

# DOCUMENTATION, RECORDS MANAGEMENT AND LIBRARY SCIENCE

Because documentation and records are part of every aspect of economic life, the functions of document specialists and records managers grow wider and more challenging every day. Those functions are no longer limited to the traditional sectors of publishing, journalism, and government; today they are indispensable in the most dynamic and competitive organizations. It is usually easy to obtain great quantities of information, but identifying what is most pertinent and authoritative, getting it into the hands of those who need it, applying it to decision-making, and retrieving it when needed again are subtle tasks that require sophisticated skills.

The tidal waves of information stimulated by the growth of the Internet and electronic messaging have overturned centuries-old methods of acquiring, sifting, storing, retrieving, and marshaling information and given rise, not only to new methods, but to new techniques, new tools, new functions, and new professional specialities. For today's organizations, acquiring and managing information is a matter of high-level strategy carried out by a new class of employees with titles like "knowledge manager" and "digital-records specialist."

Documentation and records management are no longer the purview of filing clerks. They are advanced specializations typically acquired in conjunction with studies of science, law, economics, or another discipline. Double majors are increasingly common.

**Field:** Communication and journalism

Also see the following profiles: *Public administration; History and archaeology; Journalism; Literature; Historic preservation, museums, and archives; Humanities and social sciences*

**Professional opportunities:** publishing, journalism, public service, corporate records and archives, cultural organizations

## ORGANIZATION OF STUDIES

### Universities

Programs in documentation and records management are available at all academic levels, beginning with the 2-year DUT (diplôme universitaire de technologie, a 2-year technical diploma offered by universities). Students pursuing a DUT in information and communication may choose the option in information and document management in organizations. The 2-year DEUST, a technical diploma, is another possibility. Opportunities for specialization widen at the licence, master, and doctoral levels.

A 2-year degree is the minimum required for professional work in documentation and records. Three-year professional licence programs allow students to specialize or to pursue a double major. At the master's level, students have a wide choice of specializations, with professional master's programs in information scanning and capture, corporate records, and technological innovations, and research master's programs in information, communication, and documentation sciences.

### Specialized schools

A number of professional schools train specialists in the theory and practice of documentation and records management.

- INTD-CNAM, <http://intd.cnam.fr>

The national institute of documentary sciences and techniques offers programs at several levels—among them a 2-year program for document specialists, a professional licence program in databases and documentary resources, and a diploma program for future project leaders in document management.

- ENSSIB, <http://www.enssib.fr>

The École Nationale Supérieure des Sciences de l'Information et des Bibliothèques (national school of information and library science) trains future managers of information and documentation offices in scientific and technical organizations. It offers a professional master in information and library science.

- EBD, <http://www.ebd.fr>

The École des Bibliothécaires Documentalistes (school of library science and document management) is a unit of the private Institut Catholique de Paris. The school offers a 2-year diploma in information management (librarian/document specialist).

- École Nationale des Chartes, <http://www.enc.sorbonne.fr>

The 4-year degree in archives and paleography prepares students for careers as conservators of historic documents, maps and other images, and monuments. Subjects include the history of art, ancient writing, the history of writing and of the book, legal history, contemporary media, Latin and Roman philology, archival science, and archaeology. Students must write and defend a thesis. International applicants may apply for admission based on their academic record. The school participates in the ERASMUS program and maintains partnerships with universities in the Paris region.

## RESEARCH THEMES

The functions of librarians, archivists, and other document specialists have changed greatly with the advent of multimedia, computer networks, the Internet, and digital databases. Increasingly specialized skills are required.

### Web sites

- Ministry of Culture and Communication, <http://www.culture.gouv.fr>
- National Audio-Visual Institute (internships in audio-visual documentation), <http://www.ina.fr>

#### Associations and research bodies

- CNRS (Centre National de la Recherche Scientifique, national center for scientific research), <http://www.cnrs.fr>
- Association of Information and Documentation Professionals, <http://www.adbs.fr>
- Association des Bibliothécaires de France (French association of librarians), <http://www.abf.asso.fr>

#### General information

- Les Infostratégies (management, monitoring/scanning/capture, law, special reports), [www.les-infostrategies.com](http://www.les-infostrategies.com)
- ArchIMAG (“Strategies and resources for memory and knowledge”), a monthly magazine and Web site devoted to the management of knowledge, information, documents, records, libraries, and archives. <http://www.archimag.com>
- Veille (“Anticipate, innovate, and decide in the knowledge economy”), a magazine for people active in economic intelligence and the knowledge economy, <http://www.veillemag.com>
- Indépendoc, a network of independent professionals in information and documentation, [www.independoc.net](http://www.independoc.net)
- CEPID (employment, information), <http://www.cepid.com>

### Key words for more effective Internet searches

administrative – animation – archaeology – architecture – archives – art – audience – audio-visual – book – commercial application – communication – consulting – culture – cultural heritage – database – design/conception – digital – documentation – economic intelligence – economics – editor – engineering – games – history – historic monuments – humanities – image – information – information science – information systems – innovation – knowledge – languages – law – library – literature – letters – library – management – manager – media – modeling – multimedia library – museums – music library – organization – paleography – paper – preservation – publishing – society – sound – speech and spoken word – technology – strategic information monitoring/scanning – technology scan – textual analysis – written word



Search for schools, majors, and degree programs on the CampusFrance website.

CampusFrance's online catalog contains information on every program in France—from the licence (bachelor) level to the doctorate.

[campusfrance.org](http://campusfrance.org) > academic programs and research opportunities in France

**Licence and master level** : Enter a field of study and academic level, and the search engine will tell you what degrees are offered and where.

<http://www.campusfrance.org/fr/d-catalogue/>

**Doctoral level** : search the directory of doctoral programs

<http://www.campusfrance.org/ecoledoc/index.htm>

**CampusBourse** : search the directory of scholarship programs:

<http://www.campusfrance.org/fr/d-catalogue/campusbourse/cfbourse/index.html>