

**Museum Studies 707/History727
Archival Principles and Practices
Course Syllabus**

Class Meets every Tuesday, 9:30 – 12:00, Spring Semester, 2013

Instructor: Sheryl Williams, Curator of Collections, Spencer Research Library
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Office Hours: Mondays, 3:00 – 4:00, Thursdays, 9-10, or by appointment

Textbook:

Jimerson, Randall C., ed., American Archival Studies: Readings in Theory and Practice, Society of American Archivists, 2000

Course Description:

This course is introductory in nature, and intended to provide students with an understanding of what archives are and what archivists do. Readings and weekly lectures/discussions cover a broad range of archival topics, interspersed with opportunities for discussion with practicing archivists. Several visits to local archival repositories are also included.

All readings listed are required, and class discussion will be expected over the readings. Class attendance and participation in discussion are critical. In addition to the readings there will be three short assignments throughout the semester and a longer, paper due at the end of the semester. Each of three assignments will require a 10 minute presentation to the class. The final paper will require a 20 minute presentation in class.

For Your Information

The KU Office of Disability Resources coordinates accommodations and services for all students who are eligible. The DR office is located in 22 Strong Hall; its phone number is 785-864-2620 (V/TTY). Information about DR services can be found at www.disability.ku.edu.

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Course Outline

January 22 Discussion of course requirements
Introduction to archives and the archival profession
Tour of Spencer Library

January 29 Understanding Archives and Archivists
In class exercise

Required Readings:

O'Toole, James and Richard Cox, Understanding Archives and Manuscripts, Chicago, Society of American Archivists, pp. viii – 43.

Jimerson, Randall, “American Archivists and the Search for Professional Identity,” American Archival Studies pp. 1-20.

Fleckner, John, “Dear Mary Jane: Some Reflections on Being and Archivist,” American Archival Studies, pp. 21-28.

Hensen, Steve, “Revisiting Mary Jane, or, Dear Cat: Being Archival in the 21st Century,” American Archivist, Vol. 65, No. 2, Fall – Winter 2002, pp. 168-175.

Foote, Kenneth, “To remember and Forget: Archives, Memory, and Culture,” American Archival Studies, pp. 29-46.

February 5 Archival History
Selection/Documentation/Appraisal

Required Readings:

Panitch, Judith M., “Liberty, Equality, Posterity?: Some Archival Lessons from the Case of the French Revolution,” American Archival Studies, pp. 101 – 122.

Gilliland-Swetland, Luke, “The Provenance of a Profession: The Permanence of the Public Archives and Historical Manuscripts Traditions in American Archival History,” American Archival Studies, pp. 123-142.

Jimerson, Randall, “The Power of Archives,” American Archivist, Vol. 69, no.1, Spring-summer, 2006, pp. 19-32.

Ericson, Tim, “At the Rim of Creative Dissatisfaction: Archivists and Acquisition Development,” American Archival Studies, pp. 177- 192.

Samuels, Helen, "Who Controls the Past," American Archival Studies, pp.193-210.

O'Toole, James, "On the Idea of Uniqueness," American Archival Studies, pp. 245-278.

February 12 Field work/donor relations
Guest speaker: Deborah Dandridge, Field Archivist, Kansas Collection,
African American Collecting Program, Spencer Research Library
Guest speaker, Laird Wilcox, founder of the Wilcox Collection of
Contemporary Political Movements

Required Readings:

Boles, Frank, Selecting and Appraising Archives and Manuscripts, Society of American Archivists, 2005, chapter 3, "The Big Picture: Mission Statements, Records Management, and Collection Development Policies," pp. 44-73.

Greene, Mark, "The Surest Proof: A Utilitarian Approach to Appraisal," American Archival Studies, pp.301-344.

February 19 University Archives
Guest speaker: Archivist, Letha Johnson, Assistant University Archivist
Spencer Research Library
Tour of University Archives, Spencer Research Library
Assignment one due. Presentations in class of assignment one

Required Readings:

Maher, William, The Management of College and University Archives,
Metuchen, N.J., Society of American Archivists and Scarecrow Press,1992, pp. 4-34.

Laver, Tara Zachary, "In a Class by Themselves: Faculty Papers at Research Universities – Archives and Manuscript Repositories," American Archivist, Vol. 66, no.1, Spring Summer 2003, pp.159-196.

Prom, Christopher and Ellen Swain, "From the College Democrats to the Fallen Illini: Identifying, Appraising and Capturing Student Organization Websites", American Archivist, Vol.70, No.2, Fall-Winter, 2007, pp. 344-363.

Yakel, Elisabeth, "Understanding Administrative Use and Users in University Archives," American Archival Studies, pp.449-471.

February 26 Archival function: reference and outreach
Guest speaker Caitlin Donnelly, Head of Reader Services, Spencer Library

Required Readings:

“ALA (American Library Association) - SAA (Society of American Archivists) Joint Statement on Access: Guidelines for Access to Original Research Materials.” Available at <http://www.archivists.org/statements/alasaa.asp>.

Vogt-O’Connor, Diane, “Reference Services and the Research Room,” in Photographs Archival Care and Management , Society of American Archivists, 2006, chapter 9, pp. 271 – 293.

Pugh, Mary Jo, Providing Reference Services for Archives and Manuscripts, Society of American Archivists, 2005, chapters 6 and 7, pp.149 – 208.

Finch, Elsie Freeman, “In the Eye of the Beholder: Archives Administration from the User’s Point of View,” American Archival Studies, pp. 415- 432.

March 5 Museum Archives
Assignment 2 is due. Brief presentations in class

Required Readings:

Wythe, Deborah, ed., Museum Archives an Introduction, 2nd ed., Society of American Archivists, 2004, pp. 3-25.

Jones, Lucy T., “The Sleazy Underbelly of Museum Collecting: Archiving Theft in Museums,” Library and Archival Security, vol. 22, 2009, pp. 19-32.

March 12 Archival function of Arrangement and Description
Guest speaker, Michael Readinger, Spencer Library Manuscript Processing Coordinator
In-class exercise

Required Reading:

Roe, Kathleen, Arranging and Describing Archives and Manuscripts, Society of American Archivists, 2005, chapter 2, pp. 11-27, and chapter 3, pp. 34-44
Bearman, David, and Richard Lytle, “The Power of the Principle of Provenance,” American Archival Studies, pp. 345-360.

Pitti, Daniel V., “Encoded Archival Description, the development of an Encoding Standard for Archival Finding Aids,” American Archival Studies, pp. 395-416.

Greene, Mark and Dennis Meissner, "More Product Less Process: Revamping Traditional Archival Processing," American Archivist, vol. 68, no.2, 2005, pp. 208-263.

In preparation for class, consult the finding aids on the Spencer Research Library's website (<http://spencer.lib.ku.edu>) and review two prior to class.

March 19 **Spring Break No classes**

March 26 Tour of the Robert Dole Archives, Dole Institute of Politics with Audrey Coleman, Senior Archivist
Assignment 3 is due. Brief Presentations in class

Required Readings:

Phillips, Faye, "Congressional Papers: Collection Development Policies," American Archivist, vol. 58 summer 1995, pp. 258 – 269.

Strom, Michael, "Texas-Sized Progress: Applying Minimal Standards Processing Guidelines to the Jim Wright Papers," Archival Issues, vol. 29, no.2, pp.105-112.

Daniels-Howell, Todd, "Reappraisal of congressional records at the Minnesota Historical Society, a Case Study", Archival Issues, vol. 23, no.1, 1998, pp.35-40.

Pease Miller, Cynthia, Managing Congressional Collections, Society of American Archivists, Chicago, Society of American Archivists, 2008, pp. 22-43.

Review Dole website <http://www.doleinstitute.org/archives/index.shtml>.

April 2 Ethics in the Archives
Photographs, films, sound recordings

Required Reading:

Review Code of Ethics, Society of American Archivists,
(www.archivists.org/governance/handbook/app_ethics.asp).

Ritzenthaler, Mary Lynn and Diane Vogt-O'Connor, Photographs: Archival Care and Management, Society of American Archivists, 2006, pp. 1-21.

Review the web site of the Association of Recorded Sound at <http://www.arsc-audio.org>.

April 9 Tour, Kansas State Historical Society, Library and Archives
Division, Topeka, Kansas with Lin Fredericksen

Required Reading:

Paul, Karen Dawley, "Archivists and Records Management," Managing Archives and Archival Institutions, University of Chicago Press, 1988, pp. 34-52.

Review documents on KSHS website : State Records Retention Schedules (General) at <http://kshs.org/gouvernement/records/stategovt/index.htm>

April 16 Archives and the Digital World
Guest speakers Michael Church, Kansas State Historical Society and Brian Grubb, Project Director, "Communities and Conflict: The Impact of the Civil War in the Ozarks, Springfield-Greene County Library District

Required Readings:

Lynch, Clifford, 2002, "Digital collections, Digital Libraries, and the Digitization of Cultural Heritage Information," *First Monday* 7:5 (May 2002)
http://www.firstmonday.org/issues/issue7_5/lynch/index/html.

Gilliland-Swetland, Anne, "Digital Communications: Documentary Opportunities Not to be Missed," American Archival Studies, pp. 589 – 603.

Review web site for Kansas Memory (<http://www.kansasmemory.org/>).

Samouelian, Mary, "Embracing Web 2.0: Archives and the Newest Generation of Web Applications," American Archivist, Vol. 72, no.1, Spring/summer 2009, pp. 42-71.

Conway, Paul, "Modes of Seeing: Digitized Photographic Archives and the Experienced User." American Archivist, Fall/Winter 2010, pp. 425 – 462.

April 23 Electronic Records /Digital Initiatives
Guest speakers, Matt Veatch, State Archivist, Kansas State Historical Society and Becky Schulte, University Archivist, Spencer Research Library

Required Readings:

Henry, Linda, "Schellenberg in Cyberspace," American Archival Studies, pp.569-588.

Zach, Lisl and Marcia Fink, "Practices for College and University Electronic Records Management (ERM) Programs: Then and Now," American Archivist, Spring-Summer, 2010, pp. 105-128.

Kahle, Brewster, Universal Access to all Knowledge,” American Archivist, vol. 70, no.1, Spring-Summer 2007, pp.23-31.

Pearce-Moses, Richard, “Janus in Cyberspace: Archives on the Threshold of the Digital Era,” American Archivist Vol. 70, no.1, Spring-Summer 2007, pp. 13-22.

O’Sullivan, Catherine, Diaries, “On-line Diaries, and the Future Use Loses to Archives: or, Blogs and the Blogging Bloggers who Blog Them,” American Archivist, vol. 68 no. 1, Spring-Summer 2005, pp.53-73.

April 30 **Final Papers due**
Class presentations of final papers

May 7 Management/security
The future: Libraries, archives, and museums

Required Reading:

Kurtz, Michael, Managing Archival and Manuscript Repositories, Society of American Archivists, 2004, pp. 115-158.

Cox, Richard, “Archives and Archivists in the Twenty-First Century: What Will We Become?” Archival Issues, Vol. 20, no. 2, 1995, pp. 97- 113.

Dupont, Christian, “Libraries, Archives, and Museums in the Twenty-First Century: Intersecting Missions, Converging Futures?” RBM v.8 no.1, Spring 2007, pp. 13-19.

Michalko, James, “Libraries, Archives, and Museums: Achieving Scale and Relevance in the Digital Age,” RBM vol. 8 no 1, Spring 2007, pp.75-79.

Jorgensen, Corinne, “Unlocking the Museum: A Manifesto,” Journal of the American Society for Information Science and Technology, vol. 55 issue 5, 2004, pp. 424-464.

Assignments

Assignment One: Interview an archivist/records manager/ information specialist/librarian who works with archival materials.

Due date: February 19 (presentation same day)

In this exercise you are required to interview (in person or by email/phone) a working archivist (in an area of interest to you), and prepare a two – three page summary of your interview. You should ask the interviewee questions about the nature of their work, what they normally do in a work day, what kind of education they have for their archival position, and what issues they have faced in their work. What are some of the challenges that they deal with now? Feel free to go beyond these questions. If you have trouble identifying an archivist to interview, see me, and I will assist you in locating someone.

Assignment Two: Review of use policies for different archives

Date Due: March 5 (presentation same day)

Compare the use policies for two different archival institutions (other than Spencer Library). Prepare a two-page summary of your findings, including similarities and differences.

Assignment Three: Review of finding aids

Date Due: March 26 (presentation same day)

Review finding aids for manuscripts/archival records from three different institutions (either in person or via the web). Prepare a two to three page summary of what you have reviewed, how the information is presented, what differences and similarities you notice, and how easy (or not) they are to use. If you need help in locating finding aids please see me.

Final Project: Paper on an archival function.

Due Date: April 30 (includes presentation in class)

Select an archival function, or aspect of archival work you are interested in, and write an in-depth paper (10-15 pages) on this function, including a review of relevant literature, a discussion of the controversies discussed in the literature (if applicable), strengths and weaknesses noted in the literature, and your reaction to the issues discussed. You should include at least 15 articles, and several monographs (if relevant) in your review. Papers are to be footnoted, include a bibliography, and to follow the most current edition of the Chicago Manual of Style.

You will present this paper in class. The presentation should be 15 – 20 minutes, and allow for questions from your colleagues.

Grading

In this course we will be using only whole letter grades (A, B, C, D, F) with no pluses or minuses

The components of your work for this class will be weighted as follows:

Class participation: 30 %

Assignments 1-3: 30%

Final Paper: 40%