



THE UNIVERSITY OF BRITISH COLUMBIA

iSchool (Library, Archival & Information Studies)  
Faculty of Arts

We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmi̓n̓əm̓ 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 510 Archival Diplomatics – Course Syllabus (3)**

**Program:** Master of Archival Studies

**Year:** 2019-2019 Winter Session Term 1

**Course Schedule:** Thursday 2:30-5:30

**Location:** UCLL 107

**Instructor:** Luciana Duranti

**Office location:** SLAIS 478

**Office phone:** 604-822-2587

**Office hours:** Thursdays 1:20-2:20pm in the hall in front of the classroom; otherwise, available for quick questions after class and during the break, or by appointment; consistently available by email.

**E-mail address:** luciana.duranti@ubc.ca

**Learning Management Site:**

<http://lthub.ubc.ca/guides/canvas/>

**Course Goal:** To give you an understanding of the nature of archival documents/records.

### **Course Objectives:**

1. To provide an understanding of the characteristics of archival material and mastery of the fundamental archival terminology [1.1, 2.1.1]
2. To develop the intellectual framework for the systematic identification and critical evaluation of archival material [3.1.1]
3. To enable you to analyze documents on the basis of their form, formation, and consequences [1.2.1, 1.2.5]
4. To develop an appreciation of the nature, function, use, and value of documentary evidence of actions and transactions [1.5.1]

### **Course Topics:**

1. The concepts of data, information, document, and archival document/record.
2. The concepts of reliability, accuracy and authenticity.
3. The status, methods, and forms of transmission of archival documents.
4. The juridical system, the concepts of fact and act, and the function of archival documents in relation to facts and acts.
5. The persons concurring in the formation of archival documents and the effects they have on their nature.
6. The formation of archival documents and the characteristics they derive from it.
7. The extrinsic and intrinsic elements of archival documents.

**Prerequisites:** MAS and Dual students take this as part of the MAS core. MLIS students: completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser



**Format of the course:** The course consists of lectures, class discussions, and in-class exercises and analysis of documents.

**Required and Recommended Reading:**

Required:

NOTE: The Duranti book (first item in the list) is available at the UBC Bookstore. Many readings are available either online or in electronic format through the UBC Library. All *Archivaria* articles are available in electronic format through its website: <https://archivaria.ca/index.php/archivaria>. Additional course material is available on the restricted area of the Luciana Duranti Students Pages at <http://www.lucianaduranti.ca/> (user name and password for the restricted area will be provided in class), and at <https://ubc.academia.edu/LucianaDuranti>. Handouts and copies of documents will be provided on a class-by-class basis.

1. Duranti, Luciana. *Diplomatics: New Uses for an Old Science*. Lanham, MD, and London: The Scarecrow Press, 1998. [The book contains a series of six articles published in *Archivaria* 28 (Summer 1989) through 33 (Winter 1991-92)].
2. Duranti, Luciana. "Archival Science," in *Encyclopedia of Library and Information Science*, edited by Allen Kent, vol. 59. New York, Basel, Hong Kong: Marcel Dekker, 1996: 1-19.
3. Duranti, Luciana. "The Archival Bond," *Archives & Museum Informatics* 11, nos. 3-4 (1997): 213-18.
4. Eastwood, Terry. "What is Archival Theory and Why is it Important?" *Archivaria* 37 (Spring 1994): 122-30.
5. Duranti, Luciana and Patricia Franks, eds. *Encyclopedia of Archival Science*. Lanham, MD: Rowman & Littlefield Publishing Group, 2015. Entries about all concepts covered in class.
6. Jenkinson, Hilary. Chapter 1 in *A Manual of Archives Administration*. London: Percy Lund, Humphries & Co., 1937; reprint 1965.
7. Livelton, Trevor. *Archival Theory, Records, and the Public*. Lanham, MD: Scarecrow Press, 1996
8. MacNeil, Heather. Chapter on Diplomatics in *Trusting records: legal, historical, and diplomatic perspectives*, Dordrecht, Netherlands: Kluwer Academic, 2000.
9. Schellenberg, T.R. "Nature of Archives," Chapter 2 in *Modern Archives: Principles and Techniques*. Chicago, Ill.: University of Chicago Press, 1956; reprint, The Society of American Archivists, 1998.

Recommended:

- Duranti, Luciana. "Concepts and principles for the management of electronic records, or records management theory is archival diplomatics," *The Records Management Journal* 20, 1 (2010):78-95.
- Duranti, Luciana. "Archives as a Place," *Archives & Manuscripts* 24, 2 (1996): 242-255. Republished in *Archives & Social Studies: A Journal of Interdisciplinary Research*, 1, 1 (2007). Online at [http://socialstudies.cartagena.es/index.php?option=com\\_content&task=view&id=48&Itemid=42](http://socialstudies.cartagena.es/index.php?option=com_content&task=view&id=48&Itemid=42).
- Duranti, Luciana. "Diplomatics," *Encyclopedia of Library and Information Science*. Marcia Bates, Mary Niles Maack, Miriam Drake eds. New York, Basel, Hong Kong: Marcel Dekker, INC., 2009.
- Turner, Janet. "Experimenting with New Tools: Special Diplomatics and the Study of Authority in the United Church of Canada." *Archivaria* 30 (Summer 1990): 91-103.
- Duranti, Luciana. "The Concepts of Reliability and Authenticity and Their Implications." *Archivaria* 39 (Spring 1995): 5-10.



- Duranti, Luciana, and Heather MacNeil, "The Preservation of the Integrity of Electronic Records: An Overview of the UBC-MAS Research Project." *Archivaria* 42 (Spring 1997): 46-67.
- Duranti, Luciana and Kenneth Thibodeau, "The Concept of Record in Interactive, Experiential and Dynamic Environments: the View of InterPARES," *Archival Science* 6, 1 (2006): 13-68. Online at: <http://dx.doi.org/10.1007/s10502-006-9021-7>.
- Duranti, Luciana, Eastwood, Terry, and Heather MacNeil. Chapters 1 and 2 in *Preservation of the Integrity of Electronic Records*. Dordrecht, Netherlands: Kluwer Academic Publishing, 2002.
- MacNeil, Heather. "Providing grounds for trust: developing conceptual requirements for the long-term preservation of authentic electronic records," in *Archivaria* 50, 2000, p. 52-78
- MacNeil, Heather. "Trusting records in a postmodern world," in *Archivaria* 51, 2001, p. 36-47
- "Special Section on Diplomats and Modern Records." *The American Archivist* 59, no. 4 (Fall 1996): 412-94.

**Course Assignments** Due dates and Weight in relation to final course mark.

Assignment Name	Due Date	Weight	Graduate Competencies
Mid-term Exam: Two in-class written essays on concepts and terminology covered to date, closed book.	October 24	40%	[1.1, 2.1.1]
Diplomatic Analysis Test: In-class written documentary analysis, open book and notes (no computer)	November 28	40%	[1.2.1, 1.2.5]
Class Participation: attendance at all lectures; contribution to class discussion and the assigned document analysis.	Continuous	20%	[1.1, 1.2.1, 1.2.5, 1.5.1, 2.1.1.]

**Course Schedule**

Topic	Date
Introduction to the course.  Archival science, archives, archival fonds, archival document, archival bond.  The concepts of data, information, document, and record.	Week 1 – Sept. 5
Lois Evans on "Diplomatics, its history and development."	Week 2 – Sept. 12
The diplomatic concept of record.  Status, methods, forms of transmission of records.	Week 3 – Sept. 19
The trustworthiness of records.  Juridical system, fact and act, and the function of archival documents.	Week 4 – Sept. 26



Persons concurring in the creation of archival documents. Public and private archival documents. Procedure of records creation.	Week 5 – Oct. 3
Lois Evans: Concept of documentary form and its basic structure. The elements of documentary form and structure of diplomatic criticism.	Week 6 – Oct. 10
Review of all concepts covered in class.	Week 7 – Oct. 17
Midterm Exam	Week 8 – Oct. 24
Diplomatic Analysis	Week 9 – Oct. 31
Diplomatic Analysis	Week 10 – Nov. 7
Diplomatic Analysis	Week 11 – Nov. 14
Diplomatic Analysis	Week 12 – Nov. 21
Diplomatic Analysis Test	Week 13 – Nov. 28

**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



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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:** In this course, precision in the use of terminology and in the formulation of concepts is a requirement, and so are correct English grammar and syntax.