LIS 5423 ARCHIVES

Catalog Course Description: Introduction to the principles and practice of collecting, servicing, and arranging archival holdings. Includes appraisal, acquisition, arrangement and description, preservation, and administration of institutional archives. Prerequisites: none.

Interpretation of Course Description: This course is an introduction to the historical and evolving theoretical foundations, major professional institutions, key practices/terms/concepts, and contemporary issues and concerns of the American archival and manuscripts professions. The course will use a combination of lectures, in-class discussions, assignments, and readings.

Audience: (level, environment/setting): General elective; introductory; MLIS student, especially for students interested in archives, records management, or special collections. Face-to-face format/video.

Expectations: Prior to the start of class, students should be able to use D2L, including accessing news and contents, participating in discussion boards, and submitting assignments through folders; produce documents that are professional in appearance and scholarly using word processing software.

Student Learning Objectives: Upon successful completion of this course, the student will be able to:
1) Be able to define and discuss entities and concepts that are central to Archival Studies including “records,” “manuscripts,” “public archives tradition,” “provenance,” “respect des fonds,” “original order,” “records life cycle” and “records continuum,” and identify the roles played in the development of these concepts by key individuals such as Muller, Feith, and Fruin; Jenkinson; Schellenberg; Posner; Taylor; Cook; Duranti; Upward; McKemmish; and Gilliland; 2) Be able to identify and demonstrate the ways in which records and archival programs serve as instruments of bureaucracy, accountability, democratic access, community and individual empowerment, and scholarship; 3) Be sufficiently familiar with the functions, processes and underlying ideas of scheduling, appraisal, accessioning, preservation, arrangement, description, reference, and outreach in traditional and digital archival and manuscripts environments to be able to articulate major approaches and considerations in each area with reference to key literature in the field; 4) Be familiar with appropriate ethical and legal requirements for archival administration in the United States.

Topics: Historical overview of the development of archives and archival consciousness; history and development of the public archives and historical manuscripts traditions in the United States; the development of the American archival and records professions and professional groups; the development of appraisal theory; manuscript selection; records and manuscript accessioning and preservation concerns; history and philosophy of archival arrangement; archival descriptive practices; legal issues in archival administration; reference techniques for archival records; archival user issues—major categories of users, determining user needs, archival outreach; ethical issues; postmodern thought and the archive; pluralizing the Archival Paradigm. Remembering and the archive; Indigenous issues and Archival Studies

Opportunities for Utilizing Relevant Technology: Students will be introduced to manual and electronic finding aids, inventory indexes, and user exit interview material

Course Last Offered: Fall, 2008 Document prepared by: Dr. White, Spring 2009

Disclaimer: This summary represents the course as it has been taught in past semesters and is provided for the convenience of students and advisors. No guarantees are expressed or implied about current and future course offerings.

Course Summary Template submit to faculty 2009.11.13