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). 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).


The following is also useful.

Key journals include:

- **American Archivist** (1938-2008 available at [http://archivists.metapress.com/home/main.mpx](http://archivists.metapress.com/home/main.mpx); 2009ff available to members only)
- **Archivaria** ([http://journals.sfu.ca/archivar/index.php/archivaria/index](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**

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<thead>
<tr>
<th>Requirement</th>
<th>Weight</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>10%</td>
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<tr>
<td>Literature Review</td>
<td>20%</td>
<td>September 25</td>
</tr>
<tr>
<td>Archival challenge essay</td>
<td>20%</td>
<td>October 23</td>
</tr>
<tr>
<td>Technology essay</td>
<td>25%</td>
<td>November 20</td>
</tr>
<tr>
<td>Final exam</td>
<td>25%</td>
<td>December 18</td>
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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](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](http://www.lib.umd.edu/guides/honesty.html) and [http://www.lib.umd.edu/PUBSERV/citations/index.html](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](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**

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


The Hairpin – “Ask an Archivist”
[http://thehairpin.com/2012/05/ask-an-archivist](http://thehairpin.com/2012/05/ask-an-archivist)

Week 2
11 September
Archival Programs and the Archival Profession


Week 3
18 September
Collection Development/Records Management

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


Week 4
25 September
Acquisition and Appraisal


Look at:

Week 5
02 October
Arrangement

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


Evaluate attempts to explain archival arrangement to users: [http://www.nationalarchives.gov.uk/records/quick-animated-guides/how-records-arranged.htm](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


**Week 8**
23 October
Reference and Access

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


**Week 9**
30 October
Electronic Records


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


Week 11
13 November
No Class

Week 12
20 November
Photographs and Other Non-Textual Formats


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


“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


Look at:

Week 15
11 December
Archival Program Administration

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


18 December
Final exam Take-Home due by 5:30 pm