

# Syllabus

**Department:** Division of Library and Information Science

**Course Number and Title:** LIS 249 Archives and Records Management

**Bulletin Description:** [25 words maximum]

The purpose of this course is to help students understand the role and function of archives and manuscript groups in American society.

**Prerequisite(s):** None

**Co-requisite(s):** None

## Course Objectives:

This course will present students with an opportunity to develop skills which are essential for beginning an archival career including:

- 1) Knowledge of professional ethics and standards approved by the Society of American Archivists and other professional organizations and their application;
- 2) The ability to research and conceptualize Archival Management issues and questions;
- 3) The ability to apply accepted principles of archival management;
- 4) The ability to effectively communicate with diverse audiences and user groups in written and oral form;
- 5) The ability to work collaboratively with a variety of individuals and institutions concerned about archival resources; and
- 6) The ability to complete projects in a timely fashion, working both independently and as part of a team.

## Program Goals and Outcomes:

- 1A) Demonstrate knowledge of the ethics, values, and foundational principles and the role of library and information professionals in the promotion of democratic and legal principles and intellectual freedom.
- 1C) Demonstrate knowledge of historical and present-day libraries and librarianship as well as significant national and international policies and trends within the library and information profession.
- 3A) Understand the principles involved and the developmental, descriptive, and evaluative skills needed in the organization, representation and retrieval of recorded knowledge and information resources.
- 3B) Demonstrate ability to organize recorded knowledge and information using the systems of cataloging, metadata, indexing, and classification standards and methods.
- 5C) Understand and apply the principles of assessment towards communities, user preferences, and services and resources, as well as promoting methods of advocacy through development and services.
- 7B) Apply the learning theories, instructional methods, and achievement measures to the teaching and learning of concepts, processes and skills used in seeking, evaluating, and using recorded knowledge and information.

## Units of Instruction:

Week 1: introduction to course; discussion of electronic portfolios; introduction and discussion of archives in contemporary society

Key Issues and Questions:

1. What is an archives? Who established the first archives and why? What was their role or function? How did the purpose of archives change over time? What are the different types of archives? What are the similarities and differences between the different types? What are the differences and similarities between the earliest archives founded in the U.S, Europe and other parts of the world?

Week 2: Jimerson, Parts One and Two; O'Toole and Cox, Ch. 1

Week 3: tour of Municipal Archives; discussion of class project

2. What ethical considerations do museum professionals face? What ethical guidelines to museum professionals uphold? Who provides guidance in resolving ethical problems? How do day-to-day ethical issues differ from the larger ones faced by museums as a whole?

Week 4: Lacher-Feldman, Exhibits in Archives and Special Collections Libraries (ON RESERVE)

Week 5: research reports for exhibit

3. What do archivists do and how? Why is *respect des fonds* the pillar of archival theory and practice? What is the importance of provenance? How can archivists improve public access and support?

Week 6: exhibit material due; Blouin and Rosenberg, Parts I-III

Week 7: Jimerson, Parts Three, Four and Five and O'Toole and Cox, Ch. 2-4

Week 8: no class (Friday classes meet)

Week 9: "Finding and Preparing for Archival Internships and Career Opportunities," Karen Acampdo, SJU Career Center

Week 10: Blouin and Rosenberg, Parts III-V

Week 11: O'Toole and Cox, Ch. 5-6; Carmichael

3. What skills and tools are needed by archivists to address the challenges of digitization?

Week 11: Jimerson, Parts Six to Nine

Week 12: archives session

Week 13: archives session

## **Bibliography:**

1. Jimerson, American Archival Studies: Readings in Theory and Practice
2. O'Toole and Cox, Understanding Archives and Manuscripts
3. Blouin and Rosenberg, Processing the Past: Contesting Authority in History and the Archives
4. Carmichael, Organizing Archival Records

**Instructional Time Requirements: 150 hours for 3 credits (10 hours per week for our 15 week semester)**

Asynchronous or synchronous Lecture

Assigned weekly reading

Weekly assignments (individual and group)

Active participation in online discussions

Research for semester-long projects (term papers, projects)

Presentations (online or face to face)

Academic Service-Learning projects (where appropriate)