

## COURSE INFORMATION

**Course:** LIS 9670: Introduction to Archives Administration

**Time:** Summer term 2021, Thursdays. 6:30-9:20 pm (9 September to 9 December 9)

**Location:** FNB 3220

### **Calendar of Topics**

Week 1. Sept. 9	Course Intro: Review of Course Outline, Historical Overview, Types, the Archival Image, and Terminology
Week 2. Sept. 16	Archival Principles, Values, and the Relationship to Heritage and Information Disciplines
Week 3. Sept. 23	Archival Records and Uses – Understanding your Holdings
Week 4. Sept. 30	Appraisal and Acquisition - Principles and Procedures
Week 5. Oct. 7	Arrangement - Principles and Procedures
Week 6. Oct. 14	Description - Principles and Procedures
Week 7. Oct. 21	Access and Reference - Principles and Procedures
Week 8. Oct. 28	Traditional Outreach
<b>November 1-5</b>	<b>MLIS Research Week</b>
Week 9. Nov. 11	Digital Outreach
Week 10. Nov. 18	Facilities Management
Week 11. Nov. 25	Conservation and Preservation: Environmental Elements and Caring for Analog Materials
Week 12. Dec. 2	Conservation and Preservation: Digital Media and General Disaster Planning
Week 13. Dec. 9	Future Issues

## 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. 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 website. Readings will be available as on-line resources on the course website or, as indicated, posted on OWL.

**Required Assignments:** Students must submit one major essay over the course of the term, a critique on an exceptional archival outreach resource (i.e. digital exhibit or archival digital classroom) three practice-based exercises on applying learned principles of archival appraisal, arrangement/description, and reference services respectively. Late assignments will be penalized at a rate of 2% per day.

The grade breakdown is as follows:

	<b>Number</b>	<b>Unit Value</b>	<b>Total</b>
<b>Essays</b>	1	35%	35%
<b>Digital Resource Evaluation</b>	1	20%	20%
<b>Exercises</b>	3	15%	45%
<b>Total</b>		n/a	100%

### **COURSE MATERIALS**

There are no required textbooks to be purchased for this course. All required reading materials will be made available online via OWL. The following is a listing of required readings broken down by scheduled classes:

#### Week 1. Thursday, Sept. 9

##### Introductions

"What are Archives" in Laura A. Millar, *Archives: Principles and Practices*. (New York: Neal-Schuman, 2017), pp. 3-22. Available via Western Libraries, Databases, Proquest - E-Book Central.

"Given Under My Hand - The Nature of Evidence" in Laura A. Millar, *A Matter of Facts: The Value of Evidence in the Information Age*. (Chicago: ALA Neal-Schuman, 2019), pp. 23-37. Available pdf at OWL course site, Resources, Week 1.

## Week 2. Thursday, Sept. 16

### 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 <https://archivaria-ca.proxy1.lib.uwo.ca/index.php/archivaria/article/view/12175>

"Archival History and Theory" in Laura A. Millar, *Archives: Principles and Practices*. (New York: Neal-Schuman, 2017), Chapter 3. Available via Western Libraries, Databases, Proquest - E-Book Central.

## Week 3. Thursday, Sept. 23

### 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 [https://www-jstor-org.proxy1.lib.uwo.ca/stable/41101980?seq=1#metadata\\_info\\_tab\\_contents](https://www-jstor-org.proxy1.lib.uwo.ca/stable/41101980?seq=1#metadata_info_tab_contents)

"A mysterious and malleable thing - evidence, memory and narrative" in Laura A. Millar, *A Matter of Facts: The Value of Evidence in the Information Age*. (Chicago: ALA Neal-Schuman, 2019), pp. 81-93. Available pdf at OWL course site, Resources, Week 3.

## Week 4. Thursday, Sept. 30

### Acquisition and Appraisal - Principles and Procedures

"Acquiring Archives" in Laura A. Millar, *Archives: Principles and Practices*. (New York: Neal-Schuman, 2017), Chapter 10. Available via Western Libraries, Databases, Proquest - E-Book Central.

Bailey, Catherine. "From the Top Down: The Practice of Macro-Appraisal." *Archivaria* 43 (Spring 1997), pp.89-128. Available online via <https://archivaria-ca.proxy1.lib.uwo.ca/index.php/archivaria/article/view/12177>

Huth, Geoff. "Appraising Digital Records (Module 14)" in Michael Shallcross and Christopher Prom, eds., *Appraisal and Acquisition Strategies*. (Chicago: SAA, 2016), pp. 10-48. Available pdf at OWL course site, Resources, Week 4.

## Week 5. Thursday, Oct. 7

### Arrangement - Principles and Procedures

"Arranging and Describing Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2017), Chapter 11. Available via Western Libraries, Databases, Proquest - E-Book Central.

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://archivaria-ca.proxy1.lib.uwo.ca/index.php/archivaria/article/view/12720>

## Week 6. Thursday, Oct. 14

### Description - Principles and Procedures

"Arranging and Describing Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2017), Chapter 11. Available via Western Libraries, Databases, Proquest - E-Book Central.

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. Available pdf at OWL course site, Resources, Week 6.

## Week 7. Thursday, Oct. 21

### Access & Reference - Principles and Procedures

"Making Archives Available" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2017), Chapter 12. Available via Western Libraries, Databases, Proquest - E-Book Central.

Barnett, Leroy. "Standing on the Other Side of the Reference Desk," *Archival Issues*, v. 19, #2 (1994): 119-129. Available online via JSTOR [https://www-jstor-org.proxy1.lib.uwo.ca/stable/41101885?seq=1#metadata\\_info\\_tab\\_contents](https://www-jstor-org.proxy1.lib.uwo.ca/stable/41101885?seq=1#metadata_info_tab_contents)

## Week 8. Thursday, Oct. 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 [https://www-jstor-org.proxy1.lib.uwo.ca/stable/40293715?seq=1#metadata\\_info\\_tab\\_contents](https://www-jstor-org.proxy1.lib.uwo.ca/stable/40293715?seq=1#metadata_info_tab_contents)

## NOVEMBER 1-5: MLIS RESEARCH WEEK

Week 9. Thursday, Nov. 11

### 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. Available pdf at OWL course site, Resources, Week 9.

Gelfand, A. (2013). If we build it (and promote it) they will come: History of analog and digital exhibits in archival repositories. *Journal of Archival Organization*, 11(1-2), 49-82. <https://doi.org/10.1080/15332748.2013.882160>

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 <https://www-tandfonline-com.proxy1.lib.uwo.ca/doi/pdf/10.1080/15228959.2014.904212>

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 [https://www-jstor-org.proxy1.lib.uwo.ca/stable/40294595?seq=1#metadata\\_info\\_tab\\_contents](https://www-jstor-org.proxy1.lib.uwo.ca/stable/40294595?seq=1#metadata_info_tab_contents)

Week 10. Thursday, Nov. 18

### Facilities Management

"Facilities for Academic Archives," Society of American Archivists (SAA)

Walsh, B. Salvage Operations for Water-Damaged Archival Collections: A Second Glance. Canadian Council of Archives: 2003. Available online at [http://www.edncouncilarchives.ca/salvage\\_en.pdf](http://www.edncouncilarchives.ca/salvage_en.pdf)

Elgin County Archives Emergency Preparedness and Disaster Response Plan, revised 2007. Available pdf at OWL course site, Resources, Week 10.

Week 11. Thursday, Nov. 25

## 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](http://www.cdncouncilarchives.ca/RBch6_en.pdf)

"Preserving Archives" in Laura A. Millar, Archives: Principles and Practices. (New York: Neal-Schuman, 2017), Chapter 9. Available via Western Libraries, Databases, Proquest - E-Book Central.

### Week 12. Thursday, Dec. 2

## Conservation and Preservation: The Dilemma of Digital Media

"Electronic records, paper minds - Evidence and Assumptions" in Laura A. Millar, A Matter of Facts: The Value of Evidence in the Information Age. (Chicago: ALA Neal-Schuman, 2019), pp. 111-126. Available pdf at OWL course site, Resources, Week 12.

### Week 13. Thursday, Dec. 9

## Future Issues

Interview with Terry Cook, 26 July 2012

## **METHODS OF EVALUATION**

### **Essay**

Students must submit one major essay over the course of the term, 12-15 pages double-spaced and worth 35% of their overall grade. On the first day of class (Sept. 9) they will be given a choice of essay topics, due no later than October 21 (Week 7).

### **Digital Archival Resource Evaluation**

Students are given the task of finding an exceptional archival outreach resource (ie. 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 20% of the overall grade. Instructions on this assignment will be given on Sept 9 and the assignment is due on December 2 (Week 12).

### **Exercises**

Students will be given three practice-based exercises, each worth 15%. Exercise 1 (handout September 30; due October 14) is based on applying learned principles of archival appraisal; Exercise 2 (handout October 14; due October 28) is based on applying learned principles of arrangement/description; Exercise 3 (handout October 28; due November 11) is based on applying learned principles of reference service.

**Expectations:**

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

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

**Key dates and deadlines are as follows:**

Assignment	Handout Date	Due date
Essay Submission (35%)	Week 1 (Sept. 9)	Week 7 (Oct. 21) or earlier. Refer to <a href="#">Essay Topics</a>
Digital Archival Resource Evaluation (20%)	Week 1 (Sept. 9)	Week 12 (Dec. 2)
Exercise #1 - Appraisal (15%)	Week 4 (Sept. 30)	Week 6 (Oct. 14)
Exercise #2 - Arrangement (15%)	Week 6 (Oct. 14)	Week 8 (Oct. 28)
Exercise #3 – Reference Services (15%)	Week 8 (Oct. 28)	Week 9 (Nov. 11)

**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)

Additionally,

If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline: “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**

For the Policy on Accommodation for Illness and a downloadable SMC see:  
[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

[downloadable Student Medical Certificate (SMC):  
[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

Students seeking academic accommodation on illness grounds for any assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department.

Students who are in emotional/mental distress should refer to Western’s “Health and Wellness” [http://www.uwo.ca/health/mental\\_wellbeing/index.html](http://www.uwo.ca/health/mental_wellbeing/index.html) for a complete list of options about how to obtain help.