Research and Thinking on Digitalization Construction of University Archives

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Abstract. Through the research of this subject, we can further clarify the significance of the digital construction of archives in colleges and universities, provide a practical and feasible operation plan for the digitization of university archives, find out and solve the problems existing in the digital construction. The file digital construction can provide reference to the shortcut path, so that the university file digital construction can quickly and efficiently promote the progressive realization of the digital file information resources, network management and hierarchical multi-channel resources to provide information resources and social sharing services.

Introduction

University archives construction is part of the development of the national archives, it is the school "digital campus" an important part of the building. Digital construction of colleges and universities is also conform to the trend and high efficiency work needs of the new initiatives, new requirements. The digitalization of university archives is the requirement of the development, management and utilization of archives information resources in colleges and universities. It is the need of adapting to the development of the new situation after the transformation of archives management work in colleges and universities. It is the strong demand of higher education development and social development.

The Domestic Research Status

January 14, 2011 National Archives issued the "National Archives Development" Twelfth Five-Year Plan "in the main objectives proposed to speed up the digital file and electronic file (file) backup center construction, complete the national digital file construction master plan Work, the electronic file for safe and effective management. The main task of the various levels of archives to speed up the pace of construction of digital archives, conditional to complete the digital file construction, and provide network information services. The digital construction of the archives is in practice. All the archives departments have made different choices according to their different archival characteristics and economic conditions. The domestic digital archives are representative of the Beijing Archives and Changchun Archives. Known as the Beijing model and the Changchun model. In the digital building in Beijing archives first put forward the "comprehensive digital" strategy, in addition to individual files (physical, accounting vouchers, etc.) to achieve all the digital collection; Second, the digital range covers a variety of file carriers, including paper Quality, microfilm, photos, audio and video. The third is the digital file content is complete, all the archives of the archives of each case should be digital. "Digitalization" is a goal, but also a method, it is based on the characteristics of the Beijing Archives and Beijing's socio-economic conditions to develop. December 20, 2013, by the Beijing Municipal Archives drafted the "Digital Code Section 7: the results of storage and use" officially became the Beijing local standards, and in April 2014 onwards. Changchun City Archives in the digital process, to the objective needs and reality may be based on to improve efficiency and increase efficiency as the goal, adhere to the "do something, do something", there are key, hierarchical file digitization. Changchun City archives into the mathematical model, the use of registration for many years of multi-angle statistical analysis, and finally selected out of the collection file volume of 10%, accounting for 90% of the collection file utilization rate of the whole family as the first batch of digital objects , And the relationship between

people's livelihood, the use of the most frequent, benefit the deployment of the file as a breakthrough, and achieved good results, and in the digital practice summed up the "current sweep", "to use fixed sweep" and " And so on the effective working principle.

The Status of Foreign Research

Internationally, Margaret Hedstrom was one of the earliest scholars to study the digitization of archives. He presented the "Electronic Archives: Integration and Utilization of the Network Environment" at the Second International Conference of Humanities and Technology in January 1994 Papers, specializing in the archives of the digital construction. American scholar David Bearman at the 13th International Archives Conference entitled "Virtual Archives" report, This is part of the international archives industry early "archives digital construction" theory research, some research specifically discusses the "metadata standards" in the application of digital archives.

Internationally, the United States is the first to study the digital file country, after the expansion to Europe and the United States and other developed countries. The research route is usually: first by the national archives or the National Archives Association of experts to conduct extensive research to determine the archives of the digital evaluation system and construction norms, and then make a feasibility report, make the overall planning, and finally the file digitization of the research project division For a number of thematic research projects, and then decomposed to various regional archives, and then coordinated by the museum research and be implemented.

This research route from top to bottom ensures the systematic and scientific nature of the digital construction of archives, minimizing duplication of labor or loss, thus fully demonstrating the high efficiency of this approach.

International archives on the digital construction projects are the UNESCO "World Memory Project" project and the United States, the United Kingdom digital archives project. In addition, the construction of digital archives in other countries and organizations in Europe and the United States has also become a development trend, such as "Canadian Archives Information Network", "EU Archives Network", and so on. This information is integrated with the network actually represents the prototype of the digital archives.

The Background and Significance of Digital Construction of University Archives

Information resources are one of the three modern strategic resources, in the national economic and social development plays an increasingly important role. Archives information carrier is facing an important historical moment of replacement, the new management model is an unexpected speed and scale into the field of archival work, the digital resources of the file construction and the establishment of digital archives has become a hot topic of concern. At present, all levels of archives with their own actual situation, began to practice the exploration of digital files.

Based on the current practice of colleges and universities, drawing on the digital theory and practical experience of university books, taking full account of the influence and significance of the digital construction of archives in colleges and universities, it makes a useful exploration of a series of questions about the digitization of archives, and can further enrich the contents of archives work File management system.

This paper puts forward the realization form, process and implementation strategy of digital construction of archives in colleges and universities, and analyzes the implementation situation under the current conditions. This paper will provide a comprehensive study on the digital construction of archives in our university. Feasible development orientation and practice ideas, but also for the university information resources to provide a reference. This paper explores the problems and shortcomings of discovering and solving the problems existing in the digital construction of archives in colleges and universities, and can solve these substantive problems step by step, clarify the direction of efforts and explore the ways of high-speed and efficient construction of university archives The On the archives information construction theory and practice has a positive meaning.

Research on the Contents of Digitized Construction of Archives in Colleges and Universities

File Management Automation.

Now many articles in the discussion of digital files or virtual files, the more good prospects for the file prediction and vision, rarely involving the traditional archives of the modern management issues, file management automation is the management of their own management of the archives of their own, Modernization is based on the computer digital management, based on the computer instead of manually complete the business work will be widely used in computer archives automatic cataloging, automatic retrieval, automatic statistics, automatic identification and daily file management and other aspects of the work.

The Collection of Files for Digital Processing.

Archives in the case of insufficient funding for construction, you can take the principle of resource priority, the purchase of a small amount of equipment, the important archives of the early digital processing, step by step gradually expand the scale of the scale. Paper files can be digitized in two ways: the first is through the computer manual input or through the scanner scan by the character recognition software to identify the text file; the second is the file file every page as a Picture, regardless of what is the specific content above, by the scanner page into the computer into a graphics file.

A key Grasp of the File Database Construction. The meaning of database construction is based on advanced information technology to scientific management of materials and easy to use. The construction of digital archives involves the business activities of archives. The corresponding databases should be set up in all aspects, including archives, catalogs and catalog files, database of important electronic documents, database utilization and database File compilation information database. In the process of building the database should follow the low to high, from a single to the group of principles, the first file directory database construction after the full file database construction.

File Information Transmission Platform Digital.

Archival information is only in the delivery process to reflect its value, the previous information exists in a document that is the original file or processed secondary literature, people need archives, often need to visit the archives, through the excerpts, Copy or shoot and other forms to obtain the required information. However, when the file information is digitally present after digitization, the digital network system will become its primary transmission platform, providing the possibility of rapid flow of archival information. Digitized file information can be transmitted in the process of multi-directional transmission at the same time, the formation of transmission network, and through the Internet can be easily remote transmission, free from time and space constraints, users do not have to visit the archives, you can at any time Any location makes it easy to use archival information through a computer.

On the Digital Construction of Archives in Colleges and Universities

Through the research, we can further clarify the significance of the digital construction of university archives, provide a practical and feasible operation plan for the digitization of university archives, find out the problems existing in the digital construction and solve the countermeasures, so as to provide the digital construction for the university archives. Reference to the shortcut path, so that the university file digital construction can be quickly and efficiently to promote the progressive realization of the digital file information resources, network management and hierarchical multi-channel to provide file information resources and social sharing services. At present in the digital practice is still exposed some worthy of our serious consideration.

Do the Collection of Documents Need to be all digital?

There is an important question in the digitalization of university archives, which is what files need to be digitized and which do not need to be digitized, and whether all of them need to be digitized. For this problem, can not be generalized, should be specific issues specific analysis, from the preservation and use of value and the actual use of the situation to consider, in order to make

digital archives in the direction of development.

Whether the University Should be Archived Digital Construction Archives Digital Construction. has become the inevitable trend of archives management, which promotes the traditional management of archives changes, not only conducive to the rapid retrieval and use of archives, but also conducive to the collection of archives , To achieve the network of resources to share, improve the overall efficiency of archives work for the majority of teachers and students to better understand the file, management files, the use of files. So whether colleges and universities should be archived digital construction? the answer is negative. This is because there are many advantages of digital construction, but due to the funds, technical equipment, personnel, file their own situation and other factors, so it is unrealistic to engage in digital projects within a short time.

Digital files need to share the contents of the network can share the contents of the network? The answer is yes, this is because the realization of archival resource sharing is the biggest purpose of digital construction, but before sharing the first to solve a few questions: one of which files need to share? The second is all shared or restricted sharing? Third, shared within the LAN or public network sharing?

University Archives Management Also Need Two Sets of Management Mode after the Digital File Management Model Also Need a Double System of Management Model? The answer is yes, this is because the new management of archives information resources has just started, not mature, can not completely replace the traditional management in a short time.

Conclusion

This paper analyzes the status quo of the digital construction of archives in colleges and universities, through access to information, learn from the excellent achievements of digital files at home and abroad, grasp the feasibility of digital building archives, clear archives digital construction difficulties, priorities and advantages, looking for college archives A New Way of Digital Construction. To promote the digitization of archives in colleges and universities; in order to achieve part of the collection of archival information network search, greatly saving manpower, time, but also to avoid the repeated use of physical files caused by damage. And based on the concept of user-centered, to build a database of digital forward-looking construction.

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