



We acknowledge that we are on the traditional, ancestral and unceded territory of the hə́nqəmí̄nəm speaking Musqueam people.

**The mission of UBC iSchool is to enhance humanity's capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.**

## ARST 555 The Preservation of Digital Records – Course Syllabus (3)

**Program:** Master of Archival Studies

**Year:** 2020-2021 Winter Session, Term 1

**Course Schedule:** Thursday, 6:00-9:00 pm

**Location:** remote – synchronous

**Instructor:** Corinne Rogers

**Office hours:** consistently available by email.

**E-mail address:** [cmrogers@mail.ubc.ca](mailto:cmrogers@mail.ubc.ca) or [corinne.rogers@gmail.com](mailto:corinne.rogers@gmail.com)

**Learning Management Site:** <http://lthub.ubc.ca/guides/canvas/>

**Course Goal:** The goal of this course is to give students an opportunity to build on basic knowledge acquired in the first year courses by exploring in depth issues concerning the management and preservation of digital records by the creating organization/individual and its legitimate successor, such as an archival program or institution.

**Course Objectives:** Upon completion of this course students will be able to:

1. demonstrate an in-depth appreciation of the challenges presented to both records creators and records preservers by the adoption of digital technology for records creation, maintenance and preservation (1.1)
2. address such challenges through proper planning and strategizing (1.2.1, 1.2.2, 1.2.3, 1.2.4)
3. select, among a variety of recommended and/or implemented methods for ensuring the preservation of digital records, the most appropriate for a specific institution or body of records (1.4, 1.5, 1.6, 2)
4. demonstrate familiarity with recent and current research on the preservation of digital records as well as the main body of relevant literature (3)
5. approach new and unforeseen digital records issues from a solid knowledge of concepts and principles (2.1, 2.2, 2.3)

**Course Topics:**

1. concepts and principles involved in the creation, management and preservation of digital records; digital diplomatics; digital records forensics
2. existing policies, standards, practices and systems for the creation, management and preservation of digital records; focus on file format identification, metadata standards, selection of preservation tools
3. the creation, management and preservation of digital records by individuals, communities of practice, small businesses and unstructured organizations (e.g. universities)

4. management frameworks for digital records by structured records creating organizations
5. management frameworks for the preservation of digital records by archival units/organizations/institutions; designing workflows for digital preservation
6. theory and methods for the management and preservation of digital records developed by contemporary research projects and discussed in the pertinent literature

**Prerequisites:** MAS and Dual Students: completion of the MAS core courses and ARST 520. MLIS students: completion of **both the MLIS and MAS cores**, plus permission of the SLAIS Graduate Adviser

**Format of the course:** The class is scheduled to meet for three hours each week. This will be delivered synchronously (usually 1.5-2 hours) followed by an asynchronous section. The format of the course consists of lectures accompanied by discussion, students' presentations followed by Q&A.

**Required and Recommended Reading:** The reading list will be available in the first class.

### Course Assignments

Assignment Name	Due Date	Weight	Graduate Competencies
Class Presentation – group presentation	As assigned	25%	2.1, 3.2
Asynchronous discussion and written responses to questions based on assigned readings.		50%	2.1, 3.1
Critique: A critical essay of about 1000 (without the footnotes) words on a relevant topic proposed by you and accepted by the instructor (to be submitted in digital form: PDF for authenticity and Word for ease of editing and commenting)	December 6 (midnight)	25%	1.1, 1.6, 2.1.1, 3

### Course Schedule

Date	Topics and Assignments
10 Sept.	Introduction to the course. Discussion of the required and recommended readings, web sites, etc., discussion about course format
17 Sept.	What is digital preservation? History of digital preservation. The concept of record in the digital environment.
24 Sept.	Keeping and maintaining accurate and authentic digital records. Standards and models related to digital recordkeeping and their relation to digital preservation.
1 Oct.	Appraisal, value, and preservation intent
8 Oct.	Tools for digital preservation – Open source vs proprietary; Role of digital forensics
15 Oct.	Open Archival Information System Reference Model; Preservation as a Service for Trust

22 Oct.	Guest Speaker: Glenn Dingwall (TBC) Digital Preservation at the City of Vancouver
29 Oct.	Metadata and Archival Description Class presentations
5 Nov.	Preserving Email Class presentations
12 Nov.	Preserving websites Class presentations
19 Nov.	Preserving social media Class presentations
26 Nov.	Case studies Class presentations
3 Dec.	Case studies Class presentations

**Attendance:**

- Attendance is required in all class meetings. If you know you are going to be absent you must inform me beforehand if at all possible.
- Up to 2 excused absences are allowed with prior notification to me. Additional absences will require a note from a health professional or Access and Diversity. Failure to provide this documentation could result in a lower course mark.
- Any penalties imposed for excessive absences are at the discretion of the instructor.

**Evaluation:** All assignments will be marked using the evaluative criteria given on the [iSchool web site](#). Marked work will not be re-graded. Missed in-class exam/test will involve a zero for the corresponding component of the final mark unless you have a note from a health professional or Access and Diversity.

**Required Materials:** All required materials are available either at the UBC Library or on my website.

**Policies and Resources to Support Student Success:** UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policies-resources-support-student-success>)

**Centre for Accessibility:** Centre for Accessibility works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Centre for Accessibility unit: [<https://students.ubc.ca/about-student-services/centre-for-accessibility>]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

**Religious Accommodation:** The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the

instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

## **Academic Integrity**

### Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: <http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.

**Additional Course Information:** Class presentation assignments will be handed out on the first day of class.