



THE UNIVERSITY OF BRITISH COLUMBIA

School of Information
Faculty of Arts

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

School Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.

ARST 575K / LIBR 539H Personal Archives – Course Syllabus (3)

Program: MAS/MLIS

Year: Winter 2020-21, Term 2

Course Schedule: Tuesdays, 2:00-4:50 pm

Location: Online, zoom link provided in Canvas

Instructor: Dr. Jennifer Douglas (she/her/hers)

Office location: Zoom link:

Office phone: 604-827-5905

Office hours: Thursdays, 10:00am-noon, or by appointment

E-mail address: jen.douglas@ubc.ca

Learning Management Site: <https://canvas.ubc.ca/courses/60449>

Course Goal: This course will introduce students to the theoretical and methodological knowledge necessary for the understanding and management of archives created by individuals, families and communities. After completing the course, students will understand the particular challenges posed by such archives and will have gained knowledge and strategies necessary to meet these challenges.

FNCC specialization: The assignments in this course can serve the requirements of the First Nations Curriculum Concentration (FNCC). If students would like to take this course for FNCC credit, they are invited to contact me to discuss this option

Learning Outcomes:

Upon completion of this course students will be able to:

1. Demonstrate a clear understanding of the theoretical and methodological issues related to the archives of individuals, families and communities. [1.1, 1.4, 4.1]
2. Demonstrate the ability to analyze personal archives and to make decisions about how best to treat them. [1.1, 1.2, 4.1, 5.1]
3. Demonstrate an understanding of how non-organizational archives both strengthen and challenge traditional archival ideas. [1.4, 4.1]
4. Demonstrate an understanding of the topics below.

Course Topics:



- The nature and characteristics of individual, family and community archives.
- Issues related to the appraisal and acquisition of personal archives.
- Issues related to the arrangement and description of personal archives.
- Issues related to digital personal archives.
- Ethical and legal issues related to personal and community archives.
- Community archives projects and goals.
- The relationship between community archives and established archival institutions.

Prerequisites:

ARST 575K: Completion of MAS core courses and ARST 520

LIBR 539H: Completion of MLIS core courses and LIBR 579G

Dual students must meet the prerequisites for the section [ARST or LIBR] in which they are registered.

Format of the course: We will meet in Zoom, using the link provided in the course Canvas site. The course will include a combination of short lectures, class discussion, in-class activities, guest speakers and student presentations. Active participation is expected; this doesn't mean you are expected to speak up all the time in class, but active listening, participation in class activities, and keeping up with course readings is expected.

Estimated number of weekly hours students should dedicate to this class (preparation activities + class activities + assignments): 10-12 hours

Required and Recommended Reading: A full list of required and recommended readings will be available on Canvas and circulated in the first class. All course readings will be available through the UBC Library and/or in Library Online Course Reserves (LOCR) in Canvas.

Course Assignments:

Assignment Name	Due Date	Weight	Graduate Competencies
Community archives wiki (small group assignment)	February 9	25%	2.1, 3.1, 4.1
Research paper/project proposal	March 2	15%	1.4, 2.1, 4.1, 4.2
Research paper/project	March 30	35%	1.4, 2.1, 4.1, 4.2, 5.3
Research paper/project lightning talk	April 6 or 13	15%	1.4, 2.1, 4.1
Participation self-assessment	April 16	10%	5.1

Course Schedule [week-by-week]:

Topic	Date
Introductions: <ul style="list-style-type: none"> • To each other • To the course • To personal archives 	WEEK 1: January 12



<ul style="list-style-type: none">• To community archives• To person-centred archival theory and practice	
Personal archives: Their nature, characteristics and archival value Emerging theme: The personal in the organizational	WEEK 2: January 19
Community archives: Their nature, characteristics and archival value Wiki workshop, with guest Danielle Robichaud (University of Waterloo)	WEEK 3: January 26
The principle of provenance in personal and community archives Emerging theme: Place and space	WEEK 4: February 2
Emerging theme: Affect, feeling, intimacy and the body Guest panel: Marika Cifor (University of Washington) and Jamie A. Lee (University of Arizona)	WEEK 5: February 9
NO CLASS	READING WEEK: February 16
Personal digital archives (asynchronous module)	WEEK 6: February 23
Ethics and access in personal and community archives	WEEK 7: March 2
Relationships (1): Working with Donors Guest Panel: Krisztina Laszlo (UBC Rare Books and Special Collections); Heather Home (Queens University Archives); Amy Furness (Art Gallery of Ontario)	WEEK 8: March 9
Emerging theme: Working with difficult records Guest Panel: Nicola Laurent (Find & Connect, University of Melbourne); Kirsten Wright (Find & Connect, University of Melbourne); Michaela Hart (Department of Health and Human Services, Victoria, Australia); Noah Duranseaud (UBC IRSHDC); Emily Larson (UBC IRSHDC)	WEEK 9: March 16



Relationships (2): Working with Community Guest Panel: Lisa Uyeda (Nikkei National Museum and Cultural Centre); Genevieve Weber (Royal BC Museum); Alysa Routtenberg (Jewish Museum and Archives of BC); Raegan Swanson (Arquives) Emerging theme: The activist archivist	WEEK 10: March 23
Rethinking archival functions, policies and methodologies for personal and community archives	WEEK 11: March 30
Unpacking the 'personal': Inclusion and exclusion in personal archives theory Lightning talks (1)	WEEK 12: April 6
Lightning talks (2) Course wrap up	WEEK 13: April 13

Attendance:

I hope everyone can attend all synchronous meetings, but I also understand that this semester is highly unusual and that some or many of you are trying to attend class around caregiving and other responsibilities and stresses. If you know in advance that you can't attend a class, please try to let me know. If you can't let me know in advance, please make sure to be in touch so that I can ensure you receive any missed materials and understand concepts or methods discussed in class.

Evaluation: All assignments will be marked using the evaluative criteria given on the [iSchool web site](#).

If you find yourself in need of an extension for an assignment, please contact me as soon as possible by email or in office hours to make arrangements. While I am willing to consider extensions, and especially as we all experience the effects of the Covid19 global pandemic in different ways, please remember that assignment deadlines are there in part to help you manage your time; consideration of your overall workload and ability to complete the term should be part of any of your thinking about an extension. Ideally, extensions should only be used in cases of illness, emergency or other unavoidable situation, but please contact me if at any point you are running into trouble with deadlines and assignments.

Assignment deadlines are set to the Vancouver time zone, so be sure you check the timezone app in Canvas.



Required Materials: All required materials will be made available to you via the UBC Library Catalogue or Online Course Reserves through Canvas. There are no costs for materials associated with this course. If at any point you have trouble accessing course readings, please let me know right away so I can help.

Academic Concession: If you miss marked coursework for the first time (assignment, exam, presentation, participation in class) and the course is still in-progress, **speak with me immediately** to find a solution for your missed coursework. Any concessions that will result in a change to the student record (such as late withdrawal from the course) will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation. If this is not the first time you have requested concession or classes are over, please consult the [Faculty of Graduate and Postdoctoral Studies' webpage on academic concession](#), and then contact me where appropriate.

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>)

Academic Integrity: The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply when the matter is referred to the Office of the Dean. Careful records are kept in order to monitor and prevent recurrences. A more detailed description of academic integrity, including the University's policies and procedures, may be found in the [UBC Calendar: Student Conduct and Discipline](#). Academic misconduct includes cheating, plagiarism, and self-plagiarism <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959> (§7)

Academic Accommodation for Students with Disabilities: Academic accommodations help students with a disability or ongoing medical condition overcome challenges that may affect their academic success. Students requiring academic accommodations must register with the [Centre for Accessibility](#) (previously known as Access & Diversity). The Centre will determine that student's eligibility for accommodations in accordance with [Policy LR7: Accommodation for Students with Disabilities \(Joint Senate and Board Policy\)](#). Academic accommodations are not determined by your instructors, and instructors should not ask you about the nature of your disability or ongoing medical condition, or request copies of your disability documentation. However, your instructor may consult with the Centre for Accessibility should the accommodations affect the essential learning outcomes of a course.



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Other Course Policies as Relevant:

Pronouns and Names: I will do my best to treat all students with respect in this course. I will gladly learn to pronounce your name correctly and honour your request to address you by a name different than what appears on the class list. I will also create opportunities for students to share their pronouns if they wish to do so. I use she/her pronouns and you are perfectly welcome to call me Jennifer. If you find it easier to address me more formally as Dr. Douglas, that is also just fine.

Office hours and contacting me: I'll hold regular weekly office hours from 10:00am to noon on Thursdays throughout the term. You can access these office hours through the zoom link in Canvas. You can come to office hours with questions about assignments, or about the course more generally, or even if you just want to pop in and say hi and have a chat. If the scheduled office hours are at a time that doesn't work for you, please feel free to email me to set up an alternate time. Please don't hesitate to contact me if you have any concerns about the course or about your own performance. These days, I receive a high volume of email. I will try to respond to emails within 24 hours; if you haven't heard from me within 48 hours please don't hesitate to re-send your message!

A Note on Reference Style: Archival studies is a trans- and interdisciplinary area of study. As such, there is no default referencing style associated with the field. Preferred styles include APA, MLA and Chicago. You are free to choose an accepted reference style; please use it consistently and accurately!

Keep Learning: You, your instructors, and peers are all figuring out how to teach and learn in a fully online environment. This transition comes with expected and unexpected challenges and means your learning may not look or feel like what you expect. Know that you are not alone in navigating these changes. UBC is an exceptional community doing all we can to support one another. The Keep Learning website (<https://keeplearning.ubc.ca>) compiles resources to help you set up, learn effectively online, understand the technologies used at UBC, take care of yourself, answer questions, and get support in this new context.