Course Outline for Graduate Course LIS 9673 (Winter 2019)

1. Course information:

LIS 9673 Archival Arrangement and Description
Room FNB 3220
Wednesdays 1:30 – 4:20 p.m., January 9 – April 10, 2019

2. Instructor Information

Lutzen H. Riedstra
E-mail: **lriedstr@uwo.ca**
Office: Room FNB 4122
Office Hours: Wednesdays 12:00 am - 1:30 p.m. (during winter term only)

3. Course Description

The course covers the theory and practice of archival arrangement and description, and focuses
on descriptive tools designed to improve retrieval for patrons as well as management of archival
holdings. Review and application of the Canadian archival descriptive standard, Rules for
Archival Description (RAD), will form the focus of the course. The nature of multi-level
arrangement and description as it relates to the basic archival principle of *respect des fonds* and
its two derivative principles of provenance and original order will be explored. An overview of
various programs in current use for automation of RAD will also be presented, as well as the
provincial and national archival databases, ARCHEION and ArchivesCanada, and international
standards.

Through lectures, practical exercises, class discussion and site visits to archives, students will
gain proficiency in arranging records, as well as understanding and applying descriptive tools.

4. Course Materials

There is no required textbook for the course. Books and articles for reading will be reserved in
the Graduate Resource Centre (GRC). The main reference text, Rules for Archival Description
(RAD), is freely available on-line through the Canadian Council of Archives at
http://www.cdncouncilarchives.ca/RAD/RADComplete_July2008.pdf.

5. Method of Evaluation:

Three practical exercises	10 % each
Research paper	25%
Practical description project	35%
Participation in class	10%

The three practical exercises will be assigned and due (one or two weeks later), as follows:

1. Jan 30, due Feb 6; 2. Feb 6, due Feb 27; 3. Mar 6, due Mar 13.
The research paper topic will be chosen Jan 23 and be due Mar 6.
The description project will be chosen Feb 13 and be due Apr 3, and is usually done in groups of three students.

6. 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

7. Support Services

Students who are in emotional/mental distress should refer to Western's "Health and Wellness" http://www.uwo.ca/health/mental_wellbeing/index.html for a complete list of options about how to obtain help.

8. Statement on Student Accessibility Services (SAS)

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.
Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are encouraged to register with Student Accessibility Services, a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both SAS and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.
For more information, see http://www.sdc.uwo.ca/ssd/