file to go through information editing and processing, make full use of the search tool to have the purpose of finishing, according to the school teaching, scientific research, management, infrastructure services, "repeat, often, comprehensive" use of the characteristics, to determine file editing and research work. Provide complete and convenient archival information service for the users. Secondly, pay attention to the deep development of archives information resources. At the same time to provide the original archival information service we should be conscious to carry out the research and development for archival information, to make the further development of university archives information, and to improve the utilization of archives information resources. Compiling and researching work is a comprehensive and systematic way to understand the history of our school, to promote the sustainable development of archival undertaking.

Make full use of university library resources, data, research results, through thematic exhibitions, exchange learning and other forms, to service the users. Realize rational development and effective utilization of archives information resources in Colleges and universities.

Enhance the Service Consciousness and Management Strategy of the File Management Personnel. With people-oriented service concept, train compound file management personnel. The service consciousness of archives workers in the transition period translating from passive service to active service mode, must strengthen the service consciousness of archives workers and should take great efforts to develop the archives information resources as the driving force, through the network platform to understand the needs and establish a good interactive platform. Communicate actively and timely feedback the proposal and requirements of the archive users, in a timely manner to understand the problems encountered in the process of reading the archives, and summarize the problems in a timely manner, then to find the most suitable way. Put the interests of the user in the first place, form the entire service concept for the use of the center, and serve the people wholeheartedly.

Under the network environment, it is imperative to improve the knowledge structure of university archives workers. Archives workers can only be simple entry and upload, cannot be maintained development of archives information resources under the network environment. We need compound file management personnel who are proficient in file management and understand the use of computer retrieval and network. Colleges and universities archives need the archive management team with a high political quality, higher professional ethics, higher professional quality and innovative awareness.

Increase the Input of Costs. To realize the network of archives information resources and the modernization of archives management, we have to strengthen the input of funds. The investment of funds depends on the importance of school leadership's importance degree on the status and function of modern archives. To maintain the normal operation of network security system and the cost of safety management are required to have special funds. Archives need to purchase the necessary equipment, so that infrastructure and the work efficiency are bound to improve. To establish rich electronic archives and build an information service platform is the key to realize the network of archives information.

Conclusion

In a word, in the future archives work in Colleges and universities, Should be on the basis of good in the collection, storage, preservation of good files, to rationally develop and effectively use of the

information resources of Library collection. To take the entity management and information resources development as the two wings to use, realize the sustainable utilization of archives information resources in Colleges and Universities, and give full play to the value of archival information resources, to do a platform for the sharing of higher education resources in the future, contribute to the rapid development of colleges and universities.

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