University of Maryland
College of Information Studies

LBSC 605
Section 0201

Archival Principles, Practices, and Programs

Course Syllabus
Fall 2009

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Class: Wednesday, Section 0201, 5:30pm – 8:15pm,
HBK 0109

Office Hours: Wednesday, 4:00-5:00 pm, and by appointment

Course Overview
This course is intended to provide an introduction to all aspects of archival work, including records management, selection, appraisal, arrangement, description, preservation, reference, outreach, and special media including electronic records. The course also provides an overview of the elements of an archival program, the role and work of archivists, contemporary issues and conditions, and professional needs.

Course Objectives
Upon successful completion of the course, students will:

• understand the role of the archives in society
• know the principal functions of archival programs and practice
• understand the principles upon which archival practice is based
• be familiar with the professional literature
• know the challenges facing archives in the context of modern recorded information

Readings
The following books or manuals are available from the University Book Center. Members of the Society of American Archivists can order these books from SAA at the member (discount) price. Other required readings are available on reserve in McKeldin Library. Electronic reserve will be available on the elms blackboard site through the e-reserves link. Additional readings and other material may be distributed during the semester. Students are expected to read the assigned readings and participate in class discussions.


The following is also useful and available online:


**Course Structure**

Most weeks the class will consist of a lecture and discussion of the readings led by the instructor.

**Course Requirements**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Reading Reflections</td>
<td>20%</td>
<td>September 9 Through December 9 (except October 21, 28, November 25)</td>
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<tr>
<td>Archival Site Visit</td>
<td>30%</td>
<td>October 7</td>
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<tr>
<td>Literature Review</td>
<td>20%</td>
<td>November 4</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Students are expected to attend class, having read the assigned readings, and participate in the discussions.

1. **Site Visits**: We will make two site visits for presentations on archival programs, including management, collecting policies, collection management, and researcher services. The first will take place during class time on **September 9** at the University of Maryland Archives and Manuscripts Department. The second will take place at the National Archives and Records Administration on **October 28** from 10:00 am to 12:45 pm. Please make every effort to participate.

2. **Archives Visit Report** (30%):  
The purpose of this assignment is to orient you to archives by encountering an archival institution through its website followed by a site visit to better understand how a real archives mirrors (or does not mirror!) what you are learning in class. (For the purposes of this assignment, please do not select NARA, or any archives in which you currently work or have worked in the past).

   1. Select an archival institution from the list of Cooperating Archives Practicum Institutions at [http://ischool.umd.edu/programs/fieldstudy/](http://ischool.umd.edu/programs/fieldstudy/). Develop a research question or topic for which the selected archives holds relevant records. (Note that selecting an appropriate archives and identifying a suitable research question may require viewing a number of websites before you decide).
   2. Look at their website with a view to planning your visit, and learning as much as you can about the archives.
3. Visit the archives with your research question.
4. Register as a user, consult the reference archivist, look at their catalog/finding aids/indexes, and order some materials.
5. Do not reveal that you are a student doing an assignment.

Write a report of 7-10 double-spaced pages about your online and onsite experience with the selected institution.
Your report should include:
1. Basic information about the selected archives (name, location, who operates it, web site URL)
2. Mission statement; acquisition mandate
3. Ways in which the institution promotes the archives (online and onsite)
4. Services provided for users, including new visitors (online and onsite)
5. Design of public areas
6. Security
7. Any special features or noteworthy elements (online and onsite)
8. Overall impression (online and onsite)
9. An evaluation of your experience (online and onsite) in relation to what you have learned in class.

Due October 7

3. Literature Review (20%). A short paper (approximately 5 pages, double spaced not including references, endnotes, or the honor pledge), discussing three journal articles on a topic of your choice. These readings should not duplicate any on the syllabus. The paper should provide a critical assessment of the articles and not just describe what the authors say. Advance approval of topics is not required; however they should be archival in focus, even if some specific articles are not from archival journals. Include citations for all articles used. Due: November 4.

4. Readings Reflections (4 x 5% = 20%). Each student must submit four short papers/reflections (each 2-3 pages double-spaced) on the required readings listed in the syllabus. For any particular week your reflection must be based on at least one of the readings but you also can write about more than one reading or about all of them (except those marked with a double asterisk**). Your reflections are expected to critically engage the issues raised in the reading(s), not merely summarize them. Example considerations include: What special thoughts or insights does this reading(s) give you? What is one concept or theory that you agreed or disagreed with, and why? Do you have personal work experiences that illustrate or refute a point in the reading(s)? You may respond to other questions that occur to you as you reflect on the reading(s).

All reflections must be submitted to the instructor at the beginning of the class at which the topic is to be discussed. No papers will be accepted for credit once a topic has been discussed in class. Electronic submissions of reflections will not be accepted except in unusual circumstances, discussed with the instructor and
agreed to before the class. You must submit at least two reflections by October 7 and you may only submit one reflection a week.

6. **Final Exam (30%).** There will be a final exam in the course. The exam will be given during final exam week.

**Requirements for Written Work**

**Quality of Writing**

Excellent written communication skills are essential to the provision of information in professional contexts. Written work will therefore be graded on the quality of writing as well as on the content and evidence of critical analysis. Grades for work that is not well written, clearly organized, and grammatically correct will be reduced accordingly.

**Formatting:**

- Double space, in Times New Roman 12 point type with one inch margins
- Include a list of sources consulted
- Cite sources, both in the text or as footnotes/endnotes, and in the list of sources consulted in conformity with the most recent edition of the Chicago Manual of Style, or the Publication Manual of the American Psychological Association. Be sure to include page numbers for all citations.
- Number the pages and staple the pages together. Do not place in a folder or binder.

**Grade**

The course grade will be assigned in accordance with University and CLIS guidelines: A=Excellent; B=Satisfactory; C=Barely Adequate; D/F=Failure; I=Incomplete. The grade will be computed as follows: Reflections = 20%; Literature Review = 20%; Research paper or practicum = 30%; Final exam = 30%.

**Attendance:** Participation in classes is an essential part of the learning experience; absence from class may deprive the individual or the group of a significant exchange of information. Attendance in class and on site visits is expected. If you are unable to attend class for reasons of illness, religious observance, participation in University activities at the request of University authorities, or compelling absences beyond the student’s control, please let the instructor know (prior to class for non-emergencies).

**Classroom Environment:** The classroom environment should be professional and respectful. Punctual arrival for class contributes to the smooth operation of the class and the quality of the learning experience. Late arrivals, early departures, and unavoidable breaks are disruptive and distracting. If you know you be late or have to leave early, please let the instructor know in advance. Please turn off or mute all cell phones and other communication devices during each class. You also should limit computer usage to course-related work (i.e. taking notes).

**Academic Integrity:** The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and
graduate students. As a student you are responsible for upholding these standards for this
course. It is very important for you to be aware of the consequences of cheating,
fabrication, facilitation, and plagiarism. For more information on the Code of Academic
Integrity or the Student Honor Council, please visit http://www.shc.umd.edu.

The Code of Academic Integrity strictly prohibits students from cheating on exams,
plagiarizing, submitting the same paper for credit in two courses without authorization,
buying papers, submitting fraudulent documents, and forging signatures. Plagiarism is of
particular concern in the networked digital environment. Students must write their own
essays and assignments in their own words. Whenever students take an idea or a passage
of text from another author, they must acknowledge their debt both by using quotation
marks where appropriate and by proper referencing using footnotes or in-text citations.

Instances of any suspected academic dishonesty will be reported and handled according
to University policy and procedures. For a more detailed description of the University’s
definition of academic dishonesty, visit http://faculty.umd.edu/teach/integrity.html.

To further exhibit your commitment to academic integrity, remember to sign the Honor
Pledge on all examinations and assignments: "I pledge on my honor that I have not given
or received any unauthorized assistance on this examination (assignment).”

Website: shc.umd.edu

This course follows all University policies and procedures, including adherence to the
Honor Code, accommodation for students with disabilities, and consideration for
religious holidays.
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<tr>
<th>Week 1</th>
<th>September 2</th>
<th>Introduction to Course/Introduction to Archives and Archival Work</th>
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<tbody>
<tr>
<td>1</td>
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<td><strong>Introduction to Course/Introduction to Archives and Archival Work</strong></td>
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<tr>
<td>2</td>
<td>9-Sep</td>
<td>Tour at the University of Maryland Dept. of Archives &amp; Manuscripts; Archival Programs and the Archival Profession</td>
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<td>3</td>
<td>16-Sep</td>
<td>Collection Development/Records Management</td>
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<tr>
<td>4</td>
<td>23-Sep</td>
<td>Acquisition and Appraisal</td>
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<td>5</td>
<td>30-Sep</td>
<td>Arrangement</td>
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<tr>
<td>6</td>
<td>7-Oct</td>
<td>Description</td>
</tr>
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<td>7</td>
<td>14-Oct</td>
<td>Preservation</td>
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<tr>
<td>8</td>
<td>21-Oct</td>
<td>No Class -- Archival Symposium</td>
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<tr>
<td>9</td>
<td>28-Oct</td>
<td>NARA Tour National Archives at College Park 10:00-12:30. No evening class</td>
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<tr>
<td>10</td>
<td>4-Nov</td>
<td>Reference and Access</td>
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<tr>
<td>11</td>
<td>11-Nov</td>
<td>Photographs and Other Non-Textual Formats</td>
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<tr>
<td>12</td>
<td>18-Nov</td>
<td>Electronic Records</td>
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<tr>
<td>13</td>
<td>25-Nov</td>
<td>No Class -- Thanksgiving Eve</td>
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<tr>
<td>14</td>
<td>2-Dec</td>
<td>Archival Program Administration</td>
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<tr>
<td>15</td>
<td>9-Dec</td>
<td>Advocacy and Outreach</td>
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<tr>
<td>TBA</td>
<td>Dec</td>
<td>Final Exam</td>
</tr>
</tbody>
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**Week 1 September 2**

**Introduction to Course/Introduction to Archives and Archival Work**


Also at http://www.archivists.org/governance/presidential/GreeneAddressAug08.pdf

**Pugh, Mary Jo. Providing Reference Services for Archives and Manuscripts, (Chicago: SAA, 2005), Chapters 1-2, pp. 1-31.

Note: readings marked ** are not eligible for the reading reflections assignment.

**Week 2 September 9**
**Tour at the University of Maryland Dept. of Archives and Manuscripts**
Tour: 5:30-6:45 pm. Meet in Hornbake Library lobby

**7:00 – 8:15 pm Archival Programs and the Archival Profession** (in classroom)


Note: readings marked ** are not eligible for the reading reflections assignment.

**Week 3 September 16**
**Collection Development/Records Management**


**Pugh, Mary Jo. Providing Reference Services for Archives and Manuscripts, Chapter 3, pp. 33-73.


Note: readings marked ** are not eligible for the reading reflections assignment.
Week 4  September 23
Acquisition and Appraisal


Look at:

Note: readings marked ** are not eligible for the reading reflections assignment.

Week 5  September 30
Arrangement


**Pugh, Mary Jo. Providing Reference Services for Archives and Manuscripts**, Chapter 4, pp. 75-110.

Note: readings marked ** are not eligible for the reading reflections assignment.

**Week 6 October 7**
**Description** Guest Lecturer Dr. Jean Dryden

**Archives Site Visit Report due**


Note: readings marked ** are not eligible for the reading reflections assignment.

**Week 7 October 14**
**Preservation**


Note: readings marked ** are not eligible for the reading reflections assignment.

**Week 8 October 21**
**No Class -- Archival Symposium in McKeldin Library Special Events Room – 6th floor 5:00-6:00 Panel 1**
6:00-6:30 Break
6:30-7:30 Panel 2

Week 9 October 28
NARA Tour National Archives at College Park, 10:00am-12:30pm
(No evening class)


Note: readings marked ** are not eligible for the reading reflections assignment.

Week 10 November 4
Reference and Access
Literature Review Paper due


**Pugh, Mary Jo. Providing Reference Services for Archives and Manuscripts, Chapters 5-8, pp. 111-247.

Look at:
**The Memory Hole, Restricted Collections at the Library of Congress
[http://www.thememoryhole.org/loc_restricted_collections.htm](http://www.thememoryhole.org/loc_restricted_collections.htm)

Note: readings marked ** are not eligible for the reading reflections assignment.

Week 11
11 November
Photographs and Other Non-Textual Formats


Note: readings marked ** are not eligible for the reading reflections assignment.

**Week 12 November 18**

**Electronic Records**


**Week 13 November 25**

**No class**
Week 14  December 2
Archival Program Administration


**Kurtz, Michael J. *Managing Archival and Manuscript Repositories* (Chicago, Society of American Archivists, 2004), Chapter 10, pp. 159-184. (e-reserve)

**Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts*, Chapter 9, pp. 249-270.


Note: readings marked ** are not eligible for the reading reflections assignment.

Week 15  December 9
Advocacy and Outreach


Look at:

Note: readings marked ** are not eligible for the reading reflections assignment.

Exam Week
Final exam