School of Information Management

INFO 6800 Archives
Winter 2013 | Monday 5:35 to 8:25 | Rowe 5053

Instructor:	Creighton Barrett
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Office Hours:	Thursdays, 1:00 to 3:00, or by appointment
Course Website:	http://www.dal.ca/bblearn
Wordpress Site:	http://info6800.wordpress.com/
Course Bibliography:	https://www.zotero.org/info6800/items

COURSE DESCRIPTION

This course will provide an overview of the issues and practices of archival science, with an emphasis on Canadian approaches. It will consider principles of acquisition, appraisal, arrangement, description, reference, and use of archival records, along with the management of archives and the relationship between archival work and other information professions.

COURSE PRE-REQUISITES

INFO 5515 Organization of Information

COURSE GOAL

The goal of this course is to foster an appreciation of the role of archives in our society and to introduce students to the core functions of professional archivists, including acquisitions, appraisal, arrangement and description, preservation, and public service.

COURSE LEARNING OBJECTIVES

This course has six main learning objectives:

1) To develop an understanding of the core archival functions and how they are practiced in contemporary Canadian archives;

2) To develop an understanding of the documentary formats found in archives;

3) To examine the various roles played by archives in an organizational setting as a key component of information management and as a repository for research;

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

5) To develop an understanding of the relationship of archives to their communities and to other repositories such as manuscript and historical centres, libraries, museums, and documentation centres; and

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

TECHNOLOGY USED

The course makes use of Dalhousie's online learning environment, Blackboard. Information systems used in routine archival functions will be discussed, demonstrated, and used during seminars and in-class exercises. The reading list is primarily comprised of articles published in online journals, some of which must be accessed through the Dalhousie Libraries' electronic journal databases.

INSTRUCTIONAL METHODS

The course will be delivered through a variety of instructional methods, including seminars, in-class discussions, online discussions, in-class activities, assigned readings, and assignments. Potential discussion questions will be distributed before class. Students are expected to be prepared to discuss the questions and other topics related to the weekly objectives. A high level of student participation is expected.

LEARNING MATERIALS

All learning materials are available for download through the course blackboard site (available to registered students). The course syllabus lists the readings for each week.

Handouts for each seminar with the readings and potential discussion questions are also available for download through the course blackboard site. Students should use the discussion questions to prepare for each week's seminar. Most readings are freely available online, but online full-text access to some of the readings is only available through the course blackboard site. Some readings are only available in print on reserve at the Killam Library. The course blackboard site contains handouts that explain assignments and in-class exercises. News articles, current events in the archival community, and other freely available online resources will also be shared and discussed throughout the semester. Most of the learning materials are freely available online through the course wordpress site.

ASSIGNMENTS

Seminar Presentation (15%) – Due dates throughout the semester

Neptune Theatre Production History Assignment (25%) – Due February 4, 2013

Archival Appraisal Report (20%) – Due February 25, 2013

Core Function Literature Review **or** Finding Aid Evaluation (20%) – Due April 1, 2013

Participation and In-class Exercises (20%)

Detailed instructions for each assignment and in-class exercise will be posted on the course website. **Assignments are due at the beginning of class. Assignments must be submitted via the course blackboard site. Assignments submitted via any other method will not be marked.** Marks will be returned via the course blackboard site.

1. SEMINAR PRESENTATION (15%)
Due dates throughout the semester

A sign-up sheet for presentations will be available on the course blackboard site. Presentations will take the form of a 500- to 750-word summary (approx. 2-3 double spaced pages maximum), which will be read aloud in class and discussed. Presentation slides will not be permitted.

2. NEPTUNE THEATRE PRODUCTION HISTORY ASSIGNMENT (25%)

Due Monday February 4, 2013

Choose a theatrical production by Neptune Theatre. Analyze a selection of records from the production and conduct necessary research to gather information about the production and available archival materials. Prepare a RAD-compliant archival "finding aid" about the records from the production.

3. APPRAISAL REPORT (20%)
Due Monday February 25, 2013

Conduct an archival appraisal on a small unprocessed fonds. Write an appraisal report that includes a summary of the materials, recommendations on which materials should be discarded and which materials should be retained, and an explanation of the appraisal criteria used.

4. CORE FUNCTION ANNOTATED BIBLIOGRAPHY OR FINDING AID EVALUATION (20%)
Due Monday April 1, 2013

Annotated Bibliography: Choose two core functions of archives (e.g., appraisal, archival description, preservation, etc.). Conduct a review of literature on each core function and prepare an annotated bibliography.

Finding Aid Evaluation: A list of websites with online finding aids will be provided. Choose three websites and prepare an evaluation of the quality and usability of the finding aids.

5. PARTICIPATION AND IN-CLASS EXERCISES (20%)
Throughout the semester

Attendance and participation in seminars, in-class exercises, and online discussions is mandatory. Simple attendance is not enough to guarantee a passing participation mark.

METHOD OF EVALUATION

Assignments will be evaluated based on three or four equally-weighted criteria. I will provide a breakdown of your mark for each assignment and in-text comments on the style and substance of your written work. See the assignment handouts for a detailed explanation of the method of evaluation used for each assignment. 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.

Absence from class (one class)

Students are required to inform the instructor ahead of time of any absence from class. This absence may affect participation marks or class activities.

Extended absence from class (two or more classes)

- **Emergencies**
  - Contact the MLIS Program Coordinator and provide a list of the courses you are taking and your instructors' names.
- **Illness**
  - Contact your instructor(s) as soon as possible **prior to class** to inform him or her of your illness.
  - **All absences due to illness must be supported by a physician's note to be submitted to the MLIS Program Coordinator (JoAnn Watson) with a list of courses you are taking and your instructors' names.**

Late penalties for assignments

A penalty for late assignments will be assessed, unless prior permission has been given by the instructor to submit an assignment late, which normally will be for extended

illness, medical, or family emergencies only (see above). Late submissions will be assessed a penalty of five percent per day, including weekends. Assignments will not normally be accepted seven days or more after the due date; in such cases the student will receive a grade of zero.

Announcements

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

Participation

A high degree of participation in class will be expected. At a basic level, this means regular attendance, discerning reading of the assigned texts, engaging with in-class discussions and exercises, and collegial interaction with your peers. Discussions will continue online. Student participation and engagement are critical to ensuring the material is adequately covered. Simple attendance of every class is not enough to guarantee a passing class participation grade.

Laptops and Mobile Devices

Laptops will be permitted during seminars strictly for taking notes. Students will be asked to shut off laptops during in-class exercises unless the exercise requires the use of computers. Please turn off your mobile phones when you enter the classroom.

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 and exams should make their request to the Advising and Access

Services Center (AASC) prior to or at the outset of the regular academic year. Please visit www.dal.ca/access for more information and to obtain the Request for Accommodation – Form A.

A note taker may be required as part of a student's accommodation. There is an honorarium of $75/course/term (with some exceptions). If you are interested, please contact AASC 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, untouched, 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 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.

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

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; 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 anti-plagiarism software. 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.

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 throughout the semester.*

Week One (January 7, 2013) Introduction and Basic Archival Concepts	
Objectives:	1. Understand course goals, objectives, and expectations 2. Become familiar with basic archival concepts and functions 3. Explore the relationships between archives, libraries, museums, and

	records management
Optional Readings:	Students are encouraged to review the website "Understanding society through its records" by Ann Pederson: http://john.curtin.edu.au/society/index.html.

Week Two (January 14, 2013) Brief History; Arrangement and Description	
Objectives:	1. Highlight key points in the development of archives and archival science 2. Introduce theoretical concept of respect des fonds 3. Explore practical challenges presented by arranging archival materials 4. Introduce best practices and standards for archival arrangement and description
Due:	Sign up for seminar presentations
Activities:	Archival arrangement exercise (Killam 2616)
Required Readings:	Cook, Terry. "The Concept of the Archival Fonds: Theory, Description, and Provenance in the Post-Custodial Era." *Archivaria* 35 (1993): 24-37. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11882/12835 . Duranti, Luciana. "Origin and Development of the Concept of Archival Description." *Archivaria 35* (1993): 47-54. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11884/12837. Jimerson, Randall C. "Arrangement Techniques for Archives and Manuscripts." *OCLC Systems and Services* 18, no. 2 (2002): 75-78. http://ezproxy.library.dal.ca/login?url=http://search.proquest.com/docview/209774702?accountid=10406. MacNeil, Heather. "The Context is All: Describing a Fonds and its Parts in Accordance with the Rules for Archives Description." *The Archival Fonds: From Theory to Practice* (1992): 195-225.
Optional Readings:	Fisher, Rob. "In Search of a Theory of Private Archives: The Foundational Writings of Jenkinson and Schellenberg Revisited." *Archivaria 67* (Spring 2009): 1-24. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13205/14480. Meehan, Jennifer. "Rethinking Original Order and Personal Records." Archivaria 70 (Fall 2010): 27-44. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13294/14605.

Week Three (January 21, 2013) – Arrangement and Description	
Objectives:	1. Introduce the Rules for Archival Description 2. Understand the relationship between arrangement and description and the concept of respect des fonds 3. Become familiar with the structure and organization of archival finding aids 4. Explore the challenges and implications of archival description
Activities:	Seminar presentations and archival description exercise
Required Readings:	Canadian Council of Archives. *Rules for Archival Description: Statement of Principles*. Ottawa: Canadian Council of Archives, 2008. http://www.cdncouncilarchives.ca/RAD/RAD_Principles_July2008.pdf. Daines, J. Gordon and Cory L. Nimer. "Re-Imagining Archival Display: Creating User-Friendly Finding Aids. Journal of Archival Organization 9, 1 (2011): 4-31. DOI: 10.1080/15332748.2011.574019. Duff, Wendy and Marlene van Ballegooie. "Chapter 1: The Foundation of RAD." In *RAD Revealed: A Basic Primer on the Rules for Archival Description*. Ottawa: The Canadian Council of Archives, 2001. Milton, Lyn. "Chapter 8: Arrangement and Description." In *Keeping Archives, Third Edition*, edited by Jackie Bettington, Kim Eberhard, Rowena Loo, and Clive Smith. Melbourne: The Australian Society of Archivists, 2008. **Only read p. 252-273**.
Optional Readings:	MacNeil, Heather. "Trusting Description. Authenticity, Accountability, and Archival Description Standards." *Journal of Archival Organization 7* (2009): 89-107. Doi: 10.1080/15332740903117693. Meehan, Jennifer. "Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description." *American Archivist* 72, no. 1 (Summer 2009): 72-90. http://archivists.metapress.com/content/kj672v4907m11x66/fulltext.pdf.
Week Four (January 28, 2013) – Arrangement and Description	
Objectives:	1. Examine current and emerging practices for archival processing 2. Become familiar with information systems used to create multi-level archival descriptions 3. Understand the similarities and differences between organizational archives and personal archives 4. Understand the current debates on provenance and their impact on archival description and other core functions
Activities:	Seminar presentations
Required	Deodato, Joseph. "Becoming Responsible Mediators: The Application of

Readings:	Postmodern Perspectives to Archival Arrangement and Description." *Progressive Librarian* 27 (Summer 2006): 52-63. http://www.progressivelibrariansguild.org/PL_Jnl/pdf/PL27_summer2006.pdf.
	Yeo, Geoffrey. "The Conceptual Fonds and the Physical Collection." *Archivaria 73* (Spring 2012): 43-80. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13384/14691.
	Wurl, Joel. "Ethnicity as Provenance: In Search of Values and Principles for Documenting the Immigrant Experience," *Archival Issues 29.1* (2005): 65–76. http://ezproxy.library.dal.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=llf&AN=502942816&site=ehost-live.
Optional Readings:	Krawczyk, Bob. "Cross Reference Heaven: The Abandonment of the Fonds as the Primary Level of Arrangement for Ontario Government Records." *Archivaria* 48 (1999): 131-153. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12720/13899.
	Meissner, Dennis, and Mark A. Greene. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68.2 (2005): 208-263. http://archivists.metapress.com/content/c741823776k65863/fulltext.pdf.

Week Five (February 4, 2013) – Archival Appraisal

Objectives:	1. Introduce the fundamental concepts of appraisal theory 2. Explore the implications of selecting and assigning value to archival materials 3. Examine the documentation of archival appraisal
Activities:	Seminar presentations
Due:	Neptune Theatre production history assignment
Required Readings:	Cox, Richard J. "The End of Collecting: Toward a New Purpose for Archival Appraisal." In *No Innocent Deposits: Forming Archives by Rethinking Appraisal,* p. 19-46. Lanham, Md., and Oxford: Scarecrow Press, 2004.
	Duranti, Luciana. "The Concept of Appraisal and Archival Theory." *American Archivist* 57.2 (1994): 328-344. http://archivists.metapress.com/content/pu548273j5j1p816/fulltext.pdf.
	Library and Archives Canada. "*Appraisal Methodology: Macro-Appraisal and Functional Analysis. Part A: Concepts and Theory,"* prepared by Terry Cook. Ottawa: Library and Archives Canada, 2001. http://www.collectionscanada.gc.ca/government/disposition/007007-

	1035-e.html.
	Nesmith, Tom. "Documenting Appraisal as a Societal-Archival Process: Theory, Practice, and Ethics in the Wake of Helen Willa Samuels." In *Controlling the Past: Documenting Society and Institutions – Essays in Honor of Helen Willa Samuels,* p. 31-50. Terry Cook, ed. Chicago: Society of American Archivists, 2011.
Optional Readings:	Tschan, Reto. "A Comparison of Jenkinson and Schellenberg on Appraisal." *American Archivist 65.*2 (Fall-Winter 2002): 176-195. http://archivists.metapress.com/content/920w65g3217706l1/fulltext.pdf.

Week Six (February 11, 2013) – Archival Appraisal	
Objectives:	1. Introduce various archival appraisal methods 2. Examine practical challenges presented by archival appraisal 3. Discuss new developments in appraisal theory and practice 4. Apply appraisal theory to actual archival records
Activities:	Seminar presentations and archival appraisal exercise (Killam 2616)
Required Readings:	Bailey, Catherine. "From the Top Down: The Practice of Macro-Appraisal." Archivaria 43 (1997): 89 -128. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12177/13188. Library and Archives Canada. "*Appraisal Methodology: Macro-Appraisal and Functional Analysis. Part B: Guidelines for Performing an Archival Appraisal on Government Records*." Prepared by Terry Cook. Ottawa: Library and Archives Canada, 2001. http://www.collectionscanada.gc.ca/government/disposition/007007-1041-e.html. Samuels, Helen Willa. "Who controls the past?" *American Archivist* 49.2 (1986): 109-124. Accessed September 13, 2010. http://archivists.metapress.com/content/t76m2130txw40746/fulltext.pdf. Shilton, Katie and Ramesh Srinivasan. "Participatory Appraisal and Arrangement for Multicultural Archival Collections." *Archivaria* 63 (Spring 2007): 87-101. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13129/14371.
Optional Readings:	Cook, Terry. "Macroappraisal in Theory and Practice: Origins, Characteristics, and Implementation in Canada, 1950-2000." *Archival Science* 5.2/4 (2005): 101-161. http://link.springer.com.ezproxy.library.dal.ca/article/10.1007/s10502-005-9010-2. Eastwood, Terry. "Reflections on the Goal of Archival Appraisal in Democratic Societies." Archivaria 54 (2002): 59-71.

http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12855/14080.

Greene, Mark A. and Todd Daniels-Howell. "Chapter 7: Documentation with Attitude: A Pragmatists Guide to the Selection and Acquisition of Modern Business Records." In *The Records of American Business,* edited by James O'Toole, 162-229. Chicago: The Society of American Archivists, 1997.

Week Seven (February 18, 2013) – Archival Settings and Archival Formats	
Objectives:	1. Become familiar with the various settings in which archives can be found (e.g., governments, universities, churches, private sector, thematic archives, etc.) 2. Survey the various formats of archival records (e.g., textual records, graphic materials, audio, moving images, etc.) 3. Discuss authenticity and evidential value of archival records Discuss the current Canadian archival scene
Activities:	Seminar presentations and archival formats exercise (Killam 2616)
Due:	Archival appraisal report
Required Readings:	Lindsay, Anne. "Archives and Justice: Willard Ireland's Contribution to the Changing Legal Framework of Aboriginal Rights in Canada, 1963–1973." Archivaria 71 (Spring 2011): 35-62. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13330/14630. MacNeil, Heather. "Trusting Description. Authenticity, Accountability, and Archival Description Standards." Journal of Archival Organization 7 (2009): 89-107. Doi: 10.1080/15332740903117693. Millar, Laura. "The Spirit of Total Archives: Seeking a Sustainable Archival System."*Archivaria* 47 (1999): 46-65. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12697/13871.
Optional Readings:	O'Toole, James. "Archives and Historical Accountability: Toward a Moral Theology of Archives." *Archivaria* 58 (2004): 3-20. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12476/13586.
Week Eight (February 25, 2013)	
Reading Week:	No class – enjoy the break!
Week Nine (March 4, 2013) – Preservation	

Objectives:	1. Introduce basic concepts in preservation management planning 2. Discuss challenges involved with preserving modern information carriers 3. Explore the relationship between archival facilities and core archival functions
Activities:	Seminar presentations and tour of Dalhousie University Archives
Required Readings:	Canada Council of Archives. "Chapter 1: Getting Started." In *Basic conservation of archival materials*: *A guide.* Ottawa: Canadian Council of Archives, 2003. http://www.cdncouncilarchives.ca/RBch1_en.pdf. *Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Solutions*, online tutorial for the Digital Preservation Management workshop, developed and maintained by Cornell University Library, 2003-2006; extended and maintained by ICPSR, 2007-on. http://www.icpsr.umich.edu/dpm/. Pymm, Bob. "Building Collections for All Time: The Issue of Significance." *Australian Academic & Research Libraries* 37.1 (March 2006): 61-73. http://www.alia.org.au/publishing/aarl/37.1/collection.buildings.pdf. Roland, Lena, and David Bawden. "The Future of History: Investigating the Preservation of Information in the Digital Age." *Library & Information History* 28, no. 3 (September 2012): 220-236.
Optional Readings:	Adelstein, Peter Z. "IPI Media Storage Quick Reference." Image Permanence Institute (2004). https://www.imagepermanenceinstitute.org/webfm_send/301. Larsen, Poul Steen. "Books and Bytes: Preserving Documents for Posterity." *Journal of the American Society for Information Science* 50.11 (1999): 1020-1027. http://ezproxy.library.dal.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=2275328&site=ehost-live. Library of Congress. "Collections Care." Washington D.C.: Library of Congress, 2010. http://www.loc.gov/preservation/care/.
Week Ten (March 11, 2013) – Acquisitions and Accessioning	
Objectives:	1. Discuss the challenges with acquiring archival materials 2. Examine donation agreements and accession forms 3. Explore the relationships between donors, users, and archival repositories 4. Examine mandates, collection policies, and acquisition strategies
Activities:	Seminar presentations
Required	Crush, Peter J. "Chapter 6: Acquisition." In *Keeping Archives, Third Edition*, edited by Jackie Bettington, Kim Eberhard, Rowena Loo, and

Readings:	Clive Smith, 207-225. Melbourne: The Australian Society of Archivists, 2008.
	Council of Nova Scotia Archives. *Cooperative Acquisition Strategy.* Halifax: Council of Nova Scotia Archives, 2001. http://www.councilofnsarchives.ca/node/334.
	Hyry, T., Diane Kaplan, and Christine Weideman. "Though This Be Madness, Yet There is Bethod in 't: Assessing the Value of Faculty Papers and Defining a Collection Policy. *American Archivist* 65.1 (2002): 56-69. http://archivists.metapress.com/content/c01107u676225hq3/fulltext.pdf.
	Shapley, Maggie. "Chapter 7: Accessioning." In *Keeping Archives, Third Edition*, edited by Jackie Bettington, Kim Eberhard, Rowena Loo, and Clive Smith, 226-251. Melbourne: The Australian Society of Archivists, 2008.
Optional Readings:	Jackson, Laura Uglean and D. Claudia Thompson. "But You Promised: A Case Study of Deaccessioning at the American Heritage Center, University of Wyoming." *American Archivist* 73.2 (Fall-Winter 2010): 669-685.

Week Eleven (March 18, 2013) – Access, Privacy, and Outreach	
Objectives:	1. Understand practical issues involved with archival reference and access services 2. Explore the role of archives in shaping collective memory 3. Discuss strategies for archival outreach 4. Introduce access, copyright, and privacy legislation
Activities:	Seminar presentations
Required Readings:	Brinkhurst, Emma. "Archives and Access: Reaching Out to the Somali Community of London's King's Cross." *Ethnomusicology Forum* 21.2 (2012): 243-258. DOI:10.1080/17411912.2012.689470.
	Gafuik, Jo-Ann Munn. "Access-to-Information Legislation: A Critical Analysis." In *Better off Forgetting? Essays on Archives, Public Policy, and Collective Memory,* edited by Cheryl Avery and Mona Holmlund, 39-59. Toronto: University of Toronto Press, 2010.
	Harris, Valerie A., and Ann C. Weller. "Use of Special Collections as an Opportunity for Outreach in the Academic Library." *Journal Of Library Administration* 52, no. 3/4 (April 2012): 294-303. DOI:10.1080/01930826.2012.684508.
Optional Readings:	Timms, Katherine. "New Partnerships for Old Rivals: The Development of Integrated Access Systems for the Holdings of Archives, Libraries, and Museums." *Archivaria* 68 (Fall 2009):67-95. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13230/145

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Week Twelve (March 25, 2013) - Ethics	
Objectives:	1. Introduce basic concepts surrounding archival ethics 2. Examine professional codes of ethics 3. Become familiar with ethical challenges facing contemporary archivists
Activities:	Seminar presentations
Required Readings:	Association of Canadian Archivists. *Code of Ethics.* http://archivists.ca/content/code-ethics. Jimerson, Randall. "How Archivists 'Control the Past.'" In *Controlling the Past: Documenting Society and Institutions – Essays in Honor of Helen Willa Samuels,* p. 363-382. Terry Cook, ed. Chicago: Society of American Archivists, 2011. Landau, Carolyn and Topp Fargion. "We're All Archivists Now: Towards a More Equitable Ethnomusicology." *Ethnomusicology Forum* 21.2 (2012): 125-140. Doi: 10.1080/17411912.2012.690188. Zinn, Howard. "Secrecy, Archives, and the Public Trust." *Midwestern Archivist* 2.2 (1977):14-27. Republished online at: http://www.libr.org/progarchs/documents/Zinn_Speech_MwA_1977.html.
Optional Readings:	International Council on Archives. *Code of Ethics.* http://www.ica.org/5555/reference-documents/ica-code-of-ethics.html. Jimerson, Randall C. "Archives for All: Professional Responsibility and Social Responsibility." *American Archivist* 70.2 (2007): 252-281. http://archivists.metapress.com/content/5n20760751v643m7/fulltext.pdf.
Week Thirteen (April 1, 2013) – Archives Management and Emerging Issues	
Objectives:	1. Become familiar with current and emerging issues in the archival community 2. Revisit course goals and learning objectives 3. Discuss strategies for grant writing and fundraising
Activities:	Seminar presentations and budget exercise
Due:	Annotated bibliography **OR** Finding aid evaluation
Required Readings:	Daines III, J. Gordon. "Re-engineering Archives: Business Process Management (BPM) and the Quest for Archival Efficiency." *American Archivist* 74, no. 1 (Summer 2011): 123-157. Greene, Mark A. "The Power of Archives: Archivists' Values and Value in the Postmodern Age." *American Archivist* 72.1 (Spring/Summer 2009):

	13-41. Accessed September 5, 2011. http://archivists.metapress.com/content/k0322x0p38v44l53/fulltext.pdf. Tough, Alistair G. "Oral culture, written records and understanding the twentieth-century colonial archive. The significance of understanding from within." *Archival Science* 12, no. 3 (September 2012): 245-265. DOI: 10.1007/s10502-011-9162-1.
Optional Readings:	Anderson, Scott, and Robert B. Allen. "Envisioning the Archival Commons." *American Archivist* 72 (2009): 383-400. http://archivists.metapress.com/content/g54085061q586416/fulltext.pdf. Greene, Mark A. "MPLP: It's Not Just for Processing Anymore." *American Archivist* 73.1 (2010): 175-203. http://yalearchivalreadinggroup.pbworks.com/f/Greene.pdf.