

Course title	Methodology of archive materials researches
Course code	KBP 201
Type of course	Obligatory
Level of course	Medium
ECTS	4 ECTS credits 0.5 lectures 2 visits to archives and exercises 1.5 preparation and examination activities
Name of lecturer	Course director: prof. dr. sc. Slavko Kovačić Cooperator: dr. sc. Josip Dukić
Learning outcomes and competences	Students gain competence in: - knowledge of archives and archive materials; - use of archive materials in scientific works.
Prerequisites	
Course contents	The course is divided in two parts. The first part is about archives (the history of archives, archive terminology, archive services), archive matter (the nature of the document, archive fund, classification and description of archive matter, production of information aids) and conservation of archive matter (archive principles, preventive protection, conservation and restauration of archive matter). Then the course deals with the research methodology, publishing of archive materials and use of archive materials in scientific works.
Recommended reading	Brenneke, A., <i>Archivistica. Contributo alla teoria ed alla storia archivistica europea</i> , Milano, 1968. <i>Rječnik arhivske terminologije Jugoslavije</i> , Zagreb, 1972. <i>Dictionary of archival Terminology</i> , Muenchen, 1988. IVANOVIĆ, J., <i>Hrvatski državni arhiv: nova tehnologija za stare dokumente</i> , Zagreb, 1996.
Supplementary reading	Garraghan, G. J., <i>A Guide to historical method</i> , New York, 1946. Blockx, K., <i>Bibliographical introduction to Church history</i> , Leuven, 1982. U. Eco, <i>Come si fa una tesi di laurea</i> , Milano 1999.
Teaching methods	Lectures Writing and citing Visits to archives
Assessment methods	Individual oral examination and written work
Language of instruction	Croatian
Quality assurance methods	Questionnaire to be completed by students