University of Kentucky
School of Library & Information Science (SLIS)

LIS 643 Archives and Manuscripts Management
Fall 2013

Instructor

Mary Margaret Bell, MLS
Instructor
School of Library and Information Science
mm.bell@uky.edu
Preferred method of contact: email

Office Hours

By appointment: generally early evenings, 5:00 to 7:00 pm.

Coordinator, Archives and Retrieval Systems
Jefferson County Public Schools
C.B. Young, Jr. Service Center Building 6
3001 Crittenden Drive
Louisville, KY 40209

Contact me via email to schedule an appointment to meet. I will respond as soon as possible, usually within 24 hours.

We could meet by telephone (502-819-4074) or via Skype (Skype id: mmbell6)

The class is online using the Blackboard system. For more information about Blackboard, see www.uky.edu/Blackboard.

Course Information

Course Description
This course is designed to cover the management, care, and servicing of manuscript and archival material. Attention will also be given to criteria for building an archival/manuscript collection in a repository and to the description and interpretation of its holdings in guides and catalogs for the use of researchers. Prereq: LIS 602 or consent of instructor.

Course Objectives
Students will become familiar with core archival principles, theories and practices. These include acquisition, appraisal, arrangement and description, access, and preservation. The course discusses the importance of archives in the management of knowledge for society and organizations. Principles, methodologies, and practices to administer archives and records, in print, image, and digital form will be covered.

Required Reading

Required Textbook:

Other readings noted in course outline.

Course Outline and Sections

Many readings are from the journal of the Society of American Archivists, the American Archivist. It is cited below as AA.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings Due</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1, August 28</td>
<td>Introduction</td>
<td>no readings</td>
<td></td>
</tr>
<tr>
<td>Week 5, September 24</td>
<td>Arrangement and Description</td>
<td>Jimerson, pp. 343-414; SAA. <em>Describing Archives: A Content Standard</em>. Chicago: SAA, 2004, v-xxi;</td>
<td>Assignment 1 Due</td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Readings Due</td>
<td>Assignment Due</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Week 10, October 29</td>
<td>Preservation</td>
<td>Jimerson, 473-546, National Park Service ConserveOgrams <a href="http://www.nps.gov/history/museum/publications/conserveogram/cons_toc.html">http://www.nps.gov/history/museum/publications/conserveogram/cons_toc.html</a> (see list following this table)</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Readings Due</td>
<td>Assignment Due</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Week 14, November 26</td>
<td>Thanksgiving holiday</td>
<td>no readings</td>
<td></td>
</tr>
<tr>
<td>Week 15, December 3</td>
<td>Wrapup</td>
<td>no readings</td>
<td>Assignment 4 Due</td>
</tr>
<tr>
<td>Week 16, December 10</td>
<td>Collection Project</td>
<td>no readings</td>
<td></td>
</tr>
</tbody>
</table>

NPS Conservograms List, Week 10

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
14/4 *Caring for Photographs: General Guidelines* 1997
14/5 *Caring for Photographs: Special Formats* 1997
14/6 *Caring for Color Photographs* 1998
14/7 *Caring for Photographs: Special Monochrome Processes* 1998
14/8 *Caring for Cellulose Nitrate Film* 2004
14/9 *Identification of Film-Base Photographic Materials* 1999
22/2 *Understanding Digital Image Formats* 2008

Additional Source Links, Week 11:
Course Assignments

Papers should follow the *Chicago Manual of Style*, latest edition.

Assignment 1

Crowdsourcing project analysis: 5-10 page paper on one of the archives/museum crowdsourcing projects in progress. Your analysis should document the project's scope and purpose. It should report your experience as a participant and provide your assessment of the project's value and prospects for success. Choose 3-5 elements to transcribe or otherwise assist as a member of the project's crowdsourcing volunteer corps.

Suggested projects:

Louisville Leader, U of L: http://digital.library.louisville.edu/cdm/landingpage/collection/leader/
University of Iowa DIY History: http://diyhistory.lib.uiowa.edu/
Flickr Commons, various institutions — choose and identify one to the instructor.
Yiddish translation project, the University of Warwick and Cornell University http://transcribe.lib.warwick.ac.uk/yt/index.php/Main_Page

Students may identify and suggest other archives/museum crowdsourcing projects to the instructor.

Assignment 2

Archives Patron report: Make an on-site visit as a researcher to an archives in your area. Write a 5-6 page paper on the visit, describing your experience, including the use of a small collection of your choice. During your visit, you will use a finding aid, guide or inventory to identify a collection. Request access and examine the collection. Your paper should provide a general description of the repository you visit, giving its purpose, characteristics, and size. Evaluate your experience as a user, analyzing the process of requesting access, the organization of the materials you use, their condition, your interaction with staff, and the results of your research.

Assignment 3

Paper on topics related to Archives and Manuscripts Management: 12-15 double-spaced pages of text. Bibliography and footnotes required (the latter may also be presented at the end of the paper).

Topic suggestions:

Access issues
Archival careers and opportunities
Archival education, accreditation, certification
Types of archives, by format such as media or subject such as business, institutional, corporate, special collections, and topical
Arrangement
Cataloging/ DACS/ metadata
Copyright / orphan works
Deaccessioning
Description
Digital initiatives
Disaster planning
Documentation strategies
Donor relations
Electronic records
Finding aids/EAD
Grants and external funding
Legal issues
Manuscripts
Open Records Laws (aka Sunshine Laws or FOIA)
Photographs
Preservation
Privacy concerns
Professional ethics
Public programming/outreach
Records management
Reference
Security
Web 2.0/social media and archives

Assignment 4

Collection Arrangement and Description project

You will accession, arrange, and describe a collection. Your work will include a deed of gift, a processing worksheet, complete finding aid, and digitization plan for part or all of the collection.

Assignment 5

Discussion

The class will be divided into groups. Each group will take turns leading the weekly discussion of the assigned readings and topics. Students will work together in their assigned groups to successfully lead and moderate the online discussion. All students should actively participate in the weekly discussions. Each student's participation will be graded for substance and quality in response to the readings, topics, and discussions.

**Student Evaluation**

**Grading Parameters**
Percentage of final grade

Assignment 1, Crowdsourcing project analysis paper, 15%
Assignment 2, Archives Patron report paper, 15%
Assignment 3, Archives and Manuscripts topic paper, 20%
Assignment 4, Collection Arrangement and Description project, 35%
Assignment 5, Class Participation/Discussion, 15%
Grading Rubric
All papers and assignments will be evaluated for organization, clarity and writing appropriate for graduate level work. Papers should be proofed for spelling, grammar, and presentation. Work should be professional. Up to ten points may be deducted for unproofed assignments. Late submissions will receive a reduction of a half letter grade per day after the due date has arrived.

Grading Scale
\[
\begin{align*}
[90\% – 100\%] &= \text{A (Exceptional Achievement)} \\
[80\% – 89\%] &= \text{B (High Achievement)} \\
[70\% – 79\%] &= \text{C (Average Achievement)} \\
[0\% – 69\%] &= \text{F (Failing)}
\end{align*}
\]

Course Policies
Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at: http://ci.uky.edu/lis/sites/default/files/policies.pdf

Logistics
Since there is no specific meeting time for this class, students are required to stay in regular communication and check regularly for class announcements in Blackboard.

Tuesdays at 5 pm Eastern time will be the deadline for material to be posted for each week's activities. This material may include short lecture podcasts and slides to accompany the readings. Email announcements that material is available will be sent.

Tuesdays at 5 pm Eastern time is the DUE DATE AND TIME for the assignments to be turned in as required during the weeks specified in the course outline.

Papers should be submitted via Blackboard in one of the following file formats: .doc, .docx, or .rtf.

No assignments may be submitted via email unless there are technical failures.

TECHNOLOGY INFORMATION & RESOURCES
Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: https://iweb.uky.edu/MSDownload/.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UKIT.
Information Technology Customer Service Center (UKIT)
http://www.uky.edu/UKIT/; 859-218-4357

Library Services
Distance Learning Services
http://www.uky.edu/Libraries/DLLS
  • Carla Cantagallo, DL Librarian
  • Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  • Email: dllservice@email.uky.edu
  • DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

Course Reserves