

Course Number & Name: LIS 441 - Appraisal of Archives and Manuscripts

Description: Archival appraisal, or the assessment and evaluation of archival records to determine their continuing value for long-term retention, is one of the central and most critical challenges and responsibilities of the archivist. Building on the introductory exposure to appraisal offered in LIS 438, this course will focus on developing a theoretical framework for appraisal by introducing students to the strategies and methodologies of appraisal, through case studies and by exploring appraisal models developed and implemented within the profession. It will place the issues and activities of appraisal within the context of the documentation of society and the preservation of organizational and community memory.

- **Prerequisites:** LIS 438
- **Audience (level, environment/setting):** Masters; Archives concentrators
- **Student Learning Outcomes [by number]:** 1, 4, 6, 7, 9
- **Topics/List of Lectures:**
 - History and Foundations of Appraisal
 - Value and Significance
 - Collecting
 - Methods and Practice
 - Functional Analysis
 - Collection Policies
 - Appraisal Policies (NARA, etc)
 - Intrinsic Value
 - Case Studies
 - Appraisal Strategies
 - Macroappraisal
 - Documentation Strategy
 - Sampling, Use
 - Minnesota Method, Black Box
 - Appraising Electronic Records, Web Environments
- **Suggested Textbooks/Readings**
 - Brown, Michael F. *Who Owns Native Culture?*, Cambridge: Harvard University Press, 2003.
 - Booms, Hans, "Society and the Formation of Documentary Heritage: Issues in the Appraisal of Archival Sources," *Archivaria* 24 (Summer 1987), pp. 69-107.
 - Cook, Terry, "What is Past is Prologue: A History of Ideas Since 1898, and the Future Paradigm Shift", *Archivaria* 43 (Spring 1997): 17 – 63.

- Cox, Richard J., *Documenting Localities: A Practical Model for American Archivists and Manuscripts Curators*, Metuchen: Scarecrow Press, 1996.
 - Cox, Richard J., *No Innocent Deposits: Forming Archives by Rethinking Appraisal*, Lanham, Md.: Scarecrow Press, 2004.
 - Craig, Barbara L. *The Archival Imagination; Essays in Honour of Hugh Taylor* (Ontario: Association of Canadian Archivists, 1992.
 - Dilworth, Leah, ed., *Acts of Possession: Collecting in America* (New Brunswick, New Jersey: Rutgers University Press, 2003).
 - Ham, F. Gerald , *Selecting and Appraising Archives and Manuscripts* ,Chicago: Society of American Archivists, 1992.
 - Haas, Joan K.,Helen W. Samuels, and Barbara T. Simmons, *Appraising the Records of Modern Science and Technology: A Guide* (Cambridge: Massachusetts Institute of Technology, 1985)
 - O'Toole, James M. ed., *The Records of American Business* ,Chicago: Society of American Archivists, 1997.
 - Samuels,Helen W., *Varsity Letters: Documenting Modern Colleges and Universities*, Metuchen, NJ: Scarecrow Press, 1992.
- **Course History:**
November 2004: Moved from two (LIS 520W) to three credits (voted at 11/04 faculty meeting)
 - **Document prepared by:** Jeannette Bastian, 3/05