Research on the Mode of Information Resource Sharing in Colleges Archives Management

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Abstract: With the continuous development of society and the arrival of information age, the mode of information resource sharing in university archives management has become the mainstream trend of development. This paper first introduces the related theoretical concepts of archives information resource management and information resource sharing, then analyses the importance of information resource sharing in the process of archives information management in colleges and universities, and finally gives the strategies of constructing the mode of information resource sharing in archives management in colleges and universities.

Introduction

The management of students' files in colleges and universities includes the record and management of all the learning and growth information of students. Generally speaking, the management of students' files in colleges and universities is independent of teaching and research, and it takes the record and management information as the main work content. On the other hand, the management of college students' files is the same as that of other information, that is, the record, transmission, storage and management of information. At present, the traditional archives management has not met the development requirements of the times, which should be changed according to the development of society. Therefore, it is of great practical significance and value to establish a reasonable and effective mode of information resource sharing in university archives management for the systematic and professional development of university archives management.

1. Related Concepts of Archives Information Resource Management and Information Resource Sharing

1.1 Archives information management

Archives management is inseparable from the collection, recording and sorting of archives data. Through the effective management of archives information, we can realize the sharing of records and resources in colleges and universities. The information management of university archives is different from the traditional archives management. It is a comprehensive management based on the existing data resources and the information of the Internet and the needs of customers. Archives information resource management can realize the functions of customer information resource retrieval, making management plans and making decisions. In addition, the information management of archives can carry out multi-level and multi-dimensional planning management of information data, making the archives management more efficient.

1.2 File information resource sharing

Archives information resource management is helpful to realize the systematization of archives management system in colleges and universities, so as to improve the work efficiency and the

quality of information management. Based on information resource sharing, colleges and universities can build a more efficient information resource management system, so this is the ultimate goal of information resource management in colleges and universities. The sharing of information resources generally includes three aspects as shown in Figure 1. Through effective resource information sharing, information co construction and sharing can be realized, thus reducing resource waste and further improving management efficiency.
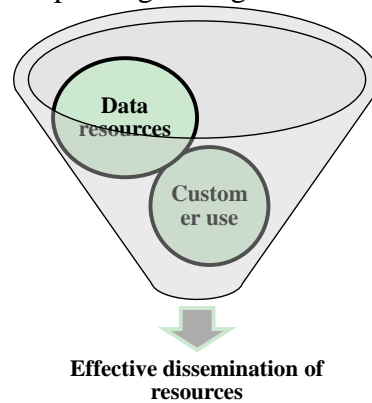
Figure1. The sharing of information resources

2. The Importance of Information Resource Sharing in the Process of University Archives Information Management

At present, the importance of information resource sharing in the process of university archives information management is mainly reflected in three aspects as shown in Figure 2, that is, it is helpful to fully tap the value of information resources, to ensure the smooth development of university reform and to ensure the development of social information construction.
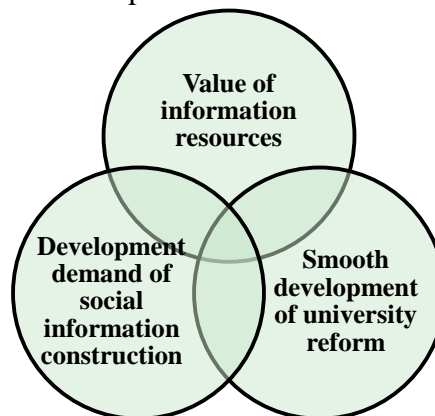
Figure2. Importance of information resource sharing

2.1 Fully mining the value of information resources

In the information society, the most important and valuable resources are information resources. By promoting the construction of information, we can realize the sharing and management of information resources in colleges and universities. On the one hand, the value of information resources is reflected in its guiding role in all walks of life; on the other hand, it is reflected in the industry rules and experience behind information. With the improvement of information management level in colleges and universities, it is necessary for colleges and universities to establish a more efficient information resource sharing mechanism to ensure daily operation and

management. By fully mining the value of information resource management, the teaching level of the subject is constantly improved, and the smooth development of scientific research is guaranteed.

2.2 Guarantee the smooth development of university reform

First of all, the archives management of colleges and universities through information resource sharing not only helps to promote the sharing and efficient utilization of scientific research and education resources in colleges and universities, but also helps to improve the teaching level of colleges and universities, realize the complementarity of advantageous resources among colleges and universities, and promote the exchange and cooperation among colleges and universities. Secondly, through the sharing of information resources, the archives management of colleges and universities can effectively improve the information level of educational resources and promote the scientific development of archives management. As an important part of the public information service system, university information resources can meet the needs of the current society for data information. Third, through the in-depth exploration of the practical value of university archives information and the combination of information management technology, it is helpful to create a more perfect university archives management mode, which is also the inevitable demand of the development and reform of university education.

2.3 Guarantee the development of social information construction

With the continuous promotion of information construction and Reform in China, information resources have become an important basis for promoting economic and social development. Therefore, fully mining and using information resources have become the key to ensure social information construction. Through the effective sharing and utilization of information resources, it can significantly improve the operation efficiency of the social industry. At present, our country is still in the primary stage of information development, so the sharing of information resources is not only the demand of university archives management, but also a guarantee for the sustainable development of the whole society.

3. The Strategy of Constructing Information Resource Sharing Mode in University Archives Management

3.1 Strengthen the construction of information resource sharing mode

First of all, colleges and universities should attach importance to and actively construct the file information management of information resource sharing mode, fully understand the significance of information resource sharing mode, and promote the environment and atmosphere of file information resource sharing. Secondly, colleges and universities should provide sufficient resource support, and provide the hardware and software resources needed to build the information resource sharing model. Third, colleges and universities need to do a good job in the maintenance of information resource sharing mode, strengthen the management of file information, and ensure the scientific and reasonable allocation of school resources. Finally, universities should update and upgrade the information management system in time to ensure the normal development of information management and resource sharing.

3.2 Improve the service system of archives information management and sharing in colleges

In the process of the construction of archives information sharing mode, colleges and universities need not only to formulate the corresponding safeguard measures, but also to formulate the operation system to ensure the control and management of the whole process of collection, arrangement and utilization of archives information. In addition, the fundamental purpose of

university archives information management is to promote the smooth implementation and development of teaching and scientific research. Therefore, the information archives management of university should guarantee the normal use of all teachers and students, so that all teachers and students can enjoy the convenience of the system. Finally, as an important part of the information resource sharing system in colleges and universities, the whole process of file information storage, query and sorting needs smooth processes to ensure efficient operation, so it is necessary to simplify the complex links in each process and further promote the efficiency of information sharing.

Conclusions

The sharing of archives information resources in colleges and universities is a complex system engineering, which involves many factors. Therefore, it needs scientific planning and corresponding resources to ensure its implementation and development. In the current information society, the mode of information resource sharing in the archives management of colleges and universities has become the mainstream trend of development. Therefore, colleges and universities should reasonably plan and establish the information sharing service system of the archives management of colleges and universities in combination with their own development and actual needs, which is not only the urgent needs of the development of domestic colleges and universities, but also the needs of the development of the whole society.

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