



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 hən̓q̓əmiñəm speaking Musqueam people.

**iSchool 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 2019-20, Term 2

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

**Location:** IBLC 461

**Instructor:** Dr. Jennifer Douglas

**Office location:** IBLC 487

**Office phone:** 604-827-5905

**Office hours:** Tuesdays, 10-noon or by appointment

**E-mail address:** [jen.douglas@ubc.ca](mailto:jen.douglas@ubc.ca)

**Learning Management Site:** <https://canvas.ubc.ca/courses/34832>

**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.

### Course Objectives:

#### 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:**

The course will consist of a combination of short lectures, class discussion, in-class activities, guest speakers and site visits. 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.

**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
Group blog post on a community archives	February 4	20%	2.1, 3.1, 4.1
Studies in documents PROPOSAL	February 25	15%	2.1, 4.1, 4.2
Studies in documents LIGHTNING TALK	March 31 OR April 7	15%	2.1, 4.1,
Studies in documents FINAL PAPER	April 7	35%	4.1, 4.2, 5.3
Participation in in-class activities and discussions	Throughout	15%	1.4, 2.1, 3.1, 4.1

**Course Schedule:** Please note that this schedule is subject to change before the start of class; changes will not involve the topics covered, but the order in which they are covered. This is primarily to accommodate guest speakers' schedules.

Topic	Date
Introductions: <ul style="list-style-type: none"> <li>■ To the course</li> <li>■ To personal archives</li> <li>■ To community archives</li> <li>■ To studies in documents (Studies in Documents #1)</li> </ul>	WEEK 1: January 7
Personal archives: their nature, characteristics and archival value  Emerging theme: The personal in the organizational	WEEK 2: January 14



In-class activity #1 (Participation)	
Community archives: their nature, characteristics and archival value Studies in documents #2	WEEK 3: January 21
The principle of provenance in personal archives Emerging theme: Place and space	WEEK 4: January 28
The principle of provenance in personal archives lab (In class activity #2 Participation) <ul style="list-style-type: none"><li>The first half of this class will take place in the seminar room at UBC Rare Books and Special Collections. Please arrive 15 minutes early to register and put your belongings in a locker</li></ul>	WEEK 5: February 4
Emerging theme: Affect and intimacy Studies in documents assignment workshop	WEEK 6: February 11
NO CLASS READING WEEK	WEEK 7: February 18
Personal digital archives In class activity #3 (Participation)	WEEK 8: February 25
Ethics and access in personal and community archives In class activity #4 (Participation)	WEEK 9: March 3
Relationships (1): Working with Donors and Guest panel	WEEK 10: March 10
Studies in Documents #3 Emerging theme: The activist archivist	WEEK 11: March 17
Emerging theme: Working with difficult records	WEEK 12:



Studies in documents #4	March 24
Studies in documents lightning talks: Round 1 Relationships (2): Working with community – [Guest panel]	WEEK 13: March 31
Studies in documents lightning talks: Round 2 Course wrap-up: Considering the ways in which non-organizational archives both encode and challenge ‘traditional’ archival thinking In-class activity #5 (Participation)	WEEK 14: April 7

**Attendance:**

Attendance is expected in all class meetings. If you cannot attend a class, it is your responsibility to ensure that you acquire any missed materials and understand concepts or methods discussed in class. Please be aware that penalties may be imposed for excessive absences.

**Evaluation:** All assignments will be marked using the iSchool’s [evaluative criteria](#). This grading scale will be reviewed in class, and you are encouraged to also review it on your own. Late penalties on assignments will be determined in consultation between the student and the instructor.

**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.

**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.



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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.