

## GRAD LIS 9673 Course Outline (Winter 2020)

### 1. Course information:

LIS 9673 Archival Arrangement and Description  
Room FNB 3220  
Wednesdays 1:30 – 4:20 p.m., January 8 – April 8, 2020

### 2. Instructor Information

Lutzen H. Riedstra  
E-mail: [lriedstr@uwo.ca](mailto:lriedstr@uwo.ca)  
Office: Room FNB 4120  
Office Hours: Wednesdays 12:00 noon - 1:20 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](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 22, due Jan 29; 2. Jan 29, due Feb 12; 3. Mar 4, due Mar 11.

The research paper topic will be chosen Jan 22 and be due Feb 26.

The description project will be chosen Feb 12 and be due Apr 1, and is usually done in groups of three or four 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](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf)