

## GRAD LIS 9673 Course Outline (Spring-Summer 2022)

### 1. Course information:

LIS 9673 Archival Arrangement and Description

Room FNB 2230

Tuesday 1:30 – 4:20 p.m., May 10- August 19, 2022

### 2. Instructor Information

Lutzen H. Riedstra

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Office: Room FNB 4120

Office Hours: Tuesday 11:30 a.m. - 1:20 p.m.

Lutzen Riedstra holds a BA from University of Waterloo and has had thirty years experience in archives, most as Archivist and Administrator of the Stratford-Perth Archives (1979-2007). He served as President of the Ontario Association of Archivists (1990-1992) and was instrumental in the formation of the present Archives Association of Ontario, a union of the OAA and the Ontario Council of Archives, in 1993. During his tenure as president, he led the establishment of a post-appointment professional development training programme for archivists in Ontario. He has continued to serve on various committees of the AAO, and occasionally of the Association of Canadian Archivists, most recently as Chair of the AAO's Institutional Development Committee (2006-2007) and as Chair of the AAO's Professional Development Committee (2007-2009). He has frequently taught seminars for the PD programme, especially in arrangement and description. Lutzen has been historical advisor for ten large local history book projects and is the author of two books and co-author of *Stratford: Its Heritage and Its Festival*. Since 2009, Lutzen has developed and taught LIS9673 Archives Description and LIS9326 Genealogy and Local History Reference Service for the MLIS programme at FIMS, as well as other archives and records management courses.

### 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. The lectures are cumulative, proceeding week to week in building to a full description of a fonds and its series, files and items to the level necessary. The Practical Description Project (assignment) [see below] will be where you get to apply this to actual records. The last couple of weeks will look at broad international standards and other English-language standards (US, English, Scottish, Irish and Australian) for comparison.

#### 4. Course Materials

There is no required textbook for the course. Books and articles for reading will be reserved in the Resource Centre. 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).

#### **WEEKLY SCHEDULE 2022:**

Week / Date		Topic	Assignment Due	Projects
1	May 10	Introduction; Beginnings of Archival Description; Place among Archival functions; Resources; Principles of Archival Arrangement and Description		
2	May 17	Development of Descriptive Standards; Organization of <i>Rules for Archival Description</i> ; Multilevel Description;		
3	May 24	<i>RAD</i> area 1 (Title/Statement of Responsibility) <i>RAD</i> areas 4, 5 (Dates of Creation; Physical Description);		Outline for Research paper handed out
4	May 31	<i>RAD</i> area 7: Archival Description Areas: 7A: Administrative History/ Biographical Sketch; 7B: Custodial History; 7C: Scope and Content	Exercise 1 assigned	Choose Research paper topic (by June 7)
5	June 7	<i>RAD</i> areas 2, 3, 6, 9 (Edition; Class of Material Specific Details; Publisher's Series; Standard Number); <i>RAD</i> area 8: Note Area		
6	June 14	Special media chapters 4-12; Discrete items Summary of Part I: descriptions at four levels and for different media	Exercise 1 due Exercise 2 assigned	
7	June 21	<i>RAD</i> Part II (Creating Access Points; Headings for Names of Persons, Geographic Areas, and Corporate Bodies; References)		
--	June 28	<i>Reading week</i>		
8	July 5	Description Project Individual Review of Records for Description Project	Exercise 2 due	Description project assigned
9	July 12	Individual Review of Records for Description Project		
10	July 19	Authority Control; Subject Indexing ARCHEION; ArchivesCanada; reviewing on-line descriptions in provincial, national databases; extra details used in description		Research paper due
11	July 26	International (ICA) and foreign (US, UK, Australia) archival standards Archival data structure standards (MARC-AMC, later MARC 21, EAD, AtoM, etc.)		
12	Aug 2	Informal presentations on research papers		Description project due
13	Aug 9	Informal presentations on research papers; wind-up		

## 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, as follows:

1. May 31, due June 14;
2. June 14, due July 5

The research paper topic will be chosen May 31/June 7 and be due July 19. These will be presented in the last couple of weeks.

The description project will be assigned July 5 and be due Aug 2. Because of COVID-19, the project will be done individually using a group of original records brought into class, rather than in teams of 3 at various local archives as has been usual in the past.

Attendance will be taken at each class and absences must be arranged with the instructor ahead of class, except in case of illness or emergency. Because the information is cumulative from week to week, please arrange to meet at the instructor's office before or after class the next week to catch up.

### **COURSE OBJECTIVES:**

1. To understand the principles of archival arrangement and description.
2. To gain proficiency in the application of archival descriptive tools, focusing on the Canadian standard, *Rules for Archival Description (revised)*.
3. To compare principles and tools with actual practice in archives.

### **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)

### **Enrollment**

Enrollment in this course is restricted to graduate students in the MLIS program, as well as any student that has obtained special permission to enroll in this course from the course instructor as well as the Graduate Chair (or equivalent) from the student's home program.

### **Health/Wellness Services**

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

## **Accessible Education Western (AEW)**

- 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 strongly encouraged to register with **Accessible Education Western (AEW)**, a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both **AEW** 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.