

ARCHIVAL RESEARCH: USEFUL VOCABULARY (UKRAINIAN)

GETTING INTO THE ARCHIVE

Читацький квиток	Reader's ticket, also known as пропуск .
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Пропуск	Pass
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Тимчасовий пропуск	Temporary pass. You will receive one of these on your first visit to an archive; it will be replaced by a permanent pass.
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Читальний зал	Reading room
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Час роботи	Opening hours
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Санітарний день	Often the first working day of the month, the санітарний день , or cleaning day, is a day on which the archive is routinely closed. Closure on this day will often impact upon the waiting time for documents.
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Особиста заява	Letter of introduction. Required by all archives in order to issue a пропуск . This should be written in Ukrainian on your institution's paper, signed by your supervisor and state your research theme, aim of your research (i.e. PhD thesis) and the period during which you will be using the archive.
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Анкета	Questionnaire. You may be required to fill this in when registering at the archive.
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FILLING IN FORMS

Місце роботи (посада)	Your position in the institution. The answer for most is аспірант(ка) : PhD student.
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Науковий ступінь	Your qualifications. For most current PhDs this will be бакалавр (undergraduate degree) and/ or магістр (master's degree).
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Учене звання	Academic title such as доцент (senior lecturer).
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Тема роботи	The theme of your research.
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Хронологічні межі	The period you are researching.
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Мета роботи	Aim of your research. For most people this will be кандидатська дисертація (or канд. дис.): PhD thesis.
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GETTING THE DOCUMENTS

Фонд (often abbreviated ф.)	The top level of the Ukrainian archival organisation. Фонди usually gather documents from a specific institution or person (особистий фонд).
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Опис (оп.)	The second level of organisation, this denotes groups of documents within a given фонд . In the archive описи are inventories which list the individual documents, you will be able to consult these in the archive's reading room.
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Справа (сп.)	The lowest level of archival organisation, this is the individual file.
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Назва фонду	Title of the фонд .
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Одиниця зберігання (од. зб.)	Another term for справа .
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Путівник	Guide to the archive. These publications, which may be in book form or, increasingly, online, contain фонд level descriptions of the archive's contents. To access descriptions of individual documents, it is often necessary to consult the описи .
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Довідник	Guide to the archive.
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Реєстр	A list of all the описи in a фонд .
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Картотека	Card catalogue.
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Замовлення документів	Ordering of documents.
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Електронне замовлення	Advance order. Many archives allow you to place an order in advance by email or phone. Given that it can take several days to fulfil an order, this is particularly useful for researchers from overseas.
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Форма замовлення	Request form for documents.
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Отримання документів	Receipt of documents.
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USING THE DOCUMENTS

Перегляд	Reading/ examination. There are often forms on the individual справи which require you to record that you have used the document and how you used it. You may write, for example, перегляд or копіювання .
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Копіювання	Copying out (see above).
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Ксерокопіювання	Photocopying (a paid service in most archives).
Сканування	Scanning (a paid service in most archives).
Мікрофільм	Microfilm
Плівка	Roll of film
Мікрофіш	Microfiche
Читальний апарат	Microfilm/fiche reader
Проектор	Microfilm/fiche reader
Ролик	Reel
Залишати / залишити	Leave and reserve for later use.
Здавати / здати	Hand back (when you are finished completely).
Віддавати / віддати	As above.
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