LIS643 Archives and Manuscript Management
(3 credits)
FALL 2009
University of Kentucky
School of Library and Information Science

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COURSE DESCRIPTION:
LIS 643 is an introduction to the essentials of records and knowledge management in archival repositories. This course is designed to familiarize students with the full trajectory of the archival process including acquisition, appraisal, arrangement and description, access, advocacy and preservation. The course will cover theoretical principles, methodologies, and practical administration of archives, records, and other information sources from print to digital contributing to the management of knowledge necessary for organizations and society.

COURSE OBJECTIVE:
By the end of the semester, students will:
- Gain an overall understanding of archival theory and history
- Obtain practical experience in records and knowledge management
- Develop an awareness of current best practices

COURSE FORMAT:
Online/Blackboard

REQUIRED TEXTS:
COURSE SECTIONS:

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<td>Week 1</td>
<td>9/1/09</td>
<td>Introduction</td>
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| Week 2 | 9/8/09  | History and Theory           | • Jimmerson pp. 1 -176
• Terry Eastwood
• Richard Cox
• Tom Nesmith                  |           |
| Week 3 | 9/15/09 | Appraisal                    | • Jimmerson pp. 177-344
• Frank Boles and Mark A. Greene
• Elizabeth Snowden
• Johnson
• Reto Tschan                 |           |
| Week 4 | 9/22/09 | Arrangement and Description  | • Jimmerson pp. 345-395
• Hackbart-Dean, P., et. al.
• Foster, A. L.                |           |
| Week 5 | 9/29/09 | Arrangement and Description  | • Donna E. McCrea
• Mark A. Greene and Dennis Meissner
• Christine Weideman
• Michelle Light and Tom Hyry  | Assignment 1 |
| Week 6 | 10/6/09 | Reference                    | • Jimmerson pp. 417-448
• Barbara C. Orbach
• Kristin E. Martin            |           |
| Week 7 | 10/13/09| Access                       | • Jimmerson pp. 449-476
• Elizabeth Yakel and Deborah A. Torres
• Kristin E. Martin
• Margaret L. Hedstrom, Christopher A. Lee, Judith S. Olson and Clifford A. Lampe | Proposal: Assignment 4 |
| Week 8 | 10/20/09| Digital Initiatives          | • Jimmerson pp. 549-606
• Polar Bear Expedition site
• NARA Tech Guidelines
• Elaine Peterson              | Assignment 2 |
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<th>Week</th>
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| 9      | 10/27/09| Preservation        | - Jimmerson pp. 475-548  
- Conserve O Grams  
- Catherine O’Sullivan  
- Jan Lyall  
- Betty Walsh |
| 10     | 11/3/09 | Donor Relations     | - Michael E. Stevens  
- Michael Doylen  
- Cynthia K. Sauer |
| 11     | 11/10/09| Advocacy            | - Jimmerson pp. 607-630  
- Ellen Swain  
- Julia Hendry |
| 12     | 11/17/09| Ethics              | - Glenn Dingwall  
- Sara S. Hodson  
- Julie Herrada  
- G. Koger  
- Timothy L. Ericson |
| 13     | 11/24/09| No Class            | No readings                                                                |
| 14     | 12/1/09 | Wrap up             | No readings                                                                |
| 15     | 12/8/09 | Case Study Defense/Discussion | No readings                                                                |

### COURSE ASSIGNMENTS

1. **Case Study Project** (35%): a hands-on project exploring various aspects of archival practice including accessioning, processing, writing a finding aid, and drafting a digitization plan for an archival collection.

2. **Assignments** (40%) Completed assignments must be submitted through Blackboard, not emailed to the instructor.
   - Assignment 1: Be the Patron
   - Assignment 2: Deed of Gift
   - Assignment 3: Collection Development Policy
   - Assignment 4: 5 page research paper on an archives related topic

3. **Weekly Reading Responses** (written) /**Discussion** (25%)

   **READING RESPONSES**
   Every week students will post a 2-page response to a question pertaining to the readings assigned for the week. Questions will be posted on Tuesday evenings to the course blog: **Weekly Reading Response**
Questions located in 'Course Documents' in blackboard. Weekly reading responses focus on the readings assigned during the previous class.

DISCUSSION
During the first class, discussion groups will be established. Each group will be assigned a week during which that group will lead online discussion. Assigned weeks are on blackboard in 'Course Documents.' Students are responsible for contacting the other students within the group and organizing the discussion. The group will pose that week’s question or topic and actively moderate and participate in discussion. All students are expected to participate in discussion each week and incorporate readings into the discussion. Weekly discussion focuses on the readings assigned during the previous class.

GRADING SCALE:
A: 90-100 B: 80-89 C: 70-79 F: 69 or below

LISTSERV
Archives and Archivists (A&A) List: All students are expected sign up and monitor activity on this list and use this in discussions online or in the assignments. The A&A List is an open forum for all topics relating to archival theory and practice
http://www.archivists.org/listservs/arch_listserv_terms.asp

WRITTEN ASSIGNMENTS
All papers written for this course should follow the latest edition of the Chicago Manual of Style. Plagiarism, see 6.3.1 under University of Kentucky Student Rights and Responsibilities:

ACADEMIC INTEGRITY
All papers and take-home assignments must represent the student's original work. When using material from other sources, proper citations must be given. Papers or assignments prepared for other classes cannot be used to fulfill the requirements of this class.

LOGISTICS
• Each week (Tuesdays at 5:00 pm) there will be course materials provided in 'Course Documents' section of Blackboard. Often this will include a podcasted mini lecture and PowerPoint slides, when needed, to accompany the lecture.

• Each week, students will submit a reading response as detailed above.

• Each week, students will participate in the discussion pertaining to the week’s topics.

• Students will be expected to regularly monitor Blackboard for class announcements.
• Students will receive email announcement that course materials for the week are available.

• All assignments are due by 5:00 PM EASTERN TIME on stated due dates.

• All assignments are to be submitted via Blackboard. They are NOT to be emailed to the instructors unless in the case of technical failures.

• Email will be the preferred correspondence. For all email correspondence, preface your subject with the following: “LIS643: “.

• Since there is no “meeting time” for this class, students are expected to access the course materials and to stay in regular communication. Failure to fulfill course assignments on time will result in lowered grades (1/2 letter grade each day late).

READINGS LIST BY TOPIC/WEEK

THEORY
Lester J. Cappon and the Relationship of History, Archives, and Scholarship in the Golden Age of Archival Theory
Journal American Archivist
Issue Volume 68, Number 1 / Spring-Summer 2005
Author Richard J. Cox

Jenkinson’s Writings on Some Enduring Archival Themes
Journal American Archivist
Issue Volume 67, Number 1 / Spring-Summer 2004
Author Terry Eastwood

Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives
Journal American Archivist
Issue Volume 65, Number 1 / Spring-Summer 2002
Author Tom Nesmith

APPRAISAL THEORY
Et Tu Schellenberg? Thoughts on the Dagger of American Appraisal Theory
Journal American Archivist
Issue Volume 59, Number 3 / Summer 1996
Authors Frank Boles and Mark A. Greene
Our Archives, Our Selves: Documentation Strategy and the Re-Appraisal of Professional Identity
Journal American Archivist
Issue Volume 71, Number 1 / Spring - Summer 2008
Author Elizabeth Snowden Johnson

A Comparison of Jenkinson and Schellenberg on Appraisal
Journal American Archivist
Issue Volume 65, Number 2 / Fall-Winter 2002
Author Reto Tschan

PROCESSING
More Product, Less Process: Revamping Traditional Archival Processing
Journal American Archivist
Issue Volume 68, Number 2 / Fall-Winter 2005
Authors Mark A. Greene and Dennis Meissner

Accessioning as Processing
Journal American Archivist
Issue Volume 69, Number 2 / Fall-Winter 2006
Author Christine Weideman

Colophons and Annotations: New Directions for the Finding Aid
Journal American Archivist
Issue Volume 65, Number 2 / Fall-Winter 2002
Authors Michelle Light and Tom Hyry

The Strongest Link: The Management and Processing of Archival Collections
Journal Archival Issues
Issue v. 27 no. 2 (2002)
Authors Hackbart-Dean, P., et. al.

Minimum Standards Processing and Photograph Collections
Journal Archival Issues
Issue v. 30 no. 2 (2006)
Authors Foster, A. L.

Getting More for Less: Testing a New Processing Model at the University of Montana
Journal American Archivist
Issue Volume 69, Number 2 / Fall-Winter 2006
Author Donna E. McCrea
REFERENCE

*The View From the Researcher's Desk: Historians' Perceptions of Research and Repositories*
Journal American Archivist
Issue Volume 54, Number 1 / Winter 1991
Author Barbara C. Orbach

"The Old Version Flickers More": Digital Preservation from the User's Perspective
Journal American Archivist
Issue Volume 69, Number 1 / Spring-Summer 2006
Authors Margaret L. Hedstrom, Christopher A. Lee, Judith S. Olson and Clifford A. Lampe

*Analysis of Remote Reference Correspondence at a Large Academic Manuscripts Collection*
Journal American Archivist
Issue Volume 64, Number 1 / Spring-Summer 2001
Author Kristin E. Martin

*AI: Archival Intelligence and User Expertise*
Journal American Archivist
Issue Volume 66, Number 1 / Spring-Summer 2003
Authors Elizabeth Yakel and Deborah A. Torres

DIGITAL INITIATIVES

*Technical Guidelines for Digitizing Archival Materials for Electronic Access*

*Polar Bear Expedition*: University of Michigan
[http://polarbears.si.umich.edu/](http://polarbears.si.umich.edu/)

Peterson, Elaine. *Beneath the Metadata: Some Philosophical Problems with Folksonomy.*
Journal D-Lib Magazine
Issue Vol. 12 no. 11 (Nov. 2006)
Authors Elaine Peterson
Link [http://www.dlib.org/dlib/november06/peterson/11peterson.html](http://www.dlib.org/dlib/november06/peterson/11peterson.html)
PRESERVATION
*Diaries, On-line Diaries, and the Future Loss to Archives; or, Blogs and the Blogging Bloggers Who Blog Them*

Journal American Archivist
Issue  Volume 68, Number 1 / Spring-Summer 2005
Author Catherine O’Sullivan

*Conserve O Grams*
http://www.nps.gov/history/museum/publications/conserveogram/cons_toc.html

22/02 Understanding Digital Image Formats 2008
19/15 Storing Archival Paper-Based Materials 1996
19/16 Housing Archival Paper-Based Materials 1996
19/17 Handling Archival Documents and Manuscripts 1996
19/18 How to Care for Bound Archival Materials 1996
19/19 Care of Archival Compact Disks 1996
19/20 Care of Archival Digital and Magnetic Media 1996
19/21 Planning Digital Projects for Preservation and Access 2000
19/22 Managing Digital Projects for Preservation and Access 2000
14/2 Storage Enclosures for Photographic Prints and Negatives 1993
14/3 Chronology of Photographic Processes 1993
14/4 Caring for Photographs: General Guidelines 1997
14/5 Caring for Photographs: Special Formats 1997
14/6 Caring for Color Photographs 1998
14/8 Caring for Cellulose Nitrate Film 2004
14/9 Identification of Film-Base Photographic Materials 1999


DONORS
*Voices From Vietnam: Building a Collection from a Controversial War*
Journal American Archivist
Issue  Volume 64, Number 1 / Spring-Summer 2001
Author Michael E. Stevens

*Experiments in Deaccessioning: Archives and On-line Auctions*
Journal American Archivist
Issue  Volume 64, Number 2 / Fall-Winter 2001
Author Michael Doylen

*Doing the Best We Can? The Use of Collection Development Policies and Cooperative Collecting Activities at Manuscript Repositories*
Journal American Archivist
Issue Volume 64, Number 2 / Fall-Winter 2001
Author Cynthia K. Sauer

**ADVOCACY**

*Oral History in the Archives: Its Documentary Role in the Twenty-first Century*
Journal American Archivist
Issue Volume 66, Number 1 / Spring-Summer 2003
Author Ellen D. Swain

*Primary Sources in K-12 Education: Opportunities for Archives*
Journal American Archivist
Issue Volume 70, Number 1 / Spring-Summer 2007
Author Julia Hendry

**ETHICS**

*Trusting Archivists: The Role of Archival Ethics Codes in Establishing Public Faith*
Journal American Archivist
Issue Volume 67, Number 1 / Spring-Summer 2004
Author Glenn Dingwall

*In Secret Kept, In Silence Sealed: Privacy in the Papers of Authors and Celebrities*
Journal American Archivist
Issue Volume 67, Number 2 / Fall-Winter 2004
Author Sara S. Hodson

*Ethics, Accountability, and Recordkeeping in a Dangerous World*
Journal Archival Issues
Issue v. 30 no. 2 (2006)
Author Julie Herrada
Ethics, Accountability, and Recordkeeping in a Dangerous World
Journal Archival Issues
Issue v. 28 no. 2 (2003/2004)
Author G. Koger

Building Our Own "Iron Curtain": The Emergence of Secrecy in American Government
Journal American Archivist
Issue Volume 68, Number 1 / Spring-Summer 2005
Author Timothy L. Ericson