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65 YEARS OF GATHERING ARCHIVAL RESOURCES OF THE NICOLAUS COPERNICUS UNIVERSITY

Nicolaus Copernicus University (further also: NCU) was created on 24 August 1945 on the strength of the decree of the Council of Ministers. The first NCU President was Ludwik Kolankowski. The organization of the University was based on the traditions of Stefan Batory University in Vilnius and John Casimir University in Lviv. Originally, the following faculties were created: the Faculty of Humanities, the Faculty of Mathematics and Natural Science, the Faculty of Law and Economics and the Faculty of Fine Arts¹. In 2004 the University merged with the Medical Academy in Bydgoszcz becoming a school offering a wide scope of subjects for studying. At the moment at NCU there are 16 faculties in Toruń and 3 faculties at Collegium Medicum in Bydgoszcz².

¹ L. Kolankowski, *Powstanie i organizacja Uniwersytetu [Formation and organization of the University]*, in: *Uniwersytet Mikołaja Kopernika 1945–1955*, ed. by A. Tomczak, (1957), pp. 17–18.

² <http://www.umk.pl/wydzialy/> (visited on 14 September 2010).

NCU Archive was established on 16 September 1948 on the strength of the resolution of the Academic Senate and was given the status of an academic section. Prof. Bronisław Włodarski was the first organizer and head of NCU Archive. Its subsequent heads were: Prof. Leonid Żytkowicz, Dr Józef Mossakowski, Docent Dr Irena Janosz-Biskupowa. Since 1976 the unit has been managed by Dr Henryka Duczkowska-Moraczewska³.

The organization of the archive goes back to the tradition of the Lviv and Vilnius Universities. In more than sixty years the organizational structure of the university was changed⁴. Today it is an all-university unit, subordinate to the President of NCU.

NCU Archive changed its location a few times. At present the Archive is situated in two buildings with the joint area of 1151 square meters⁵. Moreover, the Archive of Collegium Medicum in Bydgoszcz is located in two buildings with the joint area of 100 square meters⁶.

Until the 1990s scientific information existed in the traditional form of a file or catalogue. Later information technology solutions were implemented to create the data base. In NCU Archive there are the following data bases: Absolwent (NCU Alumni Program), Doctoral and Post-Doctoral Degrees, Photographs, Biograms, Late NCU Employees, etc.⁷

³ More information is available on the Internet: http://www.archiwum.umk.pl/o_archiwum/rys_historyczny.html (visited on 14 September 2010).

⁴ H. Duczkowska-Moraczewska, B. Kierzkowska, *Sześćdziesiąt lat Archiwum Uniwersytetu Mikołaja Kopernika w Toruniu* [Sixty years Nicolaus Copernicus University Archive in Toruń], in: *Jubileusz 60. rocznica Archiwum UMK w Toruniu*, ed. by K. Strykowski, (2009), pp. 11–44.

⁵ Duczkowska-Moraczewska, Kierzkowska, *Sześćdziesiąt lat*, p. 30.

⁶ I. Makacewicz, *Historia Archiwum zakładowego Collegium Medicum w Bydgoszczy* [History Collegium Medicum Archive in Bydgoszcz], in: *Jubileusz 60. rocznica Archiwum UMK w Toruniu*, pp. 50–51.

⁷ Duczkowska-Moraczewska, Kierzkowska, *Sześćdziesiąt lat*, p. 39.

The scope of the scientific information provided by the archive

In the past	Today
<ul style="list-style-type: none"> – file of students' documents – catalogues of master's dissertations – alphabetical index of personal documents – catalogues of PhD theses, post – doctoral theses, professors' theses – other files 	<ul style="list-style-type: none"> – data base of NCU Alumni program – base of PhD theses and post-doctoral theses – data base of photographs – data base of late university employees – IZA data base for the Faculties of Mathematics, Physics, Chemistry – data base Biograms

The data base of NCU Alumni Program contains the biggest number of records and it constitutes the basic source of information to issue proper documents. It includes information concerning a student, for example the album entry number, personal data, faculty and type of studies, the years of studies, the title of a master's thesis, the date of its defense, the name of the supervisor, the diploma number. NCU Alumni data base makes it possible to look for information according to: the names of supervisors, types of studies, key words or the years of studies. Moreover, there is a plan to connect NCU Alumni base with the USOS system which we are going to talk about later in our paper. The following bases are under construction: the Base of Scans, the Base of Legal Acts and the Base of Records.

NCU Archive is working on the standard of archiving electronic documentation created at NCU, the construction of the virtual archive and connecting the electronic circulation of official information with its being archived.

Let us now proceed to the main topic of the paper – collecting documentation in the collection of NCU Archive. The collection

is divided into: file documentation, documentation of organizations connected with the university, legacies and deposits, audio-visual and special documentation.

File documentation constitutes the highest percentage of our collection. These are files of faculties and other organizational units such as administrative units, interfaculty, all-university and service units.

Faculty documentation includes: students' files, files connected with the development of the academic staff and general files concerning the management, organization, planning and reporting. The first files from academic faculty units came from the Dean's Office of the Faculty of Humanities in 1951, students' files were received in 1956. Students' files constitute the largest part of the collection, which is visible in the enclosed chart.

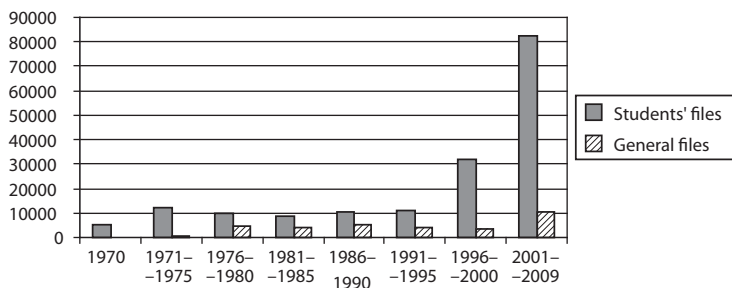


Figure 1. Collecting documentation in the NCU Archive

One of our graduates was Zbigniew Herbert – a famous Polish poet. He obtained a master's degree at the faculty of Law in 1949. He also studied philosophy at the faculty of Humanities in the years 1949–1951⁸.

⁸ Akta studenckie Zbigniewa Herberta [Zbigniew Herbert's students']

Students' files are divided according to the kind of studies, for example files of a bachelor's degrees and files of a master's degrees, postgraduate studies, etc. In the academic year 2006/2007 at NCU the Bologna Process was implemented, which introduced three cycles of academic education: the first cycle awarding a bachelor's degree, the second cycle awarding a master's degree, and the third cycle awarding a doctoral degree⁹. Since that moment NCU Archive has been receiving students' files organized according to this division.

Students' files are complemented by students' registers, matriculation letters, students' albums and books of diplomas.



Figure 2. Handing in the insignia – 23 May 1948 (*Files of the University President's Office*)

files], Nicolaus Copernicus University Archive in Toruń (further: AUMK), call number 1166, 4687.

⁹ http://www.umk.pl/uczelnia/dokumenty/proces_bol/ogolna/ (visited on 14 September 2010).

Files connected with the development of the academic staff can be divided into files of the registration and conferment procedure for a doctoral degree, for a post-doctoral degree and files of professors. General files of faculty documentation concern the organization, legal norms planning, recording and statistics.

The remaining file documentation comes from other organizational units such as administrative, all-university, interfaculty and service units. The most representative materials come from the following administrative units: the University President's Office, the Department for Staff's Affairs, the Department of Didactics, the Department of Organization and remaining units.

Additionally, in the collection there are files of units and organizations connected with the university's activity. Among them we must enumerate the files of the Polish Historical Society, students' organizations such as the Academic Association of the Polish Red Cross and workers' organizations at the university.

Legacies of university staff are another group of materials collected in the Archive. The oldest legacy comes from 1966. These are materials from Prof. Jadwiga Lechicka – the former Dean of the Faculty of Humanities. So far the workers of the Archive have managed to get 43 legacies of scholars and administrative workers of the university. They include materials illustrating the history of the person and the university in the form of letter correspondence, photographs and other materials. (They contain materials illustrating the history of the person and the university of correspondence, photographs and other materials) One of the biggest legacies is the legacy of Prof. Leon Jeśmanowicz, which includes about 500 units. The most characteristic materials are caricatures showing people connected with the university¹⁰.

¹⁰ Files from the legacy of Prof. L. Jeśmanowicz, NCU Presidents in the years 1945–1956.

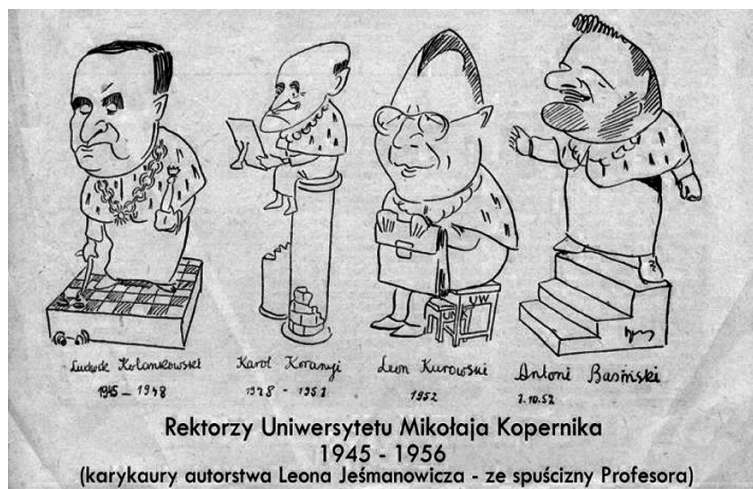


Figure 3. NCU Presidents in the years 1945–1956 (files from the legacy of Prof. L. Jeśmanowicz)

Apart from the traditional documentation in legacies one can find other materials such as a puppet, the Album of English Scholars, a photograph of graduates of the Faculty of Law and Economics. Legacies are stored in acid-free cardboard boxes.

The above-mentioned audiovisual and special documentation includes photographs, records, films and newspaper extracts. Photographic materials have been collected since 1966. The increase in the amount of the photographic documentation in the years 1965–2009 is presented in the chart (Figure 4).

Today the collection comprises 5896 units, including 4117 positives and 1779 negatives. The enclosed photographs record the most important events from university ceremonies and people connected with the university such as inaugurations, meetings, the university's anniversaries, exhibitions, academic units, doctoral promotions, honorary doctorates and others.

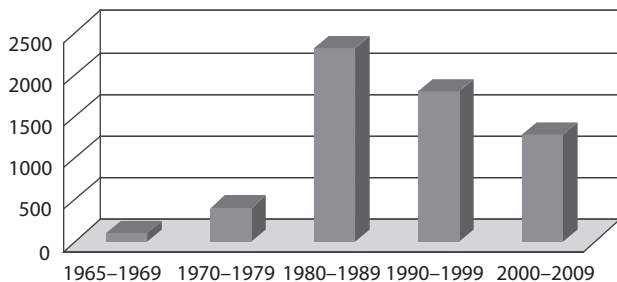


Figure 4. Photographic documentation in NCU Archive

The remaining audiovisual documentation such as sound records and films is recorded on reels of tape, video cassettes, tape cassettes, digital cassettes, CDs and DVDs. Sound records have been collected since 1975. The first records concern the beginnings of the university's activity. Some memoirs of the academic staff were published such as the account given by Prof. Tadeusz Czeżowski¹¹.

Films collected in NCU Archive refer to ceremonies such as inaugurations of the academic year, the Day of the University, honorary doctorates, jubilees and anniversaries, elections of University Presidents and Vice-Presidents.

Newspaper extracts constitute special documentation. In the first years of NCU Archive, the collection consisted mainly of newspaper extracts. Thanks to the systematic and permanent work of our archivists they have been collected since 1945 up to now.

The last question concerning the collection is electronic documentation. Recently, the information technology system has been

¹¹ T. Czeżowski, *O początkach UMK i organizowaniu katedr filozoficznych w Toruniu* [About the beginnings of NCU and organizing departments of philosophy in Toruń], in: *Uniwersytet Mikołaja Kopernika. Wspomnienia pracowników*, ed. by A. Tomczak, (1995), pp. 35–41.

implemented in the area of studies operation. It is called the University System of Studies Operation. The system belongs to the category of the record computer system, the aim of which is technical support given to the service of studies, students, PhD students, postgraduate students and academic workers. The system is the property of the Interuniversity Centre for Computerization. NCU was one of the first universities to implement the system.

Among many applications offered by USOS (University System of Student Service), the most essential is the Archive of Diploma Projects. It enables to automate activities connected with submitting a bachelor's dissertations, a master's theses and PhD theses. It also enables to archive their electronic versions in the form of files in the PDF format. In the future we plan to consolidate NCU Alumni base with USOS into one system¹².

To recapitulate the question of storing information we present a general quantitative chart illustrating the collection of NCU Archive, characteristic of most university archives.

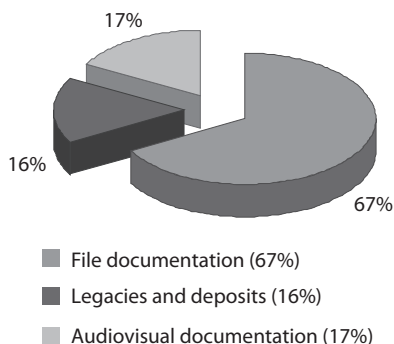


Figure 5. The collection of NCU Archive of 31 December 2009

¹² H. Duczkowska-Moraczewska, B. Kierzkowska, *USOS w archiwach uczelnianych [USOS in the university archives]*, in: *Archiwa i ich użytkownicy*, ed. by A. Krzemińska, (2007), pp. 147–150.

65 LAT GROMADZENIA ZASOBU ARCHIWUM UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU

(STRESZCZENIE)

Artykuł składa się z trzech części. Pierwsza przedstawia pokrótce historię i rozwój Uniwersytetu Mikołaja Kopernika w Toruniu. Następnie prezentowane są dzieje Archiwum UMK oraz obecne miejsce tej instytucji w strukturze organizacyjnej Uniwersytetu. Najważniejsza z punktu widzenia prezentowanego tematu jest część trzecia, która dotyczy gromadzenia dokumentacji w zasobie Archiwum UMK. Przy charakterystyce zgromadzonych archiwaliów wprowadzono podział na dokumentację aktową, dokumentację organizacji związanych z Uczelnią, spuścizny i depozyty oraz dokumentację audiowizualną i specjalną. Zagadnienie gromadzenia dokumentacji uzupełniają także dane dotyczące przyjmowanych w ostatnich latach w Archiwum zasad organizacji informacji naukowej. Na zakończenie przedstawiono perspektywę rozwoju archiwum uczelnianego w dobie narastania dokumentacji elektronicznej.

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