LIS 643 (Archives and Manuscripts Management) Syllabus, Fall 2014

Supervisor: Stacie Williams, Learning Lab Manager, Special Collections Research Center, Room 123.
Phone: 859-257-8371 Email: stacie.williams@uky.edu.
Building Hours: 9:00am – 5:00pm
Office Hours: TBA

Course Description
This course is designed to cover the servicing, management and care of manuscript and archival material. Attention will also be given to arrangement and description, and interpretation of holdings in guides and catalogs for researchers’ use. Prerequisite: LIS 602 or consent of instructor

Course Objective
Students will become familiar with core archival principles, theories and practices. These include acquisition, arrangement and description, access and outreach, and preservation. The course discusses the importance of archives in the management of knowledge for society and organizations.

Grading Rubric
Nearly all of the assignments will be group projects. Groups will be assigned within the first week of class. Everyone in the group will receive the same grade and all of the assignments will build on each other for an interactive learning experience. The final project—due from every student—will be a 5-7 page paper integrating and analyzing all of the learned elements. Students will also be graded on participation, which includes commenting on other groups’ white papers and weekly readings.

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 and follow The Chicago Manual of Style. Up to 10 points may be automatically deducted for work that fails to meet this standard. Late submissions will receive a reduction of a half letter grade per day after the due date.

Grading Scale
[90% – 100%] = A (Exceptional Achievement)
[80% – 89%] = B (High Achievement)
[70% – 79%] = C (Average Achievement)
[0% – 69%] = F (Failing)
**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**

Class will be a mix of synchronous and asynchronous. For those unable to make the live discussions, the class will also be recorded, podcast-style and include slides or handouts.

Assignments will be due when they are assigned, without exception. Given that everyone will be working in a group, you name a point person to turn in the assignments. Papers should be submitted in one of the following file formats: .doc, .docx, or .rtf.

Group 1 (Appraisal, arrangement & description): This group will process a small University of Kentucky manuscript collection held at King Library. Ideally, this group will be available to come to campus and look through the collection. Group will then write a 3-page *white paper explaining why they chose to arrange and describe the collection as they did and using current literature to make their arguments.

Group 2 (Preservation): This group will preserve the processed collection through digitization. This group will write a 3-page white paper explaining the process and current trends or issues with the procedures. Group must also explain and make transparent their quality control process. Discuss pros and cons. You can use the white paper from Group 1 as a source.

Group 3 (Reference and Access): This group will write a 3-page white paper discussing different ways the collection can be accessed, comparing it to other similar collections and using rationale from current literature. Pros and cons also. You can use white papers from Group 1 and 2 as a source.

Group 4 (Outreach): This group will create a proposal for outreach that will help publicize the collection. Include a 3-page white paper explaining decision and linking it to current trends. Can use previous class white papers as a source.

Group 5 (Legal Issues/Ethics): This group will analyze potential ethical, legal or physical issues related to the collection. Three-page white paper that briefly describes a SWOT (strengths, weaknesses, opportunities and threats) analysis of the in-class collection and steps the repository could take could avoid any threats and shore up weaknesses.

* A white paper explains the results, conclusions, or construction resulting from some organized committee or effort. In academia, a white paper will usually advocate a certain position or solution.

Assignment #1: Create a biog/hist note and a scope and content note for the collection. Be thorough in research and use only primary sources, use Chicago Manual of Style and proper LCSH subject headings. This can be revised for extra credit.

Assignment #2: Final 5-7 page paper comparing and contrasting the in-class collection with a collection from the repository of your choice. Describe ways in which in-class suggestions and
practices may differ or be the same from the other repository’s collection. Draw on findings from group work and current literature.

**Percentage of final grade**
- Assignment 1: 15%
- White Papers: 30%
- Assignment 2: 40%
- Participation: 15%

**Schedule**

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<th>Week</th>
<th>Topic</th>
<th>Reading</th>
<th>Assignment</th>
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<tr>
<td>Week 1</td>
<td>Introduction: Housekeeping</td>
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<td>Week 2</td>
<td>History and Theory, What is an archives?</td>
<td>Greene &amp; Meissner “More Product, Less Process”; Jacque Derrida “Archive Fever” p. 9-11</td>
<td>Group 1 begins assignment (discuss with instructor)</td>
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<td>Week 3</td>
<td>Collection development, Appraisal, Acquisition</td>
<td>Trudy Huskamp Peterson “The Gift and the Deed,” Harvard/Chicago article; Iraqi Jewish artifacts article (Link below)</td>
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<td>Week 4</td>
<td>Arrangement &amp; Description, finding aids</td>
<td>Boler, “Disrespecting original order”; SAA processing standards</td>
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<td>Week 5</td>
<td>Arrangement &amp; Description, finding aids</td>
<td>Indexing slave names; Desperately Seeking Mary; LCSH slide share</td>
<td>Group 1 assignment due</td>
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<td>Week 6</td>
<td>Preservation</td>
<td>Harvard Preservation website; formats, basic facts; ARL appraising digital materials standards</td>
<td>Assignment #1 due; Group 2 begins assignment</td>
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<td>Week 7</td>
<td>Reference/Access</td>
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<th>Week 8</th>
<th>Threats</th>
<th>“Can You Ever Forgive Me?”, Verne Harris article</th>
<th>Group 3 Assignment due</th>
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<th>Week 9</th>
<th>Advocacy/Outreach</th>
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<th>Week 10</th>
<th>Legal/Ethics</th>
<th>Boston College IRA oral history project articles</th>
<th>Group 2 assignment due</th>
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<th>Week 11</th>
<th>Privacy</th>
<th>Hodson article</th>
<th>Group 4 Assignment due</th>
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<th>Week 12</th>
<th>Born-digital materials</th>
<th>Caswell and cellphone records</th>
<th>Group 5 Assignment due</th>
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<th>Week 14</th>
<th>Thanksgiving break</th>
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<th>Week 15</th>
<th>“Different archives”</th>
<th>Assignment #2 due</th>
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<th>Week 16</th>
<th>Wrap up</th>
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Links to articles
Week 3:
http://www.bbc.co.uk/news/magazine-24830078

Week 6:
http://library.harvard.edu/preservation/special-collections

Week 10:
http://bostoncollegesubpoena.wordpress.com/
http://files.archivists.org/advocacy/BostonColIIRAOralHist_FINAL2.pdf
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