

Exploration of Effective Ways for Vocational Colleges to Play the Service Function of Archives Management

Zhang Chunyan

Rizhao Polytechnic, Rizhao Shangdong 276826, China

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Abstract: Archives management is closely related to many school affairs in vocational colleges. As soon as one school is found, the relevant information of teaching management and professors' teaching materials needs to be properly managed, which is the necessary link of archives management. Because of the high utilization value of archives, the requirements for their management and preservation are correspondingly relatively high, which refer to the integrity and security of the data. Since science and technology has been moving forward with continuous social development, it should be integrated into the field of archives management purposefully in a larger scale, so as to further enhance the service function of archives management. As a result, vocational colleges will develop with the advancement of management technology. According to what has been mentioned above, the expansion of the service function of archives management is an important direction for future development. This paper will analyze the effective ways to give full play to the service function of archives management in vocational colleges.

Archives in vocational colleges mainly include historical records of colleges, teaching, management, training and other aspects, which constitute the key information available. Thus, archives management is attached with extra importance. Archives management mainly involves the classification and collation of archives and data, as well as a series of related management activities. Owing to social and economic development, together with national policy support, the number of students in vocational colleges has been on the rise. The more students, the more information. Naturally, the workload of archives management has increased accordingly. Apart from this, there is an accumulating demand of archives from students, professors and administration department of one vocational colleges. Therefore, how to give full play to the service function of archives management in vocational colleges is the main direction to focus on as of target program designing in the archives management work.

1. Current Situation of Archives Management in Vocational Colleges

At present, there is still some faultiness of archives management in vocational colleges, and it is not difficult to find out in the process of management. First, the utilization rate of archives is relatively low. This is rather unfavorable for archives management, because it may greatly erode staffs' working enthusiasm and increase the occurrence of inaccuracy, accompanied with some subsequent problems. Secondly, the utilization efficiency varies a lot among different archives of college archives. For example, the utilization efficiency of teaching archives is higher than those of skills appraisal materials, publication archives and equipment profiles. This will result in uneven distribution of file management workload and great changes in the relevant functions of staff. Thirdly, the setting of search link is unreasonable. Due to the fact that many professors, students and other school staff know little about archives, the unclear search route makes it more time-consuming for them to find the relevant archives. And despite the huge efforts in this process, the archives they get fail to offer the desired information, which forms a loophole in the process of archives management. Finally, the security of archives management is insufficient [1]. Much relevant information about scientific research should be protected in order to prevent illegal persons from changing information archives. The current information archives management is not mature. After the new Internet technology is applied into archives management, there will be a lot of hidden

virus. And once the archives system and information technology are integrated, some loopholes will appear subsequently. Moreover, there is likely to be some illegal information dissemination inside the information management system, which will have an extremely negative impact on the archive management of vocational schools.

2. Deficiencies in the Development of Archives' Service Function

Vocational colleges have many problems in providing archival services for professors, students and other staff.

2.1 Few Varieties of archival services

With rapid development of information technology, there is a demand of steady development of archives management and a wider variety of services, which is very helpful to the future of vocational colleges.

2.2 Lack of security measures for archival services

While providing archival information, each college should take certain protective measure and manage to complete it inside the college. Except for special circumstances or with special approval, the archives are not supposed to be borrowed. What's more, working principles and systems should be formulated for archivist. For professors and other staff, appropriate documents should be provided before borrowing. However, repeated examination of documents may prolong working hours and reduce working efficiency. Therefore, it is necessary to combine multimedia information technology to electronize archives information, so as to reduce the corresponding working links. And electronic certification will make archives more secure. The reconciliation between convenience and security is the main direction of archives management development in the future[3]. The important direction of the exhibition [3]. If the information cannot be identified during dissemination, it will cause an unnecessary impact on the users of archives information.

2.3 Poor professionalism of archivists

Service platforms for archives management have been established in many colleges, but currently there is a lack of professionals in the archives management of vocational colleges. But senior leaders do not attach great importance to the archives management, which is unfavorable for archives management. It can be found that many archivists in vocational colleges are not very experienced in archives management, and their work efficiency is expected to be improved. When it comes to collating and filing materials of scientific research or other professional fields, service personnel are prone to be caught in technical problems and lack experience. Low efficiency leads to slow transmission of information and other subsequent problems in archives management. Regarding the professional problems proposed by users, staffs may not be able to explain, and sometimes they even show impatience or ill-humored performance, which results from a lack of professional training [4]. All these may leave users a bad impression on the archives management department, thus forming a negative impact.

3. Measures to Play the Service Function of Archives Management in Vocational Colleges

3.1 Establishing network information query service platform

Network information query platform can be established at the beginning of archives management service development in vocational colleges, which is favorable to improve the efficiency of related work. It should be noted that the main characteristics of archives information should be fully taken into account in the process of using the relevant information transmission carriers, and the various situations that may occur in the information transmission should be well handled in advance, This is another way to improve the quality of service personnel. At the same time, it is supposed to guard against network paralysis in the process of information archives electronization. Network paralysis is another major hidden danger to information archives electronization, for it may cause

imperfection of information statistics and lack in accuracy [5]. However, the accuracy of information is the most basic requirement of archives management, which means that the construction of the platform should ensure the timeliness of information on the basis of accuracy. With the aid of existing technologies, it is supposed to filter out some factors that are not conducive to information transmission and some information loaded with virus, which is the basic way to maintain normal information. Vocational colleges should classify both physical and electronic information professionally, so that users and staff can get reliable information smoothly.

3.2 Providing archives management service personnel with education and training

Excellent archives management service ought to be transmitting archives information safely, accurately and quickly, which is a professional skill that needs to be continuously improved for staff. For vocational colleges, not only do high-skilled technical personnel should be vigorously trained, functional service departments of each college also need corresponding vocational training. Both of these are important ways for vocational colleges to improve the level of campus functional service. According to what has been mentioned above, in order to advance the level of archives management services in vocational colleges, it is necessary to provide archives management service staff with relevant skill training of archives management and vocational education for the service industry, together with educational activities in a hybrid forms. Specifically speaking, first, colleges should carry out positive propaganda on archives management to raise the awareness and attention of the whole staff to the archives management service. For example, they can hold some exhibitions on archives information, such as cultural aspects, an important display of the cultural value inside the archives. They can also encourage and guide professors, students as well as other staff in colleges to increase the use of archives information. Secondly, schools can expand investment in archives management services, which not only show the importance of archives management but also offer professors and students access to rich archives. Thirdly, through professional and systematic training in archives management and vocational education in service industry, colleges can improve the professional accomplishment of staff in an all-round way. In addition to employing professional trainers and organizing systematic training, they should also make a series of assessment of staff in a thick atmosphere of "compete, learn, rush and surpass", so as to enhance the training effect. In the meantime, a set of scientific and perfect mechanism of reward and punishment should be established. On the one hand, it helps standardize the work flow and improve the work efficiency. On the other hand, it is contributive to raising the work enthusiasm and pertinence, and thus effectively promote the overall improvement of work quality.

4. Conclusion

The archives of vocational colleges contain a lot of information, involving the basic construction, education management, scientific research work and other important fields. If the work of archives management team is steadily improved, the level of related service will also be increased. In reality, faced with various challenges of archives management service, vocational colleges should actively change the status. Building a network platform of wider diversity is the most basic step in the work of archives management service. Innovative forms of service can increase the simplicity and security of archives management service, while improving staff's work quality and service quality is an important way to elevate the quality and efficiency of archives management. To give full play to the service function of archivists in vocational colleges can significantly improve the level of archives management service for professors and students, which is an important prerequisite for the smooth development of the work of vocational colleges. In order to give full play to the service function of archives management in vocational colleges, some constructive ideas and countermeasures should be put forward. With the increasing types of archives, the ways in which archives services are provided require to be updated and improved. In a nutshell, archives management services in vocational college are supposed to be extended to cover more innovative management methods and service functions in the future.

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