

Discussion on the Archives Management Mode in Colleges and Universities Based on Information Resources Sharing

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Abstract: In the context of the rapid social and economic development, the traditional archives management mode has been unable to meet people's requirements for archives information resources. At present, the problems of archives management in colleges and universities in China are mainly manifested in the lack of attention, inadequate investment and backward information construction. Therefore, archives management in colleges and universities must adopt the management mode based on information resources sharing to improve the effectiveness of archives management in colleges and universities in an all-round way.

In the rapid development of the information age today, information sharing mechanism has become a distinct feature of the society. As an important place for the integration of information technology, the archives resource management in colleges and universities is very important. Therefore, university archives managers are required to take information resource sharing as the basic goal of archives management and realize the social sharing of university archives resources in accordance with the requirements of the guidelines for archives management methods. Based on the above aspects, the archives management in colleges and universities must realize the requirements of modernization, integrity and economy.

1. Value Analysis of Archives Management Mode in Colleges and Universities Based on Information Resource Sharing

1.1 Demand of Information Construction.

As China is building an information society, information resources can promote the effective development of society and play an important role. Information itself has certain value, so its development and application can bring output, and can optimize the utilization structure of other kinds of resources. There are misunderstandings about the value of information resources in China, which leads to lagging behind in the development and application of information resources in universities. Therefore, paying attention to the development and utilization of information resources can optimize the transformation of social development mode and actively build an information society.

1.2 Development and Reform Needs of Colleges and Universities.

The sharing mechanism of archives information resources in colleges and universities can improve the level of teaching and scientific research. Different colleges and universities have their own advantages and disadvantages, so the realization of information sharing among colleges and universities can achieve complementary resources and effectively help colleges and universities to enhance their teaching and scientific research capabilities. The reform and development of colleges and universities must improve the level of informatization, so the resource sharing can not only provide information services for scientific research and teaching in colleges and universities, but also help leaders make scientific decisions and promote the reform and development of colleges and universities in an all-round way. Therefore, the full development and application of archival information resources can enhance the value of archives. In the process of development, colleges

and universities pay attention to improving the construction of campus network and popularizing the application of information technology, which can provide technical guarantee for the construction of information resources sharing mechanism.

2. Restrictive Factors in the Construction of Archives Information Resources Sharing in Colleges and Universities

The sharing of archives information resources in colleges and universities can fully reflect the effective integration of modern management mechanism and information technology. At the present stage, there are still many restrictive factors in the realization of university archives information sharing mechanism, mainly including the following aspects.

2.1 The Thought of Traditional Archives Management is Deeply Rooted.

For a long time, the archives management in colleges and universities has been in a closed state. Therefore, the management ideas of relevant managers are relatively backward, mainly including paying attention to the management of archives, neglecting the importance of archives application, lacking the central role of users and lacking the consciousness of modern archives management. Secondly, due to the limitations of managers' own vision, they do not pay full attention to the changes of social and economic development and lack of enthusiasm for external services. Owing to the outdated and backward management ideas, the function of archives service in colleges and universities has been affected to a great extent, and archives information resources have been wasted accordingly.

2.2 Lack of Perfect Archival Information Resources.

In order to realize the sharing of resources, university archives need to have perfect archives information resources. Through the investigation of archives management in colleges and universities, it can be seen that most managers have loose and random management attitude, and various departments don't have clear responsibilities. For example, for students' academic records in school, some colleges and universities store them in the archives, and some colleges and universities store them in the Educational Administration Office. Due to the different locations of data storage, archival information resources are seriously scattered. Information demanders can not find all information in one department, which affects the social sharing of college archives information resources.

2.3 Low Digital Management Ability.

Due to the influence of objective conditions, the information carrier of university archives is relatively single, mostly paper archives, which has an impact on archives storage, query and sharing. Due to the lack of digital management methods, archives information management in colleges and universities can not achieve network transmission and query, and can not use the information carrier of mobile hard disk, optical digital disc and audio tape, which has a great impact on the sharing of archives information resources. Although some colleges and universities have established independent websites in the management of archives resources, due to the lack of attention to the development and integration of archives resources, the richness of information archives is relatively low.

2.4 Archives Managers Lack Information Knowledge.

Most of the archives resource managers in colleges and universities are graduated from the major of Archives Management, so they comparatively understand and familiarize with the collection, collation and filing of archives, master the time of archives preservation, receive and send confidential documents and destroy the classification number. However, they do not know much about the development and application of digital archives, database information navigation and computer maintenance. They can not deal with the problems in the process of establishing and improving the information resources sharing system in colleges and universities in a timely and

effective manner, which has an impact on the information resources sharing mechanism of archives in colleges and universities.

3. Analysis of Archives Management Model in Colleges and Universities Based on Information Resources Sharing

3.1 Changing the Awareness of Archives Management and Designing Information Sharing.

There are many disciplines involved in the construction of archives resources sharing project in colleges and universities. The technical support for the construction has been basically realized, so it is no longer an obstacle to the construction of information resources sharing. As the sharing of archives information resources involves many colleges and universities, there is a strong independence between different universities, and each other does not have administrative power, so during the construction period, the planning and design, leadership organization and management should be paid attention to. Taking government departments as the leading role, the information resources sharing should be actively built, and the overall network should be optimized through top-down construction to ensure the rationality of the overall structure. In the implementation of the overall plan and design, it is not only necessary to change the traditional ideas of university leaders, but also requires government departments to have a strong sense of information resources sharing and construction. The information resource management is carried out jointly at different macro and micro levels, but the archives management of colleges and universities in China is mainly embodied in the micro level, so it is necessary to combine the macro and micro levels during the actual construction period. Therefore, the importance and ideology of leaders will directly affect the effectiveness of information resource sharing.

3.2 Enhancing the Investment of Archives Management.

The synchronization between the information construction of archives management and the construction of digital campus is clearly stipulated in the archives management measures of colleges and universities implemented in our country. During the construction of campus network, the competition between universities has been increased, and the development of digital campus construction has also been promoted. However, due to the lack of necessary attention in the construction of digital archives and archives informatization, problems such as inadequate investment have arisen. Therefore, in the process of archives information construction, universities need to pay attention to capital investment, infrastructure construction, timely updating and upgrading of modern equipment. The investment of funds can reflect the effect of archives information construction, so colleges and universities should divide part of campus construction cost into archives information construction.

3.3 Establishment of Archives Information Service Center.

Archives information service center is not only open to university teachers and students, but also provides services to the society. Therefore, it is necessary to build it into an open service institution. The functional departments under the archives information service center mainly include archives inquiry service, collation service and storage service, so the service functions of different parts can be effectively integrated. Different functional departments of colleges and universities produce more archives during their operation, therefore, managers need to sort out archives with development value, realize comprehensive and unified development, and increase the value of information resources. Then, the archives information is distributed to the inquiry department to provide consultation services for information demanders. Finally, it is necessary to provide archives information feedback service, integrate users' suggestions and take it as the basis for archives information development, so as to continuously expand the functions of archives information service center.

3.4 Establishing and Improving the Archives Information Sharing Integration System.

Archives resource management in colleges and universities not only needs to establish archives

information service centers, but also should pay attention to the construction of archives information sharing integration system, which can effectively integrate and coordinate archives information service centers. On the basis of archives information service centers in universities, by establishing different links and related mechanisms, the situation of separation between universities can be effectively eliminated and the archives information resources library with various advantages can be established. From the above analysis, it can be seen that compared with the traditional university archives, the archives information sharing integration system has rich service functions, humanized services and high-end service levels.

4. Conclusions

To sum up, with the increasing demand for information from the public, colleges and universities must realize the mechanism of resource sharing in the construction of archives information resources, so as to ensure that the archives information resources of colleges and universities have the functions of teaching, scientific research and administrative management, and can provide archives information services to the society, giving full play to the value of information resources of university information archives.

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