

**University of Maryland  
College of Information Studies**

**LBSC 605**

**Archival Principles, Practices, and Programs**

**Course Syllabus**

**Fall 2013**

Dr. Katie Shilton  
4121H Hornbake  
E-mail: kshilton@umd.edu

Class Time: Wednesday, 5:30 – 8:15pm  
Classroom: HBK 0109

Office Hours: Wednesdays, 2:30-4:30 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**

Required readings are assigned for each week; their location (e.g., e-reserve) is indicated in the syllabus. Access to e-reserves is through your ELMS account ([www.elms.umd.edu](http://www.elms.umd.edu)). For further information, see <http://www.lib.umd.edu/PUBSERV/RESERVE/student.html>.

Additional readings and other materials may be distributed during the semester. Students are expected to read the assigned readings and participate in class discussions.

The following book will be used as the textbook for the course, and is available from the University Book Center, or directly from the SAA ([www.archivists.org](http://www.archivists.org)).

Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts*. Chicago: SAA, 2005.

The following is also useful.

Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. Chicago: SAA, 2005. (<http://www.archivists.org/glossary/index.asp>)

Key journals include:

- *American Archivist* (1938-2008 available at <http://archivists.metapress.com/home/main.mpx>; 2009ff available to members only)
- *Archivaria* (<http://journals.sfu.ca/archivar/index.php/archivaria/index>)
- *Archival Science* (UMD Libraries' Research Port)
- *Archives and Manuscripts* (available at McKeldin)
- *Journal of Archival Organization* (UMD Libraries' Research Port)
- *Journal of the Society of Archivists* (UMD Libraries' Research Port)

### **Class Structure**

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

**Site Visits:** We will make two site visits for presentations on archival programs. The first will take place during class hours on **X** at the University of Maryland Archives and Manuscripts Department. The second will take place during the morning at the National Archives and Records Administration at College Park on **X**.

### **Course Requirements**

Class Participation	10%	
Literature Review	20%	Due September 25
Archival challenge essay	20%	Due October 23
Technology essay	25%	Due November 20
Final exam	25%	Due December 18

#### **1. Class Participation (10%)**

Class participation consists of three elements: coming to class, asking questions about the lecture and readings, and participating in discussion of the readings. For each article, come to class ready to answer: what was the author's argument? What evidence did he/she use to support that argument? And what were his/her major conclusions?

#### **2. Literature Review (20%) Due September 25, 2013.**

6-7 pages, not including references, endnotes. Discuss three journal articles on a topic of your choice. These readings must not duplicate any on the syllabus. The paper should provide a critical assessment of the articles and not just summarize what the authors say. Advance approval of topics is **not** required; however they should be archival in focus, even if specific articles are not from archival journals. Include standard citations for all articles used.

#### **3. Archival Challenge Essay (20%) Due October 23, 2013.**

4-5 pages, not including references. What is the biggest challenge facing our field? Draw on readings from multiple course topics and any outside references you'd like to explain the challenge, and make an argument for what you as a professional would do about it.

#### **4. Archival Technology Report (25%) Due November 20, 2013.**

7-10 pages, not including references. Choose a software package or technology tool applicable to an archive in which you work, or would like to work. Write a report for your (real or hypothetical) supervisor discussing whether your archive should acquire and use the

technology. Consider functionality, fit to your archival mission, problems that the technology might relieve or solve, cost, and sustainability.

**5. Final Exam (25%). Due December 18, 2013.**

The final exam will be a take-home exam. It will be distributed at the end of the last class. Your completed exam must be uploaded as a .doc or .pdf document to the assignment section of the ELMS site by 5:30 pm on December 18.

**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 its content and evidence of critical analysis. The mark 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 1 inch margins all around.
- Include a list of sources consulted.
- Cite sources in conformity with the most recent edition of the *Chicago Manual of Style*, using either notes-bibliography style or in-text citations–reference list style. See examples at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).
- Number the pages, and staple them together. Please do not submit your assignments in a binder or folder.
- Limit headers or footers to page numbers only. Please do not include headers or footers that include your name or the title of the assignment.

**Grades**

A letter grade for each assignment, and for the course, will be assigned in accordance with University and iSchool guidelines:

A=Excellent (90-100); B=Satisfactory (80-89); C=Barely Adequate (70-79); D/F=Failure (<70).

**Attendance**

Attendance in class and at the 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). After the first excused absence, make-up work will be required for missing additional classes for non-emergency reasons.

**Classroom Environment**

The classroom environment should be professional and respectful. Punctual arrival at classes contributes to the smooth operation of the class and the quality of the learning experience. Late arrivals, early departures, and wandering in and out of the classroom are disruptive and distracting. If you know you will be unavoidably detained or must leave early, please let the instructor know in advance. Please turn off or mute all phones and other communication devices during each class session. If you use your laptop in the classroom, limit the usage of the computer to course-related reasons (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. 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. It is very important for you to be aware of the consequences of academic dishonesty. Instances of any suspected academic dishonesty will be reported and handled according to University policy and procedures. For more information on the Code, visit <http://www.shc.umd.edu>.

Plagiarism is of particular concern in the networked digital environment. Students must write their essays and assignments in their own words. Whenever students take an idea or a passage of text from another author, they must acknowledge their source both by using quotation marks where appropriate and by proper referencing using footnotes or in-text citations. For further information about proper citation of sources, consult the UMD Libraries website at <http://www.lib.umd.edu/guides/honesty.html> and <http://www.lib.umd.edu/PUBSERV/citations/index.html>.

## Extensions

Late submissions of written assignments (including the final exam) will carry a penalty unless prior arrangements are made with the instructor. If an extension is granted, the work must be submitted within the extension period to avoid grade penalties. Unexcused delays in submission of the assignment will result in a reduction of the grade by one category for each day the paper is late; for example, a paper that would have received a B+ if submitted on time will receive a B if it is submitted a day late, a B- if it is two days late, and so on.

## Students with Disabilities

Students with disabilities who require academic accommodations must inform the instructor of their needs and provide written documentation about the appropriate academic accommodations from Disability Support Services (<http://www.counseling.umd.edu/DSS>) at the beginning of the semester.

## Learning Assistance

If you are experiencing difficulties in keeping up with the academic demands of this course, contact the Learning Assistance Service, 2202 Shoemaker Building, 301-314-7693. Their educational counselors can help with time management, reading, math learning skills, note-taking and exam preparation skills. All their services are free to UMD students.

## Weekly Topics

Week	Date	Topic	Assignments Due
1	4-Sep	Introduction to Archives and Archival Work	
2	11-Sep	Archival Programs and the Archival Profession	
3	18-Sep	Collection Development and Records Management	
4	25-Sep	Acquisition and Appraisal	<b>Literature Review</b>

5	2-Oct	Arrangement	
6	9-Oct	Tour at the University of Maryland Performing Arts Library	
7	16-Oct	Description	
8	23-Oct	Reference and Access	<b>Archival Challenge</b>
9	30-Oct	Electronic Records	
10	6-Nov	(No class –NARA tour on the morning of Nov 6)	
11	13-Nov	No class	
12	20-Nov	Photographs and Other Non-Textual Formats	<b>Archival Technology</b>
13	27-Nov	Preservation	
14	4-Dec	Advocacy and Outreach	
15	11-Dec	Archival Program Administration	
	18-Dec	Take-Home Final Exam due by 5:30pm	<b>Final Exam</b>

## Week 1

**04 September**

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

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

Trinkaus-Randall, G. (2013). The Good, the Bad, and the Ugly: The Archival Profession and Future Challenges (with an introduction by Robert P. Spindler). *American Archivist*, 76(1), 7–18.

Greene, Mark A. “The Power of Archives: Archivists’ Values and Value in the Post-Modern Age.” *American Archivist* 72:1 (Spring/Summer 2009): 17-41.

Also at <http://www2.archivists.org/sites/all/files/GreeneAddressAug08.pdf>

The Hairpin – “Ask an Archivist”

<http://thehairpin.com/2012/05/ask-an-archivist>

## Week 2

**11 September**

### **Archival Programs and the Archival Profession**

Eastwood, Terry. “A Contested Realm: The Nature of Archives and the Orientation of Archival Science,” in *Currents of Archival Thinking*, ed. Terry Eastwood and Heather MacNeil (Santa Barbara, CA: Libraries Unlimited, 2010):3-21 (e-reserve).

Pederson, Ann. “Professing Archives: A Very Human Enterprise,” in *Archives: Recordkeeping in Society* (Wagga Wagga, Australia: Centre for Information Studies, Charles Stuart University, 2005): 51-74. (e-reserve).

Theimer, K. (2011). What Is the Meaning of Archives 2.0? *American Archivist*, 74(1), 58–68.

Explore <http://www.archivesnext.com/>, <http://snaproundtable.wordpress.com/>,  
<http://hacklibschool.wordpress.com/>

### **Week 3**

**18 September**

#### **Collection Development/Records Management**

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

Dearstyne, Bruce. “Records and Information Management in Transition: Who is Shaping the Future?” *Records and Information Management Report* 21:6 (June 2005): 1-15. (e-reserve)

Novara, E. (2013). Documenting Maryland Women State Legislators: The Politics of Collecting Women’s Political Papers. *American Archivist*, 76(1), 196–214.

### **Week 4**

**25 September**

#### **Acquisition and Appraisal**

Eastwood, Terry. “How Goes It With Appraisal?” *Archivaria* 36 (Autumn 1993): 111-121. Available at: <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11938/12896>

Greene, Mark. “The Surest Proof”: A Utilitarian Approach to Appraisal” *Archivaria* 45 (Spring 1998): 127-169. Available at: <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12229/13253>

Malkmus, Doris J. “Documentation Strategy: Mastodon or Retro-Success?” *American Archivist* 71:2 (Fall/Winter 2008): 384-409.

Look at:

Society of American Archivists. *A Guide to Deeds of Gift*  
[http://www.archivists.org/publications/deed\\_of\\_gift.asp](http://www.archivists.org/publications/deed_of_gift.asp)

### **Week 5**

**02 October**

#### **Arrangement**

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

Meehan, Jennifer. “Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description,” *American Archivist* 72:1 (Spring/Summer 2009): 72-90.

Prom, Christopher J. "Optimum Access? Processing in College and University Archives" *American Archivist* 73:1 (Spring/Summer 2010): 146-74

Shilton, K., & Srinivasan, R. (2007). Participatory Appraisal and Arrangement for Multicultural Archival Collections. *Archivaria* 63(Spring 2007): 87–101.

Evaluate attempts to explain archival arrangement to users:

<http://www.nationalarchives.gov.uk/records/quick-animated-guides/how-records-arranged.htm>

#### **Week 6**

**09 October**

**Tour: University of Maryland Performing Arts Library**

#### **Week 7**

**16 October**

**Description**

Yakel, Elizabeth. "Archival Representation" *Archival Science* 3:1 (2003): 1-25.

Crowe, Setphanie and Spillman, Karen, "MPLP @5: More Access, Less Backlog?" *Journal of Archival Organization* 8(2) 2010, 110-135.

DeRidder, J., Presnell, A., & Walker, K. (2012). Leveraging Encoded Archival Description for Access to Digital Content: A Cost and Usability Analysis. *American Archivist*, 75(1), 143–170.

#### **Week 8**

**23 October**

**Reference and Access**

Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts*, Chapter 5

Miller, Lisa, Steven K. Galbraith, et al. 2010. "Capture and Release": *Digital Cameras in the Reading Room*. Report produced by OCLC Research.

<http://www.oclc.org/research/publications/library/2010/2010-05.pdf>

Duff, W., Yakel, E., & Tibbo, H. (2013). Archival Reference Knowledge. *American Archivist*, 76(1), 68–94.

#### **Week 9**

**30 October**

**Electronic Records**

Gilliland-Swetland, A. J. (2005). Electronic Records Management. *Annual Review of Information Science and Technology*, 39, 219–253.

Kenney, Anne R. and Nancy Y. McGovern. "The Five Organizational Stages of Digital Preservation." In *Digital Libraries: A Vision for the 21<sup>st</sup> Century: A Festschrift in Honor of Wendy Lougee on the Occasion of Her Departure from the University of Michigan*. Ed. Patricia Hodges and Wendy Pradt Lougee. Ann Arbor, MI: Scholarly Publications Office University of Michigan Library, 2003. 122-52.

Lor, P. J., & Britz, J. j. (2012). An ethical perspective on political-economic issues in the long-term preservation of digital heritage. *Journal of the American Society for Information Science and Technology*, 63(11), 2153–2164.

Yarmey, K., & Yarmey, L. (2013). All in the Family: A Dinner Table Conversation about Libraries, Archives, Data, and Science. *Archives Journal*, (3).

<http://www.archivejournal.net/issue/3/archives-remixed/all-in-the-family-a-dinner-table-conversation-about-libraries-archives-data-and-science/>

### **Week 10**

**06 November**

**National Archives at College Park Tour, 10:00 am - 12:30 pm**

**Please arrive by 9:45 am to clear security, sign in and store your belongings in a locker.**  
National Archives at College Park, 8601 Adelphi Road

NARA Technical Information Paper 13, "Using Technology to Safeguard Archival Records,"  
<http://www.archives.gov/preservation/technical/tip13.pdf>

### **Week 11**

**13 November**

No Class

### **Week 12**

**20 November**

**Photographs and Other Non-Textual Formats**

Ritzenthaler, Mary Lynn and Diane Vogt-O'Connor. *Photographs: Archival Care and Management* (Chicago: Society of American Archivists, 2006), Chapter 1, pp. 1-21. (e-reserve)

Schwartz, Joan. "Coming to Terms with Photographs: Descriptive Standards, Linguistic 'Othering', and the Margins of Archivry." *Archivaria* 54 (2002): 142-171. Available at:  
<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12861/14092>

Tschabrun, Susan. "Off the Wall and into a Drawer: Managing a Research Collection of Political Posters." *American Archivist* 66:2 (Fall/Winter 2003): 303-324. Available at:  
<http://archivists.metapress.com/content/x482536031441177/fulltext.pdf>

### **Week 13**

**27 November**



## **Preservation**

Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*, 2<sup>nd</sup> ed. (Chicago: Society of American Archivists, 2010), Chapter 2 (e-reserve)

Conway, P. (2010). "Preservation in the Age of Google: Digitization, Digital Preservation, and Dilemmas." *The Library Quarterly* 80(1) (January 2010): 61–79.

O'Toole, James M. "On the Idea of Permanence." *American Archivist* 52:1 (Winter 1989): 10–25. Available at: <http://archivists.metapress.com/content/3x85283576r43387/fulltext.pdf>

Ruane, M. E. (2013, August 13). Archives readies a schoolgirl's records and a trove of Jewish treasures for return to Iraq. The Washington Post. Retrieved from [http://www.washingtonpost.com/local/archives-readies-a-schoolgirls-records-and-a-trove-of-jewish-treasures-for-return-to-iraq/2013/08/13/8b23c7a0-f9ec-11e2-8752-b41d7ed1f685\\_story.html?wprss=rss\\_homepage](http://www.washingtonpost.com/local/archives-readies-a-schoolgirls-records-and-a-trove-of-jewish-treasures-for-return-to-iraq/2013/08/13/8b23c7a0-f9ec-11e2-8752-b41d7ed1f685_story.html?wprss=rss_homepage)

"Conservators find best treatment for wedding veil from 'Gone With The Wind' is no treatment," Cultural Compass, Harry Ransom Center, August 3, 2011.

### **Week 14**

#### **04 December**

##### **Advocacy and Outreach**

Chute, Tamar G. "Selling the College and University Archives: Current Outreach Perspectives." *Archival Issues* 25:1&2 (2000): 33-48.

Yakel, E., Duff, W., Tibbo, H., Kriesberg, A., & Cushing, A. (2012). The Economic Impact of Archives: Surveys of Users of Government Archives in Canada and the United States. *American Archivist*, 75(2), 297–325.

Samouelian, M. "Embracing Web 2.0: Archives and the Newest Generation of Web Applications." *American Archivist* 72(1) (Spring/Summer 2009): 42–71.

Lau, M. (2013, July 19). The Activism Files. The New York Times. Retrieved from <http://www.nytimes.com/2013/07/21/nyregion/the-activism-files.html>

Look at:

Society of American Archivists. American Archives Month promotional material, <http://www.archivists.org/archivesmonth/index.asp>

### **Week 15**

#### **11 December**

##### **Archival Program Administration**

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

Mariz, G., McCrea, D., Hackman, L., Kurtz, T., & Jimerson, R. (2011). Leadership Skills for Archivists. *American Archivist*, 74(1), 102–122.

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

**18 December**

**Final exam Take-Home due by 5:30 pm**