Syllabus

Department: Division of Library and Information Science

Course Number and Title: LIS 314 Archival Appraisal & Management

Bulletin Description Students will investigate the theories, techniques, and methods that archivists use to identify documents of enduring value for long-term preservation.

Credit: 3 semester hours.

Course Description This course explores the archivist's most important responsibility: appraisal. Students survey the theories, techniques, and methods that archivists use to identify documents about other materials of enduring value for long-term preservation, access, and use. Students have the opportunity to explore why archival materials are being accepted (or selected) for an archive; how society or an organization is "documented"; how archival materials are being used, by whom they are used, and why. Students will also study the history of appraisal and compare divergent contemporary approaches and study the work of various repositories. Emphasis is placed on professionally responsible accountability to contemporaries and the future. By the end of the class, students are able to conduct an appraisal analysis and design an appraisal or acquisition policy for a collecting institution to serve the archives larger mission.

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

Course Objectives
As outcomes of the course, students will/will be able to:

- Explain the concepts, methodologies, and tools related to and associated with activities of appraisal and selection in archival institutions
- Have read and analyzed a broad cross section of literature concerning archival appraisal in different organizations
- Critique an appraisal policy from a repository
- Be able to discuss the range of appraisal approaches practiced worldwide and point out the merits and shortcomings of each
- Discuss how a variety of appraisal approaches and methods relate to the disposition of electronic records
- Discuss the potential role of archival appraisal techniques for other types of repositories such as museums and libraries and how selection traditional is conducted in these institutions

Program Goals and Outcomes

The course contributes towards satisfying the following MS LIS program goal/s:

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

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

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.

Units of Instruction

Unit	Title
1	Appraisal & Selection | Definitions, Foundations & Perspectives
2	Orientation | Synthesizing Appraisal Thought
3	History of Appraisal
4	A Practitioner's Perspective
5	Collection Development & Collecting Policies
6	Is Selection Archival? Or Debating Schellenberg & Jenkinson and Reappraisal and Deaccessioning
7	Appraising Digital Content
8	Macro Appraisal, Institutional Functional Analysis, and MPLP
9	Archives, Memory & Culture
10	Appraisal Authority (Law, Policy, Society)
11	Documentation Strategies
12	Democratizing Appraisal | Engaging Creators & Users in Appraisal Decisions
13	The Records Continuum & Post Custodialism
14	Archives & Power

15	Final Exam

Learning Activities
- Analysis of Appraisal Policy 20%
- Appraisal of Personal Records 20%
- Essay on Appraisal Thinkers 20%
- Final Exam 25%
- Class Participation 15%

Assessment
1. Course-Level Assessment
   a) The online discussions and individual projects are designed to reinforce one or more of the course objectives.

2. Program-Level Assessment. The MS LIS program is reviewed every seven years for continued accreditation by the American Library Association's (ALA) Committee on Accreditation. The program's most recent accreditation was in the Fall 2018 term. As part of this accreditation process, all students, faculty, alumni, and employers participate in periodic assessments, providing feedback for improving the MS LIS program. The two assessments below apply to every course in the program.

   a) Faculty-Selected Assessment. Over a four year period each course in the MS LIS program is assessed by the instructor to determine how well students are learning the program goal/s related to the course. For each course, faculty select one or more artifacts (e.g. assignment, exam, or semester project) as a representative measure of student learning of the related program goal/s. At the end of the course, the faculty member completes a course artifact assessment form describing the class' performance on the artifact, and any course revisions prescribed as a result. Sample artifacts with their respective reviews are included as well.

      In LIS 271 Archival Appraisal & Management, the Analysis of Appraisal Policy is used as a representative measure of student learning of the related program goal/s.

   b) Student-Selected Assessment. The end-of-program assessment is an e-portfolio consisting of student-selected artifacts (assignments, discussion posts, projects, etc.) from their courses as evidence of satisfying each of the eight program goals. For each program goal, students write a reflection which describes the relationship of the artifact to the respective goal and their learning from the artifact.

In LIS 271, Archival Appraisal & Management, the Appraisal of Personal Records is suggested as the course artifact should students decide to use their work in this course as evidence of satisfying the related program goal/s. This is because of the comprehensive nature of the project.

Grading Scheme
The course grade will be determined from the following activities. The percent in parentheses is that of the overall course grade.
a) Discussion (15%)
b) Individual exercises (60%)
c) Final Exam (25%)

Bibliography

Boles, Frank. 2005. "Selecting and Appraising Archives and Manuscripts." Chicago: Society of American Archivists.

Cohen, Stephen. 2016. "Applying archival appraisal concepts to information lifecycle management." *Information Management.* https://magazine.arma.org/wp-content/uploads/simple-filelist/2016_03_Applying_Archival_Appraisal_Concepts_to_Information_Lifecycle_Management_Cohen.pdf

Note, Margot. 2020. "A primer on archival appraisal values." https://www.margotnote.com/blog/2020/03/23/archival-appraisal

Shallcross Michael (ed.). 2016. "Trends in Archival Practice: Appraisal and Acquisition Strategies." Chicago: Society of American Archivists.

The U.S. National Archives and Records Administration (NARA). 2020. "Appraisal policy of the national archives." https://www.archives.gov/records-mgmt/scheduling/appraisal

Yun, Audra, E. 2021. *Archival Accessioning.* Society of American Archivists.

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)