



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmi̓nəm̓ 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.**

### **LIBR 575G Introduction to Archives for Librarians – Course Syllabus (3)**

<b>Program:</b>	MLIS
<b>Year:</b>	2020 Summer Session, Term 1
<b>Course Schedule:</b>	Tuesdays and Thursdays, 10:00 am to 1:00 pm May 11 to June 18, 2020
<b>Location:</b>	Synchronous online
<b>Instructor:</b>	Lois Evans
<b>Office location:</b>	Online
<b>Office phone:</b>	N/A
<b>Office hours:</b>	By appointment after class
<b>E-mail address:</b>	lois.evans@ubc.ca
<b>Learning Management Site:</b>	<a href="http://lthub.ubc.ca/guides/canvas/">http://lthub.ubc.ca/guides/canvas/</a>

**Course Goal:** Recognizing that libraries frequently acquire archival materials, particularly in communities not served by an archival repository, the goal of the course is to provide MLIS students with an overview of the principles and functions that govern the management of archives.

#### **Course Objectives**

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

1. Understand the aggregate nature and distinguishing qualities of archival materials [1.2, 4.1, 4.2];
2. Understand the concepts of provenance, respect des fonds, and original order and how concepts govern the activities of archivists [1.2, 4.1, 4.2];
3. Undertake the core archival functions: appraisal, accessioning, arrangement and description, preservation, and access and outreach [1.2, 4.1, 4.2];
4. Recognize and assess evolving contemporary ideas about the nature of archives and their treatment [1.4]; and
5. Recognize and assess developments and trends in the convergence of library, archival, and other heritage institutions [1.4, 4.1, 4.2].



**Course Topics:**

- Development of archives in North America
- Characteristics of archives as institutions, aggregates, and records
- Archival principles: provenance, respect des fonds, original order, archival bond
- The continuing evolution of thinking about archival principles
- Archival functions: appraisal and acquisition; arrangement and description; preservation; access and outreach
- Providing public access and limits to public access
- Gallery, library, archival, and museum (GLAM) convergence

**Prerequisites:** Completion of the MLIS core. The course is not available to MAS or Dual students.

**Format of the course:** Readings, lectures/discussions, in-class exercises, and written assignments.

**Course Schedule**

Class	Topic	Grounding Questions	Date
1	Introduction	What will we learn in this course? What is an archives?	Tues, May 12
2	Archival Histories	How does the history of archives help us understand the discipline?	Thurs, May 14
3	Archival Theory	What are archives? What is a record?	Tues, May 19
4	Appraisal and Acquisition	How do archivists decide what materials to acquire?	Thurs, May 21
	Archives As Institutions	Assignment due	Sun, May 24
5	Arrangement	What is the relationship between arrangement and archival theory?	Tues, May 26
6	Description	What roles does the archivist play in description?	Thurs, May 28
7	Preservation	How do we protect physical and digital records?	Tues, June 2
8	Access and Outreach	What considerations come into play when providing access to records?	Thurs, June 4
	Archives As Records	Assignment due	Sun, Jun 7
9	Archivists and Ethics	Can an archivist be an objective professional and an activist?	Tues, June 9
10	Community Archives	How can archivists contribute to community and participatory archives?	Thurs, June 11
11	Personal Archives	How much can we learn about a person from their archives?	Tues, June 16
12	Heritage Convergence	What does convergence mean for archivists and archives?	Thurs, June 18
	Short Essays	Assignment due	Sun, June 21



## Course Materials

**Required Readings:** These readings introduce archival theory, methodology, and practice and are integral to the course. For each class, the materials should take about 2 or 3 hours to review. The materials begin with a grounding question to help focus your efforts and include one or two articles totaling 25 to 40 pages along with links to YouTube videos.

Many of the readings are from the Canadian and American archivist associations' journals:

- *Archivaria*. Association of Canadian Archivists.

The general editor of *Archivaria* is Dr. Fiorella Foscarini, a UBC School of Information graduate who is now an associate professor at the University of Toronto's Faculty of Information. The previous editor was the School of Information's own Dr. Jennifer Douglas.

- *The American Archivist*. Society of American Archivists.

The editor of *The American Archivist* is Dr. Christopher (Cal) Lee, professor at the University of North Carolina's School of Information and Library Science.

Guides and codes are also provided for Classes 5, 6, and 9, we will review these in class.

**Reference:** Two specialty encyclopedias and a terminology databases provide information about archival terms and concepts.

- Duranti, Luciana and Patricia C. Franks. 2015. *Encyclopedia of Archival Science*. Lanham, MD: Rowman & Littlefield.

Dr. Luciana Duranti is a professor of archival science at the UBC School of Information and perhaps the most well-known and decorated archivist in the world. Dr. Pat Franks is a professor and program coordinator of the Master of Archives and Records Administration at San Jose State University.

This encyclopedia is useful for finding additional articles relating to specific topics covered in class. As an example, see *Archives (Institution)* and *Archives (Material)*.

- Bates, Marcia J. and Mary Niles Maack. 2009. *Encyclopedia of Library and Information Sciences*. 3rd ed. Boca Raton, FL: CRC Press.
- Pearce-Moses, R. (ed.) 2018. *InterPARES Trust Terminology*. InterPARES Trust, <https://interparestrust.org/terminology/>

**Websites:** Archival union lists and websites are useful for identifying archives and holdings.

- Wikipedia's "List of archives in Canada" is another quick way to find an archives [https://en.wikipedia.org/wiki/List\\_of\\_archives\\_in\\_Canada](https://en.wikipedia.org/wiki/List_of_archives_in_Canada)
- MemoryBC is the Archives Association of British Columbia's union list of archives in the Province of British Columbia <https://www.memorybc.ca/>

Please note that many of the archives on the MemoryBC will not meet the criteria for the Archives As Institutions assignment but may be of interest for the Archives As Records assignment.

**Recommended Readings:** Additional readings are provided after the class-by-class listings.



## Required Readings

### 1 Introduction (Tuesday, May 12)

- Duranti, Luciana and Michetti, Giovanni. (2012). The archival method. In Arnoud Glaudemans, Rienk Jonker and Frans Smit (eds.), *Archives in Liquid Times*, 1-14. <http://library.oapen.org/handle/20.500.12657/30942> (8 pages plus references)
- Jimerson, Randall C. (2005). Archival priorities: Ten critical issues for the profession. *Provenance: Journal for the Society of Georgia Archivists* 23(1): 57-70. <https://digitalcommons.kennesaw.edu/provenance/vol23/iss1/5/> (13 pages)

### 2 Archival Histories (Thursday, May 14)

- Posner, Ernst. (1940). Some aspects of archival development since the French Revolution. *The American Archivist*, 3: 159-172. (14 pages)
- Cook, Terry. (1999). What is past is prologue: A history of archival ideas since 1898, and the future paradigm shift [First five sections only]. *Archivaria* 43: 17-29. (13 pages) [10.1080/0734578X.2018.1428787](https://doi.org/10.1080/0734578X.2018.1428787)

### 3 Archival Theory (Tuesday, May 19)

- Eastwood, Terry. (1994). What is archival theory and why is it important? *Archivaria* 37: 122-30. (8 pages)
- Muller, Samuel, Feith, Johann & Fruin, Robert. (1940). Principle 1 and Principle 2. In *Manual for the arrangement and description of archives 1898*. 2nd edition. Translated by A. H. Levitt. New York: H.W. Wilson Company, 13-19. (7 pages) [\[download from Canvas\]](#)
- Jenkinson, Hilary. (1922.) 1. General Introduction, 2. What are Archives? and 3. Definition of Archives. In *A Manual of Modern Archive Administration Including the Problems of War Archives and Archives Making*. Oxford: Clarendon Press, 1-11. (11 pages) [\[download from Canvas\]](#)
- Schellenberg, Theodore Roosevelt. (1975). 2 Nature of Archives. In *Modern Archives: Principles and Techniques 1956*. Reprint. Chicago: The Society of American Archivists, 11-16. (6 pages) [\[download from Canvas\]](#)

### 4 Appraisal and Acquisition (Thursday, May 21)

- Eastwood, Terry. (2002). Reflections on the goal of archival appraisal in democratic societies. *Archivaria* 54: 59-71. (13 pages)
- Tschan, Reto. 2002. A comparison of Jenkinson and Schellenberg on appraisal. *The American Archivist*, 65(2): 176-195. (20 pages)



## 5 Arrangement (Tuesday, May 26)

- Bureau of Canadian Archivists. 2008. Statement of principles. In *Rules for Archival Description*, revised version, xxii-xxv. (4 pages)  
<http://www.cdncouncilarchives.ca/archdesrules.html>
- Bureau of Canadian Archivists. 2008. General rules for description (1.0A to 1.0D5). In *Rules for Archival Description* (revised version), p.1-1 to 1-10. (10 pages)  
<http://www.cdncouncilarchives.ca/archdesrules.html>
- Douglas, Jennifer. (2018). *Using Rules for Archival Description*. (10 pages) [download from Canvas]

Dr. Jennifer Douglas prepared this guide and the two guides referenced in class 6 for the ARST 515 Arrangement and Description of Archives course. She generously provided the guides for use in this class but asks that any further distribution be one with permission.

## 6 Description (Thursday, May 28)

- Yeo, Geoffrey. (2017). Continuing debates about description. In Heather MacNeil and Terry Eastwood (Eds.), *Currents of Archival Thinking* (2<sup>nd</sup> edition), (pp.163-192). ABC-CLIO. (22 pages plus references)
- Winn, S. [On Archivy website]. (2017, April 24). *The hubris of neutrality in archives* [Conference presentation]. <https://medium.com/on-archivy/the-hubris-of-neutrality-in-archives-8df6b523fe9f> (9 minute read)
- Douglas, Jennifer. (2018). *RAD areas: A closer look*. (8 pages) [download from Canvas]
- Douglas, Jennifer. (2018). *RAD case study*. (4 pages) [download from Canvas]

## Class 7 Preservation (Tuesday, June 2)

- Northeast Document Conservation Centre [NEDCC]. (1999, 2012). *2.1 Temperature, 2.2 Monitoring, 2.3 Protection from light, 2.5 Low cost, and 3.1 Protection from loss* [Online leaflets]. <https://www.nedcc.org/free-resources/preservation-leaflets/overview> (20+ screens)
- Conway, Paul. (2010). Preservation in the age of Google: Digitization, digital preservation, and dilemmas. *Library Quarterly*, 80(1): 61-79. (16 pages plus references)

## Class 8 Access and Outreach (Thursday, June 4)

- George, Christine Anne. (2013). Archives beyond the pale: Negotiating legal and ethical entanglements after the Belfast Project. *The American Archivist*, 76(1): 47-67. (14 pages plus references)
- Hodson, Sara S. (2004). In secret kept, in silence sealed: Privacy in the papers of authors and celebrities. *The American Archivist*, 67: 194-211. (18 pages)



### **Class 9 Archivists and Ethics** (Tuesday, June 9)

- Greene, Mark A. (2013). A critique of social justice as an archival imperative: What is it we're doing that's all that important? *The American Archivist*, 76(2): 302-334. (23 pages)
- Jimerson, Randall C. (2013). Archivists and social responsibility: A response to Mark Greene. *The American Archivist*, 76(2): 335-345. (11 pages)
- Caswell, Michelle and Mark Greene. (2013). Forum. *The American Archivist*, 76(2): 605-608. (4 pages)

### **Class 10 Community and Participatory Archives** (Thursday, June 11)

- Caswell, Michelle, Cifor, Marika, and Ramirez, Mario H. (2016). 'To suddenly discover yourself existing': Uncovering the impact of community archives. *The American Archivist*, 79(1): 56-81. (21 pages)

### **Class 11 Personal Archives** (Tuesday, June 16)

- O'Toole, James M. (2008). 'These stray letters of mine': Forgery and self-creation in the letters of Cardinal William O'Connell. *The New England Quarterly*, 81(3): 489-502. (14 pages)
- De Leeuw, Sarah. 2012. Alice through the looking glass: Emotion, personal connection, and reading colonial archives along the grain. *Journal of Historical Geography*, 38(3): 273-281. (9 pages)

### **Class 12 Heritage Convergence** (Thursday, June 18)

- Given, Lisa M. and McTavish, Lianne. (2010). What's old is new again: The reconvergence of libraries, archives, and museums in the digital age. *The Library Quarterly*, 80(1): 7-32. (22 pages plus references)

## **Recommended Readings**

- MacNeil, Heather and Eastwood, Terry. (2017). *Currents of Archival Thinking* (2<sup>nd</sup> edition). ABC-CLIO.

This collection of 14 essays by leading archivists provides comprehensive and in-depth overviews of all aspects of archival science. Edited by Dr. Terry Eastwood (see Classes 3, 4) and Dr. Heather MacNeil, a professor at the Faculty of Information at the University of Toronto. Dr. MacNeil's "Introduction" to the book is an interesting piece to read and consider after completing this course.

Topics include: the nature of archives; provenance; archives as place; current records; archival appraisal; digital preservation; description [see Class 7]; access; outreach; right to information; social justice; participatory archives; convergence; and community archives.



- Duranti, Luciana and Franks, Pat (Eds). (2018). *Encyclopedia of Archival Writers, 1515-2015*. Rowman & Littlefield.

Dr. Duranti and Dr. Franks produced this collection as a sequel to the *Encyclopedia of Archival Science*. These 3,000-word essays provide an overview of 150 archival writers' contributions to the field, along with their "top ten" pieces of writing. The writers are listed by century and by country in the end matter.

### Student Assessment

There are five areas of assessment as indicated in this table:

Assessment Areas	Weight	Due Date
Class Attendance and Participation	15%	Bi-weekly
Required Readings and Discussion Forums	15%	Bi-weekly
Archives-as-Institution Report	25%	Sunday, May 24
Archives-as-Records Report	25%	Sunday, June 7
Two Short Essays	20%	Sunday, June 21

All written assignments are submitted via Canvas as digital files in PDF format. If you experience a problem in uploading your file to Canvas, please use my email as a backup.

Please title your file as follows: **LASTNAME 2020 Title of Assignment.pdf** (or .doc)

E.g., EVANS 2020 Archives As Institution Report.pdf

More information about assessment/assignments is available on the Canvas site.

### School of Information Guidelines

**Attendance:** Attendance is required in all class meetings. Students who will be unavoidably absent should notify the instructor in advance.

**Evaluation:** All assignments will be marked using the evaluative criteria given on the [iSchool web site](#). Please read and become familiar with the criteria for different grades before submitting assignments.

In the interests of fairness, a penalty of 2.5% per day will be imposed on assignments that are not handed in by the due date. Papers outstanding one week after the due date will not be accepted, except in cases of documented illness or emergencies where advance notice is provided.

**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: [\[https://students.ubc.ca/about-student-services/centre-for-accessibility\]](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.