

Course Number & Name: LIS 442 - Establishing Archives and Manuscript Programs

Description: Developing a knowledge base that encompasses a variety of competencies around sustaining an archives is vital for archivists who often work in small one or two person repositories or may face the challenges of establishing new repositories. This course will analyze the requirements of such small or emerging programs and focus on the ways to develop strategic plans, locate and pursue sources of funding, market and design outreach, understand the physical and intellectual resources of an archival facility; and sustain program growth. The class will also examine these issues within the context of different types of archives (i.e. government, academic, historical societies).

- **Prerequisites:** LIS 438
- **Audience (level, environment/setting):** Masters; Archives concentrators
- **Student Learning Outcomes [by number]:** 3, 4, 5, 8, 9
- **Topics/List of Lectures:**
 - Starting an Archives
 - Strategic Planning
 - Resource Management in an Archives
 - physical environments
 - program requirements
 - human resources
 - leadership
 - Sources of Funding and Grants
 - Types of archival institutions
 - Government
 - Corporate
 - Historical societies
 - Academic/ special collections
 - Museums
 - Sustaining growth
 - Evaluation of programs and facilities
 - Case Studies: NARA, etc.
- **Suggested Textbooks/Readings**
 - Bergman, Jed I., *Managing Change in the Nonprofit Sector; Lessons From the Evolution of Five Independent Research Libraries*, San Francisco: Jossey-Bass, 1995.

- *Corporate Archives and History: Making the Past Work*, ed. by Arnita A. Jones and Phillip L. Cantelon, Malabar, Fl.: Krieger, 1993.
 - Cox, Richard J., *Managing Institutional Archives, Foundational Principles and Practices*, Westport, Ct.: Greenwood, 1992.
 - Dearstyne, Bruce, W. *Managing Historical Records Programs*, Walnut Creek, CA: Alta Mira Press, 2000.
 - Guthrie, Kevin, *The New-York Historical Society; Lessons From One Nonprofit's Long Struggle for Survival*, (San Francisco: Jossey-Bass, 1996).
 - Wilsted, Thomas and William Nolte, *Managing Archival and Manuscript Repositories*, (Chicago: SAA, 1991).
 - Yakel, Elizabeth, *Starting an Archives*, Lanham, Md.: Society of American Archivists and Scarecrow Press, 1994.
- **Course History:**
 - November 2004: Moved from two (LIS 520T) to three credits (voted at 11/04 faculty meeting)
 - **Document prepared by:** Jeannette Bastian, 3/05