

GRAD LIS 9673 Course Outline (Spring-Summer 2021)

1. Course information:

LIS 9673 Archival Arrangement and Description
On-line through Zoom
Tuesdays 1:30 – 3:30 p.m., May 11 – August 10, 2021

2. Instructor Information

Lutzen H. Riedstra
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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 assignments, 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. Some books and articles for reading will be reserved through the Graduate Resource Centre (GRC), where possible. 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:

Two practical exercises	15 % each
Research paper	25%
Practical description project	35%
Participation in class	10%

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

1. Jun 1, due Jun 15;
2. Jun 22, due Jul 6

The research paper topic will be chosen Jun 8 and be due Jul 13.

The description project will be assigned Jul 6 and be due Aug 3.

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