

COURSE INFORMATION

Course: LIS 9670: Introduction to Archives Administration

Time: Summer term 2017, Thursdays, 6:30 – 9:20 pm (10 May to August 9)

Location: FNB 2230

Calendar of Topics

Week 1. May 10	Course Intro: Review of Course Outline, Historical Overview, Types, the Archival Image, and Terminology
Week 2. May 17	Archival Principles, Values, and the Relationship to Heritage and Information Disciplines
Week 3. May 24	Archival Records and Uses – Understanding your Holdings
Week 4. May 31	Appraisal and Acquisition - Principles and Procedures
Week 5. June 7	Arrangement - Principles and Procedures
Week 6. June 14	Description - Principles and Procedures
Week 7. June 21	Access and Reference - Principles and Procedures
Week 8. June 28	Traditional Outreach
July 2-6	RESEARCH WEEK
Week 9. July 12	Tour [Facilities Management]
Week 10. July 19	Digital Outreach
Week 11. July 26	Conservation and Preservation: Environmental Elements and Caring for Analog Materials
Week 12. August 2	Conservation and Preservation: Digital Media and General Disaster Planning
Week 13. August 9	Future Issues (Guest Speaker: Brian Masschaele)

INSTRUCTOR INFORMATION

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COURSE DESCRIPTION

This course is designed to introduce students to the professional principles and practices that guide professional archival work. Class sessions will primarily be lecture driven, but combine some discussion, practical exercises (both in-class and take-home), and demonstrations. Weekly readings will acquaint students with the scholarly and professional literature. Students will gain a solid grounding in the history of the profession, an understanding of basic archival terminology, principles, theory, as well as an appreciation of current practices and how digital technologies have impacted both archival management and public programming.

Course Objectives

1. To understand the nature of archival documents, as recorded information;
2. To understand the principles of archival science in contrast to those of related disciplines;
3. To explore how archivists acquire, appraise, arrange, describe, preserve and promote archival materials and make them available for use;
4. To consider the management issues involved in implementing archival principles and practices in an institution.

Course Requirements and Grading

Readings: There are no required texts, but there will be reading assignments as indicated on the course schedule. These readings will be available on reserve at the FIMS Graduate Resource Centre and/or at D.B. Weldon Library.

Required Assignments: All students will write one *essay* (12-15 pages double spaced) on a topic chosen from a list distributed by the instructor in the first week of class. Students will also submit a written evaluation/critique (8-10 pages double spaced) of a digital resource (i.e. digital classroom, digital exhibit) utilizing their knowledge of such outreach instruments as found in the literature. Finally, each student will be given three practical exercises (one each on appraisal, arrangement, and reference) over the course of the term. The grade breakdown is as follows:

	Number	Unit Value	Total
Essays	1	30%	30%
Digital Resource Evaluation	1	25%	25%
Exercises	3	15%	45%
Total		n/a	100%

COURSE MATERIALS

There are no required textbooks to be purchased for this course. All required reading materials will be placed on reserve in the Graduate Resource Centre. The following is a listing of required readings broken down by scheduled classes:

Week 1. Thursday, May 10 Introductions

"What are Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 1-26.

Nesmith, Tom. "What's History Got to Do with It?: Reconsidering the Place of Historical Knowledge in Archival Work." *Archivaria* 57 (Spring, 2004): pp. 1-27. Also found on-line at <http://www.mybestdocs.com/nesmith-t-WhatsHistoryToDoWithIt.pdf>

Week 2. Thursday, May 17 Archival Principles, Values, and the Relationship to Heritage and Information Disciplines

Cook, Terry. "What is Past is Prologue: A History of Archival Ideas Since 1898, and the Future Paradigm Shift." *Archivaria* 43 (Spring 1997). Also found on-line at <http://www.mybestdocs.com/cookt-pastprologue-ar43fnl.htm>

"Provenance, Original Order and Respect des fonds" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 97-114.

Week 3. Thursday, May 24 Archival Records and Uses - Understanding Your Holdings

Cook, Terry. 1997. "Archives, Evidence, and Memory: Thoughts on a Divided Tradition". Review of The Memory of the Modern. *Archival Issues* 22 (2). Midwest Archives Conference: 177–82. Available online via JSTOR <http://alpha.lib.uwo.ca/search/?searchtype=s&searcharg=Archival+Issues&searchscope=20>

Week 4. Thursday, May 31 Acquisition and Appraisal - Principles and Procedures

"Appraising and Acquiring Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 115-144.

Bailey, Catherine. "From the Top Down: The Practice of Macro-Appraisal." *Archivaria* 43 (Spring 1997), pp.89-128. Available online via <https://alpha.lib.uwo.ca/search/?searchtype=s&searcharg=Archivaria&searchscope=20>

Huth, Geoff. "Appraising Digital Records (Module 14)" in Michael Shallcross and Christopher Prom, eds., Appraisal and Acquisition Strategies. (Chicago: SAA, 2016), pp. 10-48.

Week 5. Thursday, June 7 Arrangement - Principles and Procedures

"Arranging and Describing Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 145-157 [**Arrangement**].

Krawczyk, Bob. "Cross Reference Heaven: The Abandonment of the Fonds as the Primary Level of Arrangement for Ontario Government Records." *Archivaria* 48 (Fall 1999), pp. 131-153. Available online via <https://alpha.lib.uwo.ca/search/?searchtype=s&searcharg=Archivaria&searchscope=20>

Week 6. Thursday, June 14 Description - Principles and Procedures

"Arranging and Describing Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 157-182 [[Description](#)].

Schaefer, Sibyl and Janet M. Bunde. "Standards for Archival Description (Module 1)" in Christopher Prom and Thomas J. Frusciano, eds., Archival Arrangement and Description. (Chicago: SAA, 2013), pp.12-54.

Week 7. Thursday, June 21 Access & Reference - Principles and Procedures

"Making Archives Available" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 183-204.

Barnett, Leroy. "Standing on the Other Side of the Reference Desk," *Archival Issues*, v. 19, #2 (1994): 119-129. Available online via JSTOR <http://alpha.lib.uwo.ca/search/?searchtype=s&searcharg=Archival+Issues&searchscope=20>

Week 8. Thursday, June 28 Traditional Outreach - Principles and Practice

Ericson, Timothy L. "Anniversaries: A Framework for Planning Public Programs" in Advocating Archives: An Introduction to Public Relations for Archivists by Elsie Freeman Finch [ed.] (Metuchen, NY: The Scarecrow Press, 1994), pp. 65-82.

Finch, Elsie Freeman. "Making Sure They Want It: Managing Successful Public Programs." *American Archivist*, vol. 56 (Winter 1993): 70-75. Available online via JSTOR <http://alpha.lib.uwo.ca/search/?searchtype=s&searcharg=American+Archivist&searchscope=20>

July 2-6. RESEARCH WEEK

Week 9. Thursday, July 12 Tour - Facilities Management

"Managing Archival Facilities" in Michael J. Kurtz, Managing Archival and Manuscript Repositories. (Chicago: SAA, 2004), pp. 159-184.

Week 10. Thursday, July 19 Digital Outreach

Baggett, Mark et al. "Pin pointing Success: Assessing the Value of Pinterest and Historypin for Special Collections Outreach" in Kate Theimer, ed., Outreach: Innovative Practices for Archives and Special Collections. (Lanham, MD: Rowan & Littlefield, 2014), pp. 61-76.

Mason, Marissa K. "Outreach 2.0: Promoting Archives and Special Collections through Social Media." *Public Services Quarterly*, vol. 10 (2), April 2014: 157-168. Available online via Scholars Portal <http://alpha.lib.uwo.ca/search/?searchtype=s&searcharg=Public+Services+Quarterly&searchscope=20>

Samouelian, Mary. "Embracing Web 2.0: Archives and the Newest Generation of Web Applications." *American Archivist*, vol. 72 (Spring/Summer 2009): 42-71. Available online via JSTOR <http://alpha.lib.uwo.ca/search/?searchtype=s&searcharg=American+Archivist&searchscope=20>

Week 11. Thursday, July 26 Conservation and Preservation: Environmental Elements and Caring for Analog Materials

Canadian Council of Archives. *Basic Conservation of Archival Materials* (Revised edition, 2003), Chapter 6 "Collections", pp. 51-73: http://www.cdncouncilarchives.ca/RBch6_en.pdf

"Protecting Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 73-96.

Week 12. Thursday, August 2 Conservation and Preservation: Digital Media and General Disaster Planning

"The Challenge of Digital Records" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2010), pp. 203-222.

"Creating a Preservation Environment" (pp. 51-66) and "Storing and Housing Archival Materials" (pp. 77-100) in Mary Lynn Ritzenthaler, Preserving Archives and Manuscripts 2nd ed. (Chicago: SAA, 2010).

Walsh, B. *Salvage Operations for Water-Damaged Archival Collections: A Second Glance*. Canadian Council of Archives: 2003. Available online at http://www.cdncouncilarchives.ca/salvage_en.pdf

Week 13. Thursday, August 9 Future Issues (Guest Speaker: Brian Masschaele)

METHODS OF EVALUATION

Essays

Students must submit one major essay over the course of the term, 12-15 pages double-spaced and worth 30% of their overall grade. On the first day of class (May 10) they will be given a choice of essay topics. Submissions can be made no later than Week 9 (July 12)

Digital Archival Resource Evaluation

Students are given the task of finding an exceptional archival digital exhibit or archival digital classroom and submitting a critique (8-10 pages). Students are encouraged to discuss their choice with the instructor. The critique is worth 25% of the overall grade. Instructions on this assignment will be given on Week 1 (May 10) and the assignment is due on Week 13 (August 9).

Exercises

Students will be given three practice-based exercises, each worth 15%. Exercise 1 is based on applying learned principles of archival appraisal; Exercise 2 is based on applying learned principles of arrangement; Exercise 3 is based on learned principles of reference.

Expectations:

All assignments will be assessed on the basis of the following criteria:

1. Mastery of sources;
2. Quality of thought and expressive force;
3. Factual accuracy, clarity, conciseness and comprehensiveness.

Key dates and deadlines are as follows:

Assignment	Handout Date	Due date
Essay Submission (30%)	Week 1 (May 10)	Week 9 (July 12)
Digital Resource Evaluation (20%)	Week 1 (May 10)	Week 13 (August 9)
Exercise #1 - Appraisal (15%)	Week 4 (May 31)	Week 5 (June 7)
Exercise #2 - Arrangement (15%)	Week 5 (June 7)	Week 6 (June 14)

Exercise #3 - Reference (15%)	Week 7 (June 21)	Week 8 (June 28)
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STATEMENT ON ACADEMIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

All required papers may be subject to submission for textual similarity review to the commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

SUPPORT SERVICES

Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.