

OBJECTIVE DESCRIPTION for LIBRARY AND ARCHIVES

in the light of the Strategic Plan of STOCKHOLM COLLEGE OF ART

2020-06-24, rev 2024-10-28

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LIBRARY	
Activities:	
Acquire	<p>Objective: We will ensure that the library's stock of different media meets the demand that exists mainly from education and research. We monitor the university's areas of interest from an information supply perspective that enables the development of support for the core subjects that are the school's responsibility.</p> <p>Specifically: We will acquire both e-resources and other types of media with one copy for lending - except for course literature where up to four copies can be acquired. (Course literature is otherwise the responsibility of the student.) Service copies will be acquired by the Library, but paid for by the respective department.</p>
Publish	<p>Objectives: We will contribute to ensuring that all completed independent work at Master's level and above is registered and uploaded in accordance with the Vice-Chancellor's decision (Dnr: SKH 2016/1082/2.9.1). For the doctoral level, Open Access publishing also applies.</p> <p>Specifically: The above shall be carried out in the publication database DiVA and, for those to whom the Vice-Chancellor's decision applies, also in Research Catalogue. The research published in DiVA is also reflected on Uniarts web and transferred to the nationally comprehensive research database SwePub. Completed theses from master's to master's level must be registered and published either hidden or with Open Access in DiVA. The bachelor's level is recommended to register and upload their work in DiVA but only requires that the final work is submitted in analog or digital form to the archive. All levels below the research level <u>can/may</u> be published in the Research Catalog as they see fit.</p>
Describe	<p>Objectives: We will ensure that the collections are registered and searchable in the national library database LIBRIS and lendable in our local library catalog</p>

	<p>Fabula, as well as for degree projects and research according to (Dnr: SKH 2016/1082/2.9.1) in DiVA and Research Catalogue.</p> <p>Specifically: The collections are cataloged and physically arranged in the Library according to an adapted version of the SAB (classification system for Swedish libraries). We will ensure that Uniarts own publications are registered and made searchable in the publication database DiVA and at national level in SwePub. At research level, this also applies to Research Catalog.</p>
Preserve/manage	<p>Objectives: We will ensure that collections of different media reflect and promote the different areas of our activities, both in terms of core activities and over time.</p> <p>Concrete: Thinning is done with a view to preserving and clarifying the university's core subjects in the present, but also for the understanding of how the university has developed since the beginning, mainly on an artistic basis. Duplicates are saved for course literature and in particularly urgent cases. Otherwise, the collections must be kept in a manageable condition for provision.</p>
Provide	<p>Objectives: We will ensure that the Library's resources are searchable and accessible.</p> <p>Specifically: Maintain staffing and opening hours to meet needs and make collections available through the local lending system Fabula, as well as by offering relevant data-based search services through the Library's web pages. Ensure that students with special needs receive the assistance through the MTM (Media Access Agency) that is their right.</p>
Developing	<p>Objectives: We will monitor developments in Library and Performing Arts/Film and Media and ensure that the Library and its functions are up-to-date and best support education and research.</p> <p>Specifically: By working in an integrated way, we gain insight into when the Library can provide support and can communicate what this support consists of. We work to develop the library function through monitoring, evaluation and analysis to be a cutting-edge function that not only supports but also examines what can be further improved.</p>
Train/mentor	<p>Objectives: We will offer students, researchers and teachers skills in information provision and source criticism.</p>

	<p>Specifically: For example, by taking time in courses to guide students and others on how to search for information in different sources, how to manage references and how to substantiate data for publication.</p>
<p>THE ARCHIVE</p>	
<p>Activities</p>	
<p>Promoting information management</p>	<p>Objective: We will ensure that the SKH has a functioning and effective information management system.</p> <p>Concrete: We monitor the work of the National Archives. We actively take part in what is happening in the network for archivists at colleges and universities. SKH's support documents regarding archives (archive description, document management plan, application decisions, strategies, instructions) are constantly updated and current. We will inform about internal procedures and ensure that colleagues know where to find the information they need. We will inform and train SKH employees in the requirements placed on public employees and how we should handle the authority's information in accordance with the legal requirements</p>
<p>E-archive</p>	<p>Objective: We will continue the work of introducing e-archives at the SKH</p> <p>Concrete: The project group continues to work with e-archives, and to inform the organization about this work and what it means for SKH. Furthermore, the project group will inform about the requirements that will be placed on system owners to, among other things, carry out information evaluation of systems that contain preservation information for future deliveries to e-archives. We will remind you of the document management plan, which is one of the guides for information evaluation. The Archives Act is technology-neutral and that we must preserve our digital documents in the way required by the Act and the National Archives' regulations.</p>
<p>Managing deliveries and preserving archives</p>	<p>Objective: We will ensure that we can receive deliveries to the archive in accordance with the instructions for deliveries, and organize and list the delivered documents. We will continue the work to eventually introduce e-archives at SKH.</p> <p>Concrete: This requires that we keep the archive in order and take care of delivered documents as they are delivered. Employees who leave the</p>

	<p>SKH must be informed in good time about how to handle the information they manage so that the information to be preserved is taken care of. We will update relevant policy documents to better accommodate the management of digital information according to current legal requirements.</p>
<p>Digitize archived media</p>	<p>Objective: SKH has a large amount of analogue film material in its film archive that needs to be digitized to prevent further degradation and eventual destruction.</p> <p>Specifically: SKH has a large amount of analog magnetic tapes (film) that are stored in less than optimal conditions. The machinery we have for reading the tapes is aging and difficult to replace. Similarly, the skills needed to operate the machines are person-bound and thus extremely vulnerable. We are now working on digitizing VHS films and will, for the film material we have in other formats, apply for money from external funds in order to digitize the films. The work should be preceded by a feasibility study. The digitization is done in order to meet the requirements for preservation set out in the Archives Act.</p>
<p>Responding to inquiries</p>	<p>Objective: We will continue to respond to requests in a timely manner.</p> <p>Concrete action: We will train more people in archive searching to have a secure backup solution in the absence of the archivist.</p>