

New Ideas on the Construction of “Three Systems” in University Archives

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Abstract. In the construction of “three systems”, the construction of archives information resources is the foundation, the usage and construction of archives is the purpose and archive security construction is a guarantee. The proposition of elaboration and implementation of “three systems” construction is of great significance in college archives. Besides, new ideas on the construction and implementation of “three systems” in university archives are proposed.

Proposition of “Three Systems” Construction

Based on the “two systems” construction, Direct Yang Dongquan further emphasized the importance of strengthening the archives security system construction while promoting the construction of archives resource system and archival utilization system. The proposition of “three systems” construction in the archives work deployment in the new era is of great importance to the rapid and coordinated development of archives in colleges and universities. This is a major achievement in the practice of scientific development because it highly sums up the achievements made in the past archives development and also plans scientific strategy for the future development of the archives cause. The construction of “three systems” construction provides new thoughts for archives causes at colleges and universities.

Great Significance of Implementing “Three Systems” in Archives Work at Colleges and Universities

The “three systems” construction idea proposed in the practice of archives work is the result of archivists’ innovative concept, advancing with the times and grasping the development of the times. It has theoretical and practical significance. Archivists have a profound understanding of and consciously implement it while insisting on being service-oriented in practice and fully promoting the construction of archives business resource, utilization systems and security system. The significance of “three systems” is embodied in the following aspects:

First, the construction of “three systems” is an important measure of implementing the scientific concept of development in archives work. Resources, utilization and safety are regarded as important starting points in the construction of “three systems” while they are interdependent, mutually promoting and developing commonly, covering all the fields of archives work. They are the specific application and manifestation of the scientific concept of development in the archives work.

Second, “Three systems” construction is a scientific summary of contemporary theories and practices of archives. The practice of archives work makes the cause of archives develop rapidly. “Three systems” are the crystallization of the experience and wisdom of several generations of people and a comprehensive summary of the “people-oriented, service and safety first” concept in archives work, so it is another major contribution made by archivists to the archives cause.

Third, “Three systems” construction is an inevitable choice to improve the development level of archives under the new situation. The CPC Central Committee attaches great importance to the cause of archives and with the strong support of leaders at all levels, the cause of archives is faced with an unprecedented development opportunity. In order to better adapt to the development of the

times, we need to face risks and challenges. The construction of “three systems” is a great practice in contemporary world and will benefit future generations.

Archivists at colleges and universities must conscientiously implement the “three systems” construction ideas, update their ideas, innovate work modes and methods and construct featured archives at colleges and universities for the rapid development of higher education services.

“Three Systems” Construction Provides New Thoughts for the Development of Archives at Colleges and Universities

The Construction of Digital Archives is An Important Measure for the Construction of Archives Information Resources in Colleges and Universities. The construction of digital archives in colleges and universities is an important part of the construction of “digital campus” and gives full play to the important role of archives in the development of higher education. In the spirit of “responsible for history, serve for reality and for the sake of future”, each college and university actively promotes the construction of digital archives and has made some achievements.

The construction of digital archives is an urgent task and the only way of archives work at colleges and universities. Compared with traditional archives, digital archives can save a lot of storage space, speed up the retrieval speed and share resources so that the archives information utilization and social benefits have been greatly improved. Colleges and universities are the forefront of China’s educational development and scientific research. Archives information is one of the most important information resources at colleges and universities and in order to reasonably develop and fully explore the utilization value of information resources at colleges and universities, the premise is to digitalize archives. At present, to construct digital archives at colleges and universities has already become a consensus. Only by digitalizing archives can it be possible to provide services more conveniently. Modern office management at colleges and universities and the connection between campus network and the Internet have created an advantage for the construction of digital archives.

At present, construction of digital archives at colleges and universities is an effective measure. First, it gives full play to colleges and universities’ advantages in information technology and basic theoretical researches while integrating the comprehensive advantages of various professionals to solve the scientific and technological problems in the construction of digital archives and various problems related to different subjects. Second, advanced technologies both in China and abroad are absorbed to solve technical problems. Advanced technologies in Europe, America and Japan are referred to promote the smooth construction of digital archives; third, learn from the experience of digital library construction to learn from others’ strong points to offset their weakness, learn mutually and cooperate and solve technical problems; fourth, pay attention to the issue of talents in the construction of digital archives, which requires archivists to get familiar with archives business and proficient in computer technologies, able to participate in the construction of digital archives with a higher level of political awareness and good professional ethics. Besides, they should have a strong sense of service and good service skills. Fifth, strengthen digital construction of archives. Store archives information to discs, disks by digital recording through manual recording and scanning to adopt high-quality software to construct archives information resources to gradually complete the digitalization of archives information at colleges and universities, which is the basic work of constructing digital resources. It requires a process of gradual development and improvement and gradually becomes mature through joint efforts.

To Improve the Service Capacity and Realize the Value of Archives at Colleges and Universities is the Purpose of Constructing Archives Utilization System. Emancipate the mind and improve the awareness of archives culture based on the sustainable development of archives. Through various carriers and demonstration forms like various texts, picture exhibitions, compilation of pictures and feature films, archives’ service capacity is constantly playing the unique role.

With the rapid development of science and technology and as an important part of information resources, archives’ utilization demand is ever increasing. Archives information resource service is

during the transition period of archival development, in which archives management department should change the concepts, keep pace with the times and expand the field of archives service so as to get rid from the traditional ways of utilization with the guidance of scientific development concept. Besides, constantly improve the value of archives information resources and services and strive to archive re-innovation of archives utilization services.

In the practice of archives management at colleges and universities, digital platform should first be taken as the basis with digital archives and archives information websites as the carrier of information and services to achieve the information, remote and socialized mode of services; second, featured resources at colleges and universities should be taken as the basis to provide a full range of diversified archives information access services relying on a wealth of collection resources at colleges and universities oriented at facilitating the compilation and researches so as to provide colleges and universities with advanced information services in decision-making and compile high-quality archives materials with refined contents and massive information. Finally, realize the information sharing mode, expand the intensity and extensity of services, fully guarantee that citizens can obtain information according to laws to meet the society's demands for archives resources while taking true consideration of users, making users content, improving service capacity, archive archives values and promote the rapid and healthy development of archives cause.

Archives Legal Construction is the Key to Ensure the Construction of Archives Security System. Archives security system is the infrastructure and system specification to ensure the safety of archives entities and information. Archives security system includes three levels: one is to ensure that archives entities are safe without damage and loss; two is to ensure that archives entities information are safe without divulging a secret; three is to ensure that archives are complete and integral and try to extend the retention time of archival entities and information. Work practice has proved that in the construction of archives security system, we must master not only the security precautions, but also archives damage rescue and protection while insisting on infrastructure and system standards. In terms of hardware security, it is necessary to build a complete anti-seismic and an-theft and other "eight defense" infrastructure while putting the security of archival information and entities at the same important positions. Besides, security check shall be taken as a means of archives security system, and supervision and guidance over archives security should be strengthened. Archives should regularly check archives security to timely find and block loopholes and eliminate all kinds of security risks.

In archives security system construction, system construction is fundamental and the key as well as the pilot to further improve archives security work mechanism and establish relatively perfect archives security management systems, such as archives security custody system, archives information confidentiality system and archives access and utilization system etc. Implement the safety responsibility system layer by layer to ensure the security of archives with infrastructure construction as the support to further implement the archive security, improve skills of archives security and timely carry out archives security education and enhance safety awareness.

Legal construction of archives is an effective means to ensure the safety of archives information and effectively use archives. Perfect and improve the legal system of archives to ensure that all aspects of archives management have laws to follow. Strengthening the legal construction of archives is an important part of safeguarding the health development of archives and promoting the gradual improvement of socialist legal system. Strengthen the legal system of archives, pay attention to promoting the administration according to law, change the concept, innovate management mechanism and promote the all-round, coordinated and sustainable development of archives cause.

The Importance of the Construction of High-Quality Archive Cadre Team on the Establishment of "Three Systems" in the Archives Work at Colleges and Universities. Archivists are the main body for the development of archives and determines the progress of archival development. A dedicated, devoted and innovative high-quality and knowledge-oriented team of talents are needed for archives at colleges and universities to realize the service value of archival information resources at colleges and universities, which is the fundamental guarantee for

the scientific development of archives causes at colleges and universities. University archives workers can take the responsibility to promote the scientific development of archives cause at colleges and universities on the starting point of scientific development.

In the new era, higher requirements are proposed to archive cadres. First, archivists must further emancipate their minds and update concepts, change the previous thoughts of “attaching importance to collection while ignoring usage” to innovate archive management modes and promote the more rapid development of archive resource system construction. Second, they should have archival expertise and greater sense of service so as to fully develop archives resources and provide effective usage. Archive workers should establish a sense of political awareness, livelihood awareness and sense of service. Third, archivists should improve the quality of political services and abide by professional ethics at specific work of archives management and usage services.

The construction of “three systems” requires archivists at colleges and universities to update knowledge, strengthen their knowledge and skills reserves and adapt to various demands at the archives work in the new system. Meanwhile, archives business knowledge and skills training should be strengthened, especially on using information technologies to classify, retrieve and quickly search archives online to maximize the archives resources sharing so as to provide the broad masses of people with quick and convenient archive information service.

Conclusion

The work of archives at colleges and universities is guided by the scientific development concept to implement the spirit of national, provincial and municipal archives departments’ work conference, serves for the overall development situation of colleges and universities, updates concepts, innovates work modes and methods while keeping pace with the times. “Three systems” construction should be taken as the work focus and importance should be paid to the work at four aspects to promote the better and faster development of archives work at colleges and universities and serve for higher education. First, to grasp the construction of digital archives is an important measure to construction archives information resources at colleges and universities. Second, improve the service capabilities and realize the value of archives are the purpose of constructing archive usage system. Third, archives legal system construction is to ensure the archives safety system construction. Fourth, the importance of constructing high-quality archives cadres on scientific development of archives. Archives workers at colleges and universities should strive to contribute to the comprehensive, coordinate and sustainable development of archives.

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