

**Course Number & Name:** LIS 438 - Introduction to Archival Methods and Services

**Description:** Fundamentals of a wide range of archival activities including appraisal, acquisitions, arrangement, description, reference, and access. Overview of history and terminology of the profession. Discussion of the types and varieties of archival repositories and the value of historical records beyond traditional research use. Course includes a required 60-hour internship completed in an archives or manuscript repository. *Required course for Archives Management Concentration.*

- **Prerequisites:** None
- **Audience (level, environment/setting):** Introductory; Archives, Special Collections
- **Student Learning Outcomes** [by number]: 1, 3, 4, 6, 9
- **Topics/List of Lectures:**
  - Definitions
  - History of Recordkeeping
  - Processing: Arrangement and Description
  - Acquisitions and Collection Development
  - Appraisal
  - Reference
  - Preservation
  - Copyright
  - Privacy
  - Ethics
  - Security
- **Suggested Textbooks/Readings**
  - *Archives and the Public Good, Accountability and Records in Modern Society,* edited by Richard Cox and David Wallace, Westport, CT. :Quorum books, 2002.
  - Clanchy, M.T, *From Memory to Written Record, England 1066-1307,* 2d.ed., Oxford: Blackwell, 1993.
  - Cox, Richard J., *Closing an Era, Historical Perspectives on Modern Archives and Records Management,* Westport, Connecticut: Greenwood Press, 2000.
  - Fox, Michael J. and Peter Wilkerson *Introduction to Archival Organization and Description: Access to Cultural Heritage,* edited by, Suzanne R Warren, Los Angeles, Calif. : Getty Information Institute, 1998.
  - O'Toole, James M. *Understanding Archives and Manuscripts,* Chicago: Society of American Archivists, 1993.

- Pugh, Mary Jo, *Providing Reference Services for Archives and Manuscripts*, Chicago: Society of American Archivists, 1992.
- **Course History:**  
January 2005: discussed at curriculum retreat -- new description (voted on at 2/05 faculty meeting)
- **Document prepared by:** Jeannette Bastian, 3/05