

Course Number & Name: LIS 531N - Archives for Librarians

Description: This course is designed to introduce the basic concepts of archival theory and practice to non-archivists who are entering the information profession, and to provide a bridge between archival and library practice. Through special collections, local history collections and web-based exhibits, traditional archival concerns, particularly in areas such as arrangement, description, authenticity, context and preservation are becoming issues of concerns in the wider information arena. Archives and archival issues are increasingly integrated into library and information activities, archives often exist within libraries, and librarians may find themselves responsible for archival collections. The course will present a general overview of the archival profession in the United States, introduce basic concepts of archival theory and practice as well as current issues in archives management, acquaint students with the professional literature and examine the differences and similarities of the archival and library professions particularly as they relate to the current information environment.

Prerequisites: None

Audience: Masters level. Non-Archives students interested in academic, public and corporate libraries.

Student Learning Outcomes: 1, 4, 9, 10

Topics/List of Lectures:

- Definitions: What is an Archives? Who are Archivists and Records: Managers? Archives as information centers. Differences and similarities between archives and libraries.
- Archival Theory and Processes
- History of Archives and Recordkeeping
- Collection Development : Appraisal and Acquisition
- Arrangement and Description: MARC, EAD, DACS, EAC.
- Preservation: Paper and Digital
- Reference, Access and Use
- Ethics, Security and Privacy
- Establishment/Management of Archives
- Archives in Libraries: Special Collections, Local History, Institutional Archives
- Convergence: Archival and library practices on the Web, OAI, MODS, METS etc.

Suggested Textbooks/Readings:

Karen Benedict, *Ethics and the Archival Profession: Introduction and Case Studies* (Chicago: Society of American Archivists, 2003).

Terry Cook, "Fashionable Nonsense or Professional Rebirth: Postmodernism and the Practice of Archives," *Archivaria* 51 (Spring 2001): 14-36.

Richard J. Cox, *No Innocent Deposits; Forming Archives by Rethinking Appraisal* (Maryland: Scarecrow Press, 2004).

Richard Cox and James M. O'Toole, *Understanding Archives and Manuscripts* (Archival Fundamentals Series II), Chicago: Society of American Archivists, 2006.

Describing Archives: A Content Standard (Chicago: Society of American Archivists) 2004.

Anne J. Gilliland-Swetland, *Enduring Paradigm, New Opportunities: The Value of the Archival Perspective in the Digital Environment* (Washington, D.C.: Council on Library and Information Resources, February 2000), also available full-text at <http://www.clir.org/pubs/abstract/pub89abst.html>.

Randall C. Jimerson, ed. *American Archival Studies: Readings in Theory and Practice*. (Chicago: Society of American Archivists, 2000).

Eric Ketelaar, "The Right to Know, the Right to Forget? Personal Information in Public Archives," *Archives and Manuscripts* Vol. 23, No. 1 (1995): 8-17.

Menzi L. Behrnd-Klodt and Peter J. Wosh, eds., *Privacy and Confidentiality Perspectives: Archivists and Archival Records* (Chicago: Society of American Archivists, 2005).

Brian Lavoie, "Thirteen Ways of Looking at...Digital Preservation," *D-Lib Magazine* 10, (July/August 2004).
<http://www.dlib.org/dlib/july04/lavoie/07lavoie.html#2>

Tom Nesmith, "Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives," *American Archivist* 65(Spring/Summer 2002): 24-41.

Mary Jo Pugh, *Providing Reference Services for Archives and Manuscripts*, (Chicago: Society of American Archivists, 2005),

Smith, Abby. *The Future of the Past: Preservation in American Research Libraries*. Washington, D.C.: Council on Library and Information Resources, 1999. Available as pub82 at: <http://www.clir.org/pubs/abstract/pub82abst.html>

Course History:

October 2006: Originally a two-credit course, it was dropped from the curriculum during the changeover to three credits. Due to demand for a non-concentration introductory archives course which does not have an internship, it is now being re-instated as a three-credit course.

November 2006: Voted in as new course.