

## Syllabus Format – Graduate Courses

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

**Course Number and Title:** LIS 257 Archival Representation

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

This course covers the history and principles of archival materials and examines the administrative decisions entailed in the management of an archival institution's representation program.

**Prerequisite(s):**

LIS 203  
LIS 204  
LIS 249

**Co-requisite(s):**

None

**Course Objectives:**

1. **Objective:** To equip future archivists with the intellectual skill-sets needed to organize archival collections (Program outcomes 2A, 2B, 3A, 3B, 4A).  
**Learning Outcome:** Upon completion of this course students will be able to explain the concepts behind the rules and systems used in obtaining intellectual control and process archival collections.
2. **Objective:** To equip future archivists with the skill-sets needed to physically organize archival collections (Program outcomes 3A, 3B, 4A).  
**Learning Outcome:** Upon completion of this course students will be able to demonstrate how to process an archival collection in both paper and digital form.
3. **Objective:** To provide future archivists with the skill-sets necessary to evaluate competing approaches to, and standards for providing access to resources (Program outcomes 2B, 3A, 3B, 4A, 5A, 5B).  
**Learning Outcome:** Upon completion of this course students will be able to use *DACS* archival principles and balance these principles with the unique characteristics found among/within archival institutions.
4. **Objective:** To prepare future archivists to work comfortably within the emerging digital information environment. This includes the development of descriptive tools and systems, which provide both control and access to collections (Program outcomes 2A, 2B; 3A, 3B; 4A).

**Learning Outcome:** Upon completion of this course students will learn how to organize information objects typically found within the archival environment and how these objects can be linked together within the shared online cataloging environment.

5. **Objective:** To provide future archivists with a learning platform that integrates the classroom environment to the real world environment (Program outcomes 1C, 8B).

**Learning Outcome:** Upon completion of this course future archivists will demonstrate how archival theory is linked to archival practice.

**Program Goals and Outcomes:**

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.

2A) Understand the concepts and issues related to the lifecycle of recorded knowledge and information, from creation through various stages of use to disposition.

2B) Understand the concepts, issues, and methods related to the acquisition and disposition of resources, and the management, preservation and maintenance of collections.

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.

4A) Acquire, apply, analyze and assess information, communication, assistive, and other technological skills related to resources, service delivery, professionalism, efficacy, and cost-efficiency of current technologies and relevant technological improvements.

5A) Demonstrate knowledge and usage of the concepts, principles, and techniques of reference and user services, as well as retrieval techniques and evaluation methods, that provide access to relevant and accurate recorded knowledge and information from diverse sources to all patrons.

5B) Understand and demonstrate ability to interact successfully with individuals of all ages and groups to provide consultation, mediation, and guidance in their use of recorded knowledge and information, including information literacy techniques and methods.

8B) Understanding the concepts behind, issues relating to, and methods for the following: assessment and evaluation of library services and their outcomes, developing partnerships, collaborations, networks, and other structures, and principled, transformational leadership.

**Units of Instruction:**

Date	Topic	Assignments
Week 1	INTRODUCTION ➤ Fall 2014 Classes Begin	AS-L Reflection Letter (10pts)
Week 2	REPRESENTATION OF ARCHIVAL COLLECTIONS ➤ Lecture & readings are focused on the History of Archival Representation & Core Concepts	AS-L Projects Defined (5pts)

	<p>Presentation:</p> <ul style="list-style-type: none"> <li>➤ <i>Basics of Managing Electronic Records: Getting Started</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Bearman &amp; Lytle (Winter 1985-1986)</li> <li>➤ Cook (Spring 1993)</li> <li>➤ Smalley (2010) <a href="http://www.library.yale.edu/div/spc/archivalprimer.pdf">http://www.library.yale.edu/div/spc/archivalprimer.pdf</a></li> <li>➤ Horsman, Ketelaar &amp; Thomassen (Fall/Winter 2003)</li> <li>➤ Yakel (2003)</li> <li>➤ Roe (Introduction &amp; Chapter 1)</li> </ul>	
Week 3	<p>MANAGEMENT &amp; PLANNING FOR ARCHIVAL REP</p> <p>Presentation:</p> <ul style="list-style-type: none"> <li>➤ <i>Management &amp; Planning for Archival Representation (Part 1)</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Desnoyers (1982)</li> <li>➤ Eastwood (2000)</li> <li>➤ Ericksen &amp; Shuster (1995)</li> <li>➤ Greene &amp; Meissner (2005)</li> <li>➤ Holmes (1964)</li> <li>➤ Roe (Chapters 2 pp. 11-31 &amp; 4 pp. 45-70 only)</li> <li>➤ DACS Archival Principles (pp. xv-xix)</li> </ul>	Processing Plan Exercise (10pts)
Week 4	<p>DESCRIPTION OF ARCHIVAL COLLECTIONS</p> <p>Presentations:</p> <ul style="list-style-type: none"> <li>➤ <i>Cataloging: A Brief History</i></li> <li>➤ <i>The Development of Cataloging within the Archival Environment</i></li> <li>➤ <i>Description of Archival Collections</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Duff &amp; Harris (2002)</li> <li>➤ Light &amp; Hyry (2002)</li> <li>➤ MacNeil (2005)</li> <li>➤ Miller (2006)</li> <li>➤ Roe, Ch. 4 (pp. 71-97) &amp; App. D (pp. 131-145)</li> </ul> <p>Tools:</p> <ul style="list-style-type: none"> <li>➤ Information Representation through the Vincentian Lens of Transparency: Providing the Under and Misrepresented with a Voice within Our Cultural</li> </ul>	Threaded Discussion Question(s) (wk4) (5pts)

	<p>Heritage Records</p> <ul style="list-style-type: none"> <li>➤ Endres Collection Processing Plan Example</li> <li>➤ John Jenkins Processing Plan Example</li> <li>➤ John Jenkins Container List Example</li> </ul>	
Week 5	<p><b>ROLE OF STANDARDS IN ARCHIVAL DESCRIPTION</b></p> <p>Presentations:</p> <ul style="list-style-type: none"> <li>➤ <i>Standards in Archival Description</i></li> <li>➤ <i>Maintaining Access to Electronic Records (Or The Lack Thereof)</i></li> <li>➤ <i>Creating Sustainable Digital Collections (Part I): Digital Issues</i></li> <li>➤ <i>Creating Sustainable Digital Collections (Part II): Digital Issues</i></li> <li>➤ <i>Creating Sustainable Digital Collections (Part III): Digital Issues</i></li> </ul> <p>Descriptive Standards:</p> <ul style="list-style-type: none"> <li>➤ DACS (2013), Prefatory Material and Part 1”Describing Archival Materials”</li> <li>➤ International Council on Archives, <i>ISAD(G): General International Standard Archival Description</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Cumming (December 2001)</li> <li>➤ Dryden (2003)</li> <li>➤ Landis (2002)</li> <li>➤ Redding (2002)</li> </ul> <p>Assignment Tools:</p> <ul style="list-style-type: none"> <li>➤ <a href="#">Seeing Standards: A Visualization of the Metadata Universe</a></li> <li>➤ <a href="#">Describing Archives: A Content Standard (DACS)</a></li> <li>➤ <a href="#">Rush (2008) Applying DACS to Finding Aids</a></li> <li>➤ <a href="#">SAA Appendix: Sample Annotated Finding Aid</a></li> </ul>	<p>Finding Aid Exercise (10pts) Threaded Discussion Question(s) (wk5) (5pts)</p>
Week 6	<p><b>AUTHORITY CONTROL FOR ARCHIVAL COLLECTIONS 1</b></p> <ul style="list-style-type: none"> <li>➤ Unit focus on <i>Describing Creators</i> &amp; MARC Part I: Structural Elements &amp; Syntax</li> </ul> <p>Presentations:</p> <ul style="list-style-type: none"> <li>➤ <i>Describing Creators: Structural Elements &amp; Syntax</i></li> <li>➤ <i>Why We Code</i></li> <li>➤ <i>Library of Congress MARC21Bibliographic Tool</i></li> <li>➤ <i>Shared Cataloging in the Online Environment</i></li> </ul> <p>Descriptive Standards:</p>	<p>MARC Record Exercise (10ts) Threaded Discussion Question (wk6) (5pts)</p>

	<ul style="list-style-type: none"> <li>➤ DACS (2013), Part II, “Describing Creators”</li> <li>➤ <a href="#">Understanding MARC Bibliographic: Machine-Readable Cataloging</a></li> <li>➤ <a href="#">Library of Congress MARC 21 Format for Bibliographic Data</a></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Dryden (2002)</li> <li>➤ Roe, Appendix E (pp. 146-174)</li> <li>➤ Stibbe (1992)</li> <li>➤ Spindler &amp; Pearce-Moses (1993)</li> <li>➤ A Summary of Commonly Used MARC 21 Fields available at <a href="http://www.loc.gov/marc/umb/um07to10.html">http://www.loc.gov/marc/umb/um07to10.html</a></li> <li>➤ What is a MARC Record and why is it important? Available at <a href="http://www.loc.gov/marc/umb/um01to06.html">http://www.loc.gov/marc/umb/um01to06.html</a></li> <li>➤ Cracking the Code, or Interpreting the Directory available at <a href="http://www.loc.gov/marc/umb/um11to12.html">http://www.loc.gov/marc/umb/um11to12.html</a></li> </ul> <p>Assignment Tools:</p> <ul style="list-style-type: none"> <li>➤ MARC 21 Tutorials available at: <a href="http://www.loc.gov/marc/umb/">http://www.loc.gov/marc/umb/</a></li> <li>➤ <a href="#">MARC 21 Record Assignment Example</a></li> <li>➤ <a href="#">Understanding MARC</a></li> <li>➤ DACS (2013), Part II, “Describing Creators”</li> <li>➤ DACS (2013), Chapter 9 “Archival Authority Records)</li> <li>➤ Metadata Standards Crosswalks available at: <a href="http://www.getty.edu/research/publications/electronic/publications/intrometadata/crosswalks.html">http://www.getty.edu/research/publications/electronic/publications/intrometadata/crosswalks.html</a></li> </ul>	
Week 7	<p>AUTHORITY CONTROL FOR ARCHIVAL COLLECTIONS II</p> <ul style="list-style-type: none"> <li>➤ Unit focus on <i>Forms of Names</i> &amp; MARC Part 2: Creating Collection-Level Records</li> </ul> <p>Presentation:</p> <ul style="list-style-type: none"> <li>➤ <i>Authority Control for Archival Collections II</i></li> </ul> <p>Descriptive Standards:</p> <ul style="list-style-type: none"> <li>➤ <a href="#">International Council on Archives, ISAAR (CPF) International Standard Archival Authority Record for Corporate Bodies, Persons and Families</a></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Martin (1994)</li> <li>➤ Matters (1990)</li> </ul>	Threaded Discussion Question(s) (wk7) (5pts)

	<ul style="list-style-type: none"> <li>➤ Swanson (1990)</li> <li>➤ Weber (1990)</li> </ul>	
Week 8	<p>AUTHORITY CONTROL FOR ARCHIVAL COLLECTIONS III</p> <ul style="list-style-type: none"> <li>➤ Unit focus on MARC Part III: Subject Access</li> </ul> <p>Presentation:</p> <ul style="list-style-type: none"> <li>➤ <i>Authority Control for Archival Collections III (MARC-Subject Access)</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Collins (Spring 1998)</li> <li>➤ Gabriel (2002)</li> <li>➤ Dooley (Spring 1992)</li> <li>➤ Lytle (Winter 1980)</li> <li>➤ Lytle (Spring 1980)</li> <li>➤ Purcell (2002)</li> <li>➤ Smiraglia (1990)</li> </ul> <p>Tools:</p> <ul style="list-style-type: none"> <li>➤ <i>Art &amp; Architecture Thesaurus (AAT)</i>, available at <a href="http://www.getty.edu/research/tools/vocabulary/aat">http://www.getty.edu/research/tools/vocabulary/aat</a></li> <li>➤ <i>Library of Congress Subject Headings (LCSH)</i></li> <li>➤ <i>Library of Congress Thesaurus for Graphic Materials (LCTGM)</i>, available at <a href="http://lcweb.loc.gov/rr/print/tgm1">http://lcweb.loc.gov/rr/print/tgm1</a> and <a href="http://lcweb.loc.gov/rr/print/tgm2">http://lcweb.loc.gov/rr/print/tgm2</a></li> </ul>	Threaded Discussion Question(s) (wk8) (5pts)
Week 9	<p>ENCODED ARCHIVAL DESCRIPTION HISTORY &amp; DTD</p> <p>Presentations:</p> <ul style="list-style-type: none"> <li>➤ <i>History of EAD</i></li> <li>➤ <i>The Internationalization Implementation of the Encoded Archival Description Classification System</i></li> <li>➤ <i>Library and Archives Data Structures</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Fox (2001)</li> <li>➤ Pitti (Summer 1997)</li> <li>➤ Ruth (2001)</li> <li>➤ Stocking (2004)</li> </ul> <p>Tools:</p> <ul style="list-style-type: none"> <li>➤ EAD website located at <a href="http://www.loc.gov/ead/ead.html">http://www.loc.gov/ead/ead.html</a></li> <li>➤ EAD Tag Library available at <a href="http://www.loc.gov/ead/tglib">http://www.loc.gov/ead/tglib</a></li> <li>➤ Research Libraries Group <i>EAD Best Practice Guidelines</i> available at <a href="http://www.rlg.org/en/pdfs/bpg.pdf">http://www.rlg.org/en/pdfs/bpg.pdf</a></li> <li>➤ The EAD Cookbook available at <a href="http://www.archivists.org/saagroups/ead/ead2002cookbookhelp.html">http://www.archivists.org/saagroups/ead/ead2002cookbookhelp.html</a></li> </ul>	EAD Record Exercise (10pts)

	<ul style="list-style-type: none"> <li>➤ EAD Template Series &amp; Subseries (Example)</li> </ul>	
Week 10	<p>ENCODED ARCHIVAL DESCRIPTION</p> <ul style="list-style-type: none"> <li>➤ Unit focus on Implementation of Administrative &amp; Technical Decisions</li> </ul> <p>Presentation(s):</p> <ul style="list-style-type: none"> <li>➤ <i>HTML Basics: Understanding HTML Structure</i></li> <li>➤ <i>HTML Basics: Headings, Paragraphs, Links &amp; Images</i></li> <li>➤ <i>HTML Basics: Elements</i></li> <li>➤ <i>HTML Basics: Attributes</i></li> <li>➤ <i>Understanding XML</i></li> <li>➤ <i>XML Basics</i></li> <li>➤ <i>How to Use XML</i></li> <li>➤ <i>Introduction to XHTML</i></li> <li>➤ <i>Introduction to &lt;EAD&gt;</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Frost (2002)</li> <li>➤ Prom (Fall/Winter 2002)</li> <li>➤ Roth (Fall/Winter 2001)</li> <li>➤ Tatem (1998)</li> <li>➤ Wisser (April 2003)</li> <li>➤ Pitti (1999) <a href="http://www.dlib.org/dlib/november99/11pitti.html">http://www.dlib.org/dlib/november99/11pitti.html</a></li> </ul> <p>Tools:</p> <ul style="list-style-type: none"> <li>➤ <a href="http://www.loc.gov/ead">http://www.loc.gov/ead</a></li> <li>➤ <a href="http://cidc.library.cornell.edu/xml">http://cidc.library.cornell.edu/xml</a></li> <li>➤ <a href="http://www.dlib.indiana.edu/services/metadata/activities/EADManual.pdf">http://www.dlib.indiana.edu/services/metadata/activities/EADManual.pdf</a></li> <li>➤ <a href="https://tutorials.ischool.utexas.edu/index.php/Introduction%20to%20EAD">https://tutorials.ischool.utexas.edu/index.php/Introduction to EAD</a></li> <li>➤ <a href="http://www.cdlib.org/services/dsc/tools/ead_toolkit.html">http://www.cdlib.org/services/dsc/tools/ead_toolkit.html</a></li> <li>➤ <a href="http://www.dlib.indiana.edu/services/metadata/activities/Excel%20and%20EAD.pdf">http://www.dlib.indiana.edu/services/metadata/activities/Excel and EAD.pdf</a></li> </ul>	---
Week 11	OXYGEN XML EDITOR	
Week 12	<p>IMPACT OF EAD ON ARCHIVAL PRACTICE</p> <p>Presentation:</p> <ul style="list-style-type: none"> <li>➤ <i>Impact of EAD on Archival Practices</i></li> </ul> <p>Readings:</p> <ul style="list-style-type: none"> <li>➤ Coats (2004)</li> <li>➤ Edison (2002)</li> <li>➤ Hensen (2001)</li> <li>➤ Hostetter (2003)</li> <li>➤ Riggs (2005)</li> </ul>	Threaded Discussion Question(s) (wk12) (5pts)

	➤ Yakel (2004)	
Week 13	NO CLASSES – THANKSGIVING BREAK	
Week 14	<p>NEW DIRECTIONS IN ARCHIVAL REPRESENTATION</p> <p>➤ Unit focus on EAC and the Web</p> <p>Presentation:</p> <p>➤ <i>The Future of Archival Representation</i></p> <p>Readings:</p> <p>➤ Archival Finding Aids &amp; Social Media (from the Archives &amp; Archivists ListServe)</p> <p>➤ Spiro (2009) located at <a href="http://www.clir.org/pubs/reports/spiro/spiro_Jan13.pdf">http://www.clir.org/pubs/reports/spiro/spiro_Jan13.pdf</a></p> <p>➤ EAC located at <a href="http://www.library.yale.edu/eac">http://www.library.yale.edu/eac</a></p> <p>➤ Ottosson (2005)</p> <p>➤ Pitti (2001) located at <a href="http://setis.library.usyd.edu.au/drrh2001/papers/pitti.pdf">http://setis.library.usyd.edu.au/drrh2001/papers/pitti.pdf</a></p> <p>➤ Szary (2005)</p> <p>➤ Vitali (2005)</p>	Threaded Discussion Question(s) (wk14) (2pts)
Week 15	FINAL EXAM WEEK	AS-L Reflection (Post-Test) (10pts)

## Bibliography:

### Week 2: Representation of Archival Collections: History & Core Concepts

David A. Bearman and Richard H. Lytle, "The Power of the Principle of Provenance," *Archivaria* 21 (Winter 1985-86): 14-27 and in *American Archival Studies: Readings in Theory and Practice*, Randall C. Jimerson, ed. (Chicago: Society of American Archivists, 2000): 345-360.

Terry Cook, "The Concept of the Archival Fonds: Theory, Description, and Provenance in the Post-Custodial Era," *Archivaria* 35 (Spring 1993): 24-37.

Martha Lund Smalley, (2010). "An Archival Primer: A Practical Guide for Building and Maintaining an Archival Program, (Chapter 4, Making the Records Usable: Arrangement & Description). Available online: <http://www.library.yale.edu/div/spc/archivalprimer.pdf>

Peter Horsman, Eric Ketelaar, and Theo Thomassen, "New Respect for the Old Order: The Context of the Dutch Manual," *American Archivist* 66 (Fall/Winter 2003): 249-270.

Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). Read Introduction and Chapter 1 (pp. xiii-xv, 1-10).

Elizabeth Yakel, "Archival Representation," *Archival Science* 3:1 (2003): 1-25.



### **Week 3: Management & Planning for Archival Representation**

*Describing Archives: A Content Standard* (Chicago: Society of American Archivists, 2013).  
Read prefatory material, "Archival Principles."

Megan Floyd Desnoyers, "When Is A Collection Processed?" *Midwestern Archivist* 7:1 (1982): 5-23.

Terry Eastwood, "Putting the Parts of the Whole Together: Systematic Arrangement of Archives," *Archivaria* 50 (Fall 2000): 93-116.

Paul Ericksen and Robert Shuster, "Beneficial Shocks: The Place of Processing – Cost Analysis in Archival Administration," *American Archivist* 58.1 (Winter 1995): 32-52

Mark A. Greene and Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," *American Archivist* 62 (Fall/Winter 2005): 208-263.

Oliver W. Holmes, "Archival Arrangement – Five Different Operations at Five Different Levels," *American Archivist* 27 (January 1964): 21-41 and in *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*, Maygene F. Daniels and Timothy Walch, eds. (Washington, DC: National Archives and Records Administration, 1984): 162-180.

Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). Read Chapter 2 (pp.11-31), Chapter 4 (pp. 45-70 only), and Appendices B-C (pp. 119-130).

### **Week 4: Description of Archival Collections**

Wendy M. Duff and Verne Harris, "Stories and Names: Archival Description as Narrating Records and Constructing Meanings," *Archival Science* 2:3/4 (2002): 263-285.

Michelle Light and Tom Hyry, "Colophons and Annotations: New Directions for the Finding Aid," *American Archivist* 65 (2002): 216-230.

Heather MacNeil, "Picking Our Text: Archival Description, Authenticity, and the Archivist as Editor," *American Archivist* 68 (Fall/Winter 2005): 264-278.

Laura Millar, "An Obligation of Trust: Speculations on Accountability and Description," *American Archivist* 69 (Spring/Summer 2006): 60-78.

Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). Read rest of Chapter 4 (pp. 71-97) and Appendix D (pp. 131-145).

### **Week 5: Role of Standards in Archival Description (Emphasis on ISAD(G) and DACS)**

*Describing Archives: A Content Standard* (Chicago: Society of American Archivists, 2013).  
Read prefatory material and Part 1, "Describing Archival Materials."

International Council on Archives, *ISAD(G): General International Standard Archival Description*, 2<sup>nd</sup> edition, 1999.

Kate Cumming. "International Standard Archival Description: ISAD(G)," *Archival Science* 1

(December 2001): 393-396 and Paul Sciefleet, "International Standard Archival Description: ISAD(G)," *Archival Science* 1 (December 2001): 397-402.

Jean Dryden, "Cooking the Perfect Custard," *Archival Science* 3:1 (2003): 27-42.

William Landis, "Nuts and Bolts: Implementing Descriptive Standards to Enable Virtual Collections," *Journal of Archival Organization* 1:1 (2002): 81-92.

Clay Redding, "Reengineering Finding Aids Revisited: Current Archival Descriptive Practice and Its Effect on EAD Implementation," *Journal of Archival Organization* 1:3 (2002): 35-50.

## **Week 6: Authority Control for Archival Collections I (Describing Creators) – MARC Part 1: Structural elements and Syntax**

*Describing Archives: A Content Standard* (Chicago: Society of American Archivists, 2013).  
Read Part II, "Describing Creators."

Dryden, Jean. "Archival Authority Files: An Idea Whose Time Has Come?" *Journal of Archival Organization* 1:4 (2002): 97-102.

Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). Read Appendix E (pp. 146-174).

Hugo Stibbe, "Implementing the Concept of Fonds: Primary Access Point, Multilevel Description, and Authority Control," *Archivaria* 34 (Summer 1992): 109-37.

Robert P. Spindler and Richard Pearce-Moses, "Does AMC Mean 'Archives Made Confusing'? Patron Understanding of USMARC AMC Catalog Records," *American Archivist* 56 (Spring 1993): 330-41.

## **Week 7: Authority Control for Archival Collections II (Forms of Names) – MARC Part 2: Creating Collection-level Records**

International Council on Archives, *ISAAR (CPF) International Standard Archival Authority Record for Corporate Bodies, Persons and Families*, 2<sup>nd</sup> edition, 2004,  
<http://www.ica.org/biblio/ISAAR2EN.pdf>.

Lyn Martin, "Viewing the Field: A Literature Review and Survey of the Use of MARC AMC in U.S. Academic Archives," *American Archivist* 57 (Summer 1994): 482-97.

Marion Matters, "Authority Work for Transitional Catalogs," in *Describing Archival Materials: The Use of the MARC AMC Format*, ed. Richard P. Smiraglia (New York: Haworth Press, 1990). Originally published as *Cataloging & Classification Quarterly* 11.3-4 (1990).

Edward Swanson, "Choice and Form of Access Points According to AACR2," in *Describing Archival Materials: The Use of the MARC AMC Format*, ed. Richard P. Smiraglia (New York: Haworth Press, 1990). Originally published as *Cataloging & Classification Quarterly* 11.3-4 (1990).

Lisa Weber, "Record Formatting: MARC AMC," in *Describing Archival Materials: The Use of the MARC AMC Format*, ed. Richard P. Smiraglia (New York: Haworth Press, 1990). Originally published as *Cataloging & Classification Quarterly* 11.3-4 (1990).

## **Week 8: Authority Control for Archival Collections III – MARC Part 3: Subject Access**

- Karen Collins. "Providing Subject Access to Images: A Study of User Queries," *American Archivist* 61 (Spring 1998): 36-53.
- Claire Gabriel. "Subject Access to Archives and Manuscript Collections: An Historical Overview." *Journal of Archival Organization* 1:4 (2002): 53-63.
- Jackie M. Dooley, "Subject Indexing in Context," *American Archivist* 55 (Spring 1992): 344-54.
- Richard H. Lytle, "Intellectual Access to Archives: I. Provenance and Content Indexing Methods of Subject Retrieval," *American Archivist* 43 (Winter 1980): 64-75.
- Richard H. Lytle, "Intellectual Access to Archives: II. Report of an Experiment Comparing Provenance and Content Indexing Methods of Subject Retrieval," *American Archivist* 43 (Spring 1980): 191-206.
- Aaron D. Purcell, "Providing Better Access to Manuscript Collections: A Case Study from the Historical Society of Washington, D.C.," *Journal of Archival Organization* 1:4 (2002): 29-52.
- Richard P. Smiraglia, "Subject Access to Archival Materials Using LCSH," in *Describing Archival Materials: The Use of the MARC AMC Format*, ed. Richard P. Smiraglia (New York: Haworth Press, 1990). Originally published as *Cataloging & Classification Quarterly* 11.3-4 (1990).

## **Week 9: Encoded Archival Description (History and DTD)**

- Michael J. Fox, "Stargazing: Locating EAD in the Descriptive Firmament," in *Encoded Archival Description on the Internet*, ed. Daniel V. Pitti and Wendy Duff, 61-74. (Binghamton, NY: The Haworth Information Press, 2001.)
- Daniel V. Pitti, "Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids," *American Archivist* 60 (Summer 1997): 268-283.
- Janice E. Ruth, "The Development and Structure of the Encoded Archival Description (EAD) Document Type Definition," in *Encoded Archival Description on the Internet*, ed. Daniel V. Pitti and Wendy Duff, 27-59. (Binghamton, NY: The Haworth Information Press, 2001.)
- Bill Stocking, "Time to Settle Down? EAD Encoding Principles in the Access to Archives Programme (A2A) and the Research Libraries Group's Best Practice Guidelines," *Journal of Archival Organization* 2:3 (2004): 7-24.

## **Week 10: No Class**

## **Week 11: Encoded Archival Description (Administrative & Technical Decisions and Implementation)**

- Hannah C. Frost, "Guidelines Counseling: A Comparative Analysis and Evaluation of EAD Implementation Guidelines," *Journal of Archival Organization* 1:3 (2002): 73-86.
- Christopher J. Prom, "The 'EAD Cookbook': A Survey and Usability Study," *American*

*Archivist* 65 (Fall/Winter 2002): 57-75.

James Roth, "Serving Up EAD: An Exploratory Study on the Deployment and Utilization of Encoded Archival Description Finding Aids," *American Archivist* 64 (Fall/Winter 2001): 214-237.

Jill M. Tatem, "EAD: Obstacles to Implementation, Opportunities for Understanding" *Archival Issues* 23: 2 (1998): 55-69.

*Journal of Archival Organization* 3:2/3 (2005): Special issue on EAD implementation in Europe.

K.M. Wisser et. al., "Maximizing Metadata: Exploring the EAD-MARC Relationship," *Library Resources & Technical Services* 47 (April 2003): 71-76.

### **Week 12: Impact of EAD on Archival Practice and Areas for Continuing Research**

Lisa R. Coats, "Users of EAD Finding Aids: Who Are They and Are they Satisfied?" *Journal of Archival Organization* 2:3 (2004): 25-39.

Matthew Young Eidson. "The Problem Behind the Problem of EAD," *Journal of Archival Organization* 1:4 (2002): 5-28.

Steven L. Hensen, "Archival Cataloging and the Internet: The Implications and Impact of EAD," in *Encoded Archival Description on the Internet*, ed. Daniel V. Pitti and Wendy Duff, 61-95. (Binghamton, NY: The Haworth Information Press, 2001.)

Christina J. Hostetter, "Online Finding Aids: Are They Practical?," *Journal of Archival Organization* 2:1/2 (2003): 117-145.

Michelle Riggs, "The Correlation of Archival Education and Job Requirements Since the Advent of Encoded Archival Description," *Journal of Archival Organization* 3:1 (2005): 61-79.

Elizabeth Yakel, "Encoded Archival Description: Are Finding Aids Boundary Spanners or Barriers for Users?," *Journal of Archival Organization* 2:1/2 (2004): 63-77.

### **Week 13: No Class – Thanksgiving Break**

### **Week 14: New Directions in Archival Representation – Encoded Archival Context & Future Research Needs**

Françoise Bourdon, "The French Translation of the EAC DTD: A Few Thoughts on Interoperability with Reference to Authority Data." *Journal of Archival Organization* 3:2/3 (2005): 229-242.

Per-Gunnar Ottosson, "EAC and the Development of National and European Gateways to Archives," *Journal of Archival Organization* 3:2/3 (2005): 261-274.

Daniel Pitti, "Creator Description: Encoded Archival Context", paper presented at Computing Arts 2001: Digital Resources for Research in the Humanities.  
<http://setis.library.usyd.edu.au/drrh2001/papers/pitti.pdf>

Daniel Pitti, "Technology and the Transformation of Archival Description," *Journal of Archival Organization* 3:2/3 (2005): 9-22.

Richard V. Szary, "Encoded Archival Context: EAC and Archival Description Rationale and Background," *Journal of Archival Organization* 3:2/3 (2005): 217-227.

Stefano Vitali, "What are the Boundaries of Archival Context?: The SIASFI Project and the Online Guide to the Florence State Archives, Italy," *Journal of Archival Organization* 3:2/3 (2005): 243- 260.

**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)