School of Information Management

INFO 6800 Archives
Winter 2011 | Mondays 5:30 to 8:30

Instructor: Creighton Barrett
Office: University Archives and Special Collections, 5th Floor, Killam Memorial Library
Telephone: 902.494.6490
E-mail: creighton.barrett@dal.ca
Office hours: TBA or by appointment
Course BLS site: https://ilo.owl.dal.ca/webct/logon/295263475011

COURSE DESCRIPTION
This course will introduce the student to the principles, objectives, functions, and challenges of archival work. Through class discussions and hands-on experience, it will present an overview of archival issues and practices particularly with reference to the Canadian archival experience.

COURSE PRE-REQUISITES
INFO 5515 Organization of Information

COURSE GOAL
To give students a broad understanding of the core archival functions: acquisition, accession, appraisal, arrangement and description, preservation, and access, and an appreciation for how archives fit within the wider information universe.

COURSE LEARNING OBJECTIVES
This course has five main learning objectives:

a) To provide an overview of the reasons why documentary evidence and record keeping are important;
b) To examine the various roles played by archives in an organizational setting as a key component in information management and as a repository for research;

c) To explore the differences between organizational records and personal papers and the requirements of each from an archival perspective;

d) To develop an understanding of the relationship of archives to their communities and to other repositories such as manuscript and historical centres, special collections libraries, museums, documentation centres, etc.

e) To develop an understanding of the fundamental differences between archives and libraries and the interdependence of records management and archives in managing records.

INSTRUCTIONAL METHODS
The course will be delivered through a variety of instructional methods, including seminars, assigned readings, in-class discussions, online discussions, in-class activities, and assignments.

LEARNING MATERIALS
The Course Schedule lists the required and optional readings for each week. The Course Schedule and the BLS course website contains links to some but not all of the readings. Additional readings are listed in the Bibliography.

ASSIGNMENTS
Seminar Presentation (15%) – Due dates throughout the semester
Appraisal Report (20%) – Due February 14, 2011
Finding Aid Evaluation (25%) – Due March 14, 2011
Archival Processing Project (30%) – Due April 8, 2011
Participation and In-class Exercises (10%)
Please refer to the assignment hand-outs for instructions on how to turn in each assignment.

**SEMINAR PRESENTATION (15%)**
Due dates throughout the semester

A sign-up sheet for presentations will be available on the BLS course site. Presentations will take the form of a 500- to 750-word essay (approx. 2-3 double spaced pages maximum), which will be read aloud in class and discussed. Detailed instructions will be posted on the BLS course website.

**APPRAISAL REPORT (20%)**
Due Monday February 14, 2011

Note: To complete this assignment, you will be required to sign a confidentiality agreement. Using an unprocessed collection of archival materials, conduct an archival appraisal and write an appraisal report that includes a file list of materials in the accession, an evaluation of the materials, recommendations on which materials should be discarded and which materials should be retained, and an explanation of the appraisal criteria used. Detailed instructions will be posted on the BLS course website.

**FINDING AID EVALUATION (25%)**
Due Monday March 14, 2011

In a paper of 1500-2000 words, compare and contrast three finding aids to the physical archival materials they describe. Detailed instructions will be posted on the BLS course website.

**ARCHIVAL PROCESSING PROJECT (30%)**
Due April 8, 2011
Note: To complete this assignment, you will be required to sign a confidentiality agreement. Process a small fonds of archival materials and create a 1-2 page processing report and RAD-compliant finding aid. Detailed instructions will be posted on the BLS course website.

METHOD OF EVALUATION

In general, assignments will be evaluated based on three or four equally-weighted criteria. I will provide a breakdown of your mark for each assignment. See the assignment hand-outs for a detailed explanation of the method of evaluation used for each assignment.

ASSIGNING MARKS

Marks will be provided in letter grades that conform to the School of Information Management’s Grading System:

http://sim.management.dal.ca/Courses/Grading_System.php

Please feel free to consult me if you have any questions about the grading of your work.

CLASS POLICIES

Class attendance is required in all MLIS courses and is included in the participation mark. Attendance records will be kept by the instructor.

Readings must be completed for the classes in which they will be discussed. It is the student’s responsibility to keep apprised of changes to the class schedule. In most cases more than two readings are assigned for classes, and students will be expected to read a minimum of two.

Announcements are usually made within the first 10 minutes of class and all students are responsible for being in class on time in order to hear them.

Participation in class discussion will be expected and should be conducted in responsible and respectful ways. At a basic level, this means regular attendance,
discerning reading of the assigned texts, and collegial interaction with your peers. In-class discussions will continue on the BLS course website. Simple attendance of every class is not enough to guarantee a passing class participation grade.

All written assignments must adhere to the Chicago Manual of Style.

**No food and drink are allowed in areas where archival materials are processed, stored, and accessed.**

ACCOMMODATION POLICY FOR STUDENTS

Students with permanent or temporary disabilities who would like to discuss classroom or assignment accommodations should arrange to see me as early in the term as possible.

Students may request accommodation as a result of barriers related to disability, religious obligation, or any characteristic under the Nova Scotia Human Rights Act. Students who require academic accommodation for either classroom participation or the writing of tests, quizzes and exams should make their request to the Office of Student Accessibility & Accommodation (OSAA) prior to or at the outset of each academic term (with the exception of X/Y courses). Please see www.studentaccessibility.dal.ca for more information and to obtain Form A - Request for Accommodation.

A note taker may be required to assist a classmate. There is an honourarium of $75/course/term. If you are interested, please contact OSAA at 494-2836 for more information.

Please note that your classroom may contain specialized accessible furniture and equipment. It is important that these items remain in the classroom so that students who require their usage will be able to participate in the class.
ACADEMIC INTEGRITY

In general:

The commitment of the Faculty of Management is to graduate future leaders of business, government and civil society who manage with integrity and get things done. This is a non-negotiable in our community and it starts with your first class at Dalhousie University. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management’s Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the Faculty of Management Professor and Student Contract on Academic Integrity and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations; so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being “information literate.” Information literacy is taught by Dalhousie University Librarians in classes and through online tutorials. See Researching Ethically tutorial at http://infolit.library.dal.ca/tutorials/Plagiarism/

Do not plagiarize any materials for this course. Further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please see: http://plagiarism.dal.ca/Student%20Resources/

Please note that Dalhousie University now subscribes to Turnitin.com, a computer based service that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which
facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course, students should read the Policy on Intellectual Honesty contained in the Calendar or on the Dalhousie web site at: http://www.registrar.dal.ca/calendar/ug/UREG.htm#12

Furthermore, the University’s Senate has affirmed the right of any instructor to require that student papers be submitted in both written and computer readable format, and to submit any paper to a check such as that performed by Turnitin.com. As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand. Copies of student papers checked by this process will be retained by Turnitin.com.

Finally:
If you suspect cheating by colleagues or lapses in standards by a professor, you may use the confidential email: ManagementIntegrity@dal.ca which is read only by the Assistant Academic Integrity Officer.

COURSE SCHEDULE
(Note: this schedule is subject to minor changes due to the availability of guest speakers and the scheduling of site visits)

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<thead>
<tr>
<th>Date of Class</th>
<th>Topics</th>
<th>Assignments/Notices</th>
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| 1: January 10 | - Introduction  
- What is an archives and what do archivists do?  
- The importance of professional associations | - Scavenger hunt (in computer lab) |
| 2: January 17 | - History and development of archives  
- Museums, libraries, and records management | - Tour of the Dalhousie University Archives and Special Collections |
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<th>Date of Class</th>
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<td><strong>Required Readings:</strong></td>
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<td><strong>Optional Readings:</strong></td>
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<td>3. January 24</td>
<td>- Acquisitions</td>
<td>- Guest speaker on donor relations</td>
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<td>- Accessioning</td>
<td>- Seminar presentations</td>
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<td><a href="http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11800/12751">Link</a></td>
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<td><strong>Optional Readings:</strong></td>
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<td>Dalhousie University University Archives and Special Collections (n.d.). <em>Collection Policy</em>. Retrieved from <a href="http://www.library.dal.ca/duasc/arvcoll.pdf">Link</a></td>
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<td><strong>4: January 31</strong></td>
<td>- Appraisal</td>
<td>- Seminar presentations</td>
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<td><strong>Required Readings:</strong></td>
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<td>5. February 7</td>
<td>- Appraisal</td>
<td>- Seminar presentations</td>
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<td>- Appraisal exercise</td>
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<td><strong>Optional Readings:</strong></td>
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<td>6. February 14</td>
<td>- Processing archival materials</td>
<td>- Seminar presentations</td>
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<td>- Appraisal report due</td>
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<td><strong>Required Readings:</strong></td>
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<td>Canadian Council of Archives. <em>Rules for Archival Description:</em></td>
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<td><strong>7. February 21</strong></td>
<td>- No class (Reading week)</td>
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<td><strong>8. February 28</strong></td>
<td>- Processing archival materials</td>
<td>- Seminar presentations</td>
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**Optional Readings:**


**Required Readings:**


**Optional Readings:**


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<td><strong>9. March 7</strong></td>
<td>- Processing archival materials</td>
<td>- Seminar presentations</td>
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<td>Date of Class</td>
<td>Topics</td>
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<td>- Arrangement and description exercise</td>
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**Required Readings:**

http://archivists.metapress.com/content/c741823776k65863/fulltext.pdf  

**10. March 14**

- Preservation  
- Seminar presentations  
- Preservation exercise  
- Finding aid evaluation due

**Required Readings:**


**Optional Readings:**


**11. March 21**

- Reference, Outreach, Access, and Privacy  
- Seminar presentations

**Required Readings:**

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<td>13. April 4</td>
<td>- Electronic records and other emerging issues</td>
<td>- Seminar presentations</td>
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<td>- Final project due (April 8, 2010)</td>
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**READING LIST**

In addition to the resources described in the following reading list, you may wish to consult the reading list in the Academy of Certified Archivists’ *Handbook for Archival Certification* ([http://www.certifiedarchivists.org/images/forms/handbook.pdf](http://www.certifiedarchivists.org/images/forms/handbook.pdf)).

**1. HISTORY, DEVELOPMENT, AND ROLE OF ARCHIVES**


Nesmith, Tom, ed. Canadian Archival Studies and the Rediscovery of Provenance. Metuchen, N.J.: SAA/ACA, 1993. [This reader reproduces a wide range of articles by Canadian archivists and is highly recommended.]


**2. ACQUISITIONS & ACCESSIONING**


http://aabc.ca/msa/3_bringing_material_into_your_ar.htm.


3. MONETARY APPRAISAL


4. APPRAISAL


5. ARRANGEMENT AND DESCRIPTION


### 6. PRESERVATION AND CONSERVATION


7. ACCESS, PUBLIC SERVICE AND OUTREACH

http://archivists.metapress.com/content/80300272655rqu74/fulltext.pdf


http://archivists.metapress.com/content/l3h27j5x8716586q/fulltext.pdf.


8. LEGAL AND ETHICAL ISSUES


http://archivists.metapress.com/content/5n20760751v643m7/fulltext.pdf.


9. THE PROFESSION


http://aabc.ca/msa/1_getting_started.htm.


10. ELECTRONIC RESOURCES AND PROFESSIONAL ASSOCIATION WEBSITES


11. EMAIL LISTS

“Arcan-L” email list for Canadian archivists -

“Archives and Archivists” email list run by the Society of American Archivists -
http://www.archivists.org/listservs/arch_listserv_terms.asp.

“AMIA-L” email list run by the Association of Moving Image Archivists -

“CNSA-L” email list run by the Council of Nova Scotia Archives - CNSA members only; student membership available: see