Management and Use of Archival Information
SS3990 Topics in the Social Sciences
Spring 2012

Erik Nordberg
G11 Van Pelt and Opie Library
906-487-2505
enordber@mtu.edu

Archives’ Reading Room / Library
Office Hours: 2-3 Wed/Thu or by appt.

Management and Use of Archival Information is a seminar-based course, providing an overview of archival management practices with elements of research methodology and critical discussion of primary sources. In addition to readings and discussion, several practical exercises and assignments will provide opportunities for hands-on experience. Guest lecturers and field visits to a number of archives and records centers will provide broad perspective on the archival profession.

Topics will include the historical development of archives, primary sources as evidence for historical research, basics of document conservation and preservation, arrangement of manuscript collections, international standards for archival description, access and use of archival collections, outreach and public programming, the impact and future of archives in the digital realm, and careers in archives and records fields.

Course e-mail list: ss3990-02-L@mtu.edu
Course Web Page: https://mtu.instructure.com
This is the entry page to the Canvas learning management system where this course is listed. You will find the pdf readings (including readings for student reports), syllabus, and assignments here. We’ll also be able to communicate through this site.

Class structure and expectation:
Class is organized as a seminar for discussion of readings, exercises, and reporting on your assignments. You are expected to be at every class. Only two excused absences for valid professional reasons (i.e. notify me before class or have a note from the Dean of Students). All work is due on time, even if absent (unless a note from the Dean).

Required Readings:
All readings will be available on the Canvas site. Some additional articles may be distributed during the meetings of the class.

Readings and class schedule are subject to change.

Exams and Assignments:

Collections Project: You will select a small unprocessed collection held by the Michigan Tech Archives. Over the course of the semester, students will undertake progressive small projects to make the material available for researchers. Detailed instructions for each step will be provided.
Possible 60 points = 5 pts survey project, 10 pts acquisition memo, 15 pts processing plan, 20 pts finding aid, 5 pts media release, 5 pts class presentation
**Institution and Finding Aid Review:** Each student will select an archival repository from a prescribed list, explore the institution’s website, and gather information about its collections and operations. Students will prepare a profile of the institution and report during a class session. Students will also select and share copies of the collection finding aids from the institution.

Possible 25 points = 10pts profile of institution, 5pts presentation, 10pts finding aid review

**Attendance/Participation:** Come to class with the readings completed and ready to discuss. Everyone should be an active participant in the seminar—which means speaking up in every class. Attendance is required. 2 excused absences only. Additional absences, except those from the Dean of Students, will affect your grade. Each student will also be asked to make a short class presentation on a story about “Archives in the News.”

Possible 15 points = 10 pts participation, 5 pts archives in the news presentation.

**Opportunities for Additional Credit:** Students may undertake two additional activities to further explore the archives profession and related heritage activities.

Possible 10 points – Tour a repository outside the region and interview a professional archivist.

Possible 5 points – Volunteer and participate with Sat. Feb. 25 History Day competition (MUB).

**Grading System**

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<thead>
<tr>
<th>Letter Grade</th>
<th>Points Earned</th>
<th>Grade points/credit</th>
<th>Rating</th>
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<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>AB</td>
<td>88 – 92</td>
<td>3.50</td>
<td>Very good</td>
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<tr>
<td>B</td>
<td>82 – 86</td>
<td>3.00</td>
<td>Good</td>
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<td>BC</td>
<td>76 – 81</td>
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<td>C</td>
<td>70 – 75</td>
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<td>CD</td>
<td>65 – 69</td>
<td>1.50</td>
<td>Below average</td>
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<td>60 – 64</td>
<td>1.00</td>
<td>Inferior</td>
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<tr>
<td>F</td>
<td>59 and below</td>
<td>0.00</td>
<td>Failure</td>
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I Incomplete; given only when a student is unable to complete a segment of the course because of circumstances beyond the student’s control. A grade of incomplete may be given only when approved in writing by the department chair or school dean.

X Conditional, with no grade points per credit; given only when the student is at fault in failing to complete a minor segment of a course, but in the judgment of the instructor does not need to repeat the course. It must be made up within the next semester in residence or the grade becomes a failure (F). A (X) grade is computed into the grade point average as a (F) grade.
Course Schedule
(specific readings will be distributed via Canvas)

Readings:
- Other readings, comprising book chapters and articles, will be posted to the Canvas learning management site.

Week 1: Introduction to the Course, the Michigan Tech Archives, and Archival Ideas

Mon, Jan 9 – Introductions, review syllabus and class schedule, discuss field trip(s), other housekeeping.

Wed, Jan 11 – Tour of the Michigan Tech Archives. Overview of facilities, collections, program, and researchers.

Fri, Jan 13 – What and why archives?
Assign collections and discuss collection survey assignment (due Jan 25).
Select profile institutions and discuss presentation and report (due Feb 6/8).
Discuss and schedule “archives in the news” presentations (various dates).
Readings:

Week 2: A History of Records Creation, Collection, and Archival Institutions

Mon, Jan 16 – No class: Martin Luther King Day

Wed, Jan 18 – History of Records Creation
Readings:
1) Millar, Chapter 1, “What Are Archives?”

Fri, Jan 20 – History of Record Collecting and Institution Types
Readings:
1) Hunter, Chapter 1, “Introduction to Archives and Manuscripts”
2) Millar, Chapter 2, “Archival Institutions: Creatures of History and Culture”
Week 3: Acquisitions Policies, Collection Development, Records Appraisal and Selection

Mon, Jan 23 – Provenance, Original Order, and Respect des Fonds.
Readings:
2) Millar, Chapter 5, “Provenance, Original Order, and Respect des Fonds”

Wed, Jan 25 – Work Session

Fri, Jan 27 – Collection development, appraisal, selection, and accessioning.
Collection survey assignment due (5 pts).
Discuss surveys and acquisition memo assignment (due Feb 1).
Readings:
1) Hunter, Chapter 3, “Selection and Appraisal”
2) Hunter, Chapter 4, “Acquisitions and Accessioning”
3) Millar, Chapter 6, “Appraising and Acquiring Archives”

Week 4: Non-textual Records: Wide Format, Photographs, Audiovisual, and Oral History

Mon, Jan 30—Moving Image and Recording Media
Guest lecturer: Jeff Toorongian (Michigan Tech eLearning)
Readings:
1) Hunter Chapter 11, “Audiovisual Archives”

Wed, Feb 1 – Other Special Formats
Readings:

Frid, Feb 3 – Oral History
Acquisition memo due (10 pts).
Introduce processing plan assignment (due Feb 22).
Guest Lecturer: Jo Urion (Keweenaw National Historical Park)
Readings:
http://dohistory.org/on_your_own/toolkit/oralHistory.html

**Week 5: Student Reports on Institutional Profiles**

Mon, Feb 6 – Student presentations and discussion (5 pts). Profile of institution due (10 pts).

Wed, Feb 8 – Student presentations and discussion (5 pts). Profile of institutions due (10 pts).

Fri, Feb 10 – No class: Winter Carnival.

**Week 6: Arrangement of Archival Collections**

Mon, Feb 13 – Arrangement of Collections
Readings:
1) Millar, Chapter 7, “Arranging and Describing Manuscripts” (only pages 146-157)

Wed, Feb 15 – Work Session
Opportunity to talk about arrangement ideas for your collection

Fri, Feb 17 – Processing and Finding Aids
Discuss finding aid review project (due Feb 27/29).
Discuss collection finding aid (due Mar 23 with opportunity to revise by Apr 18).
Readings:
1) Hunter, Chapter 5, “Arrangement”
5) Samples of finding aids from the Michigan Tech Archives (distributed at class meeting).

**Week 7: Preservation and Conservation**

Mon, Feb 20 – Preservation
Readings:
1) Hunter, Chapter 7, “Preservation”
3) Fahey, Mary, “The Care and Preservation of Archival Materials”
4) Optional – Hunter, Chapter 8, “Security and Disaster Planning”

Wed, Feb 22 – Basic Conservation Techniques (hands-on exercises)
Processing plan assignment due.
Reading:

Fri, Feb 24 – Field Trip and Tour of Keweenaw National Historical Park archives.

Sat, Feb 25 – History Day district competition (volunteers earn 5 additional pts).

**Week 8: Student Reports and Discussion of Finding Aid Review Assignment**

Mon, Feb 27 – Student presentations and discussion (10 pts).

Wed, Feb 29 – Student presentations and discussion (10 pts).

Fri, Mar 2 – Work session.

**BREAK WEEK – No class meetings March 4-9**

**Week 9: Description of Archival Collections**

Mon, Mar 12 – Introduction to Archival Description
Reading:
2) Hunter, Chapter 6, “Description”

Wed, Mar 14 – Controlled Vocabularies and Data Standards
Discuss finding aid review project (due Friday, April 6)
Guest Lecturer: Beth Russell
Reading:
1) Millar, Chapter 7, “Arranging and Describing Archives” (pages 157-181)
3) Visit and browse these sites:
   - LCSH, Library of Congress Subject Headings
     http://id.loc.gov/authorities/subjects.html
   - AAT, Art & Architecture Thesaurus
     http://www.getty.edu/research/tools/vocabularies/index.html
   - DACS, Describing Archives: A Content Standard
     pdf distributed via canvas/instructure
   - MARC, Machine-Readable Cataloging standard
     http://www.loc.gov/marc/
   - EAD, Encoded Archival Description
     http://www.loc.gov/ead/
Fri, Mar 16 — Archival Collection Management Software
Guest Lecturer: Beth Russell
Readings:
2) Visit and browse these sites:
   Proficio by Re:discovery
   http://www.rediscov.com/
   NPS Interior Collections Management System
   http://www.nps.gov/museum/publications/ICMS.html
   Archivist’s Toolkit
   http://www.archiviststoolkit.org/
   Archon
   http://archon.org/
   ArchivesSpace
   http://www.archivespace.org/

Week 10: Users and Uses of Archival Information

Mon, Mar 19 — Access, Reference, Duplication
Reading:
2) Hunter, Chapter 9, “Access, Reference, Outreach”
3) Using Archives: A Guide to Effective Research
   http://www2.archivists.org/sites/all/files/UsingArchivesFinal.pdf

Wed, Mar 21 – Understanding and Evaluating Users and their Uses of Archival Material
Readings:
2) Pugh, Mary Jo, “Managing Reference Services and Evaluating the Use of Archives,” 249-270 (Chapter 9), Providing Reference Services for Archives & Manuscripts (Chicago: Society of American Archivists, 2005). Additional, optional readings:

Fri, Mar 23 – Ethics, Legal Issues, Copyright
Readings:

Week 11: Records Management, Digitization, and Born-digital Records

Mon, Mar 26 – Records Management, Born Digital Records, and Institutional Repositories
Guest Lecturer: Marcus Robyns, Northern Michigan University
Readings:
2) ARMA Records Management FAQ (http://www.arma.org/pdf/RIM_imperative.pdf)

Wed, Feb 29 – No class meeting (in lieu of longer class meeting on Mon, Mar 26)

Fri, Mar 30 – Digitization of Manuscript Material
Our class meeting will involve a discussion of the following sites:
1) Copper Country Reflections (Photograph Section) http://www.pasty.com/reflections/id17.htm
2) Superior View (Image Section) http://viewsofthepast.com/topics/images.htm#
3) Michigan Tech Keweenaw Digital Archives http://digarch.lib.mtu.edu
4) NMU Cleveland Cliffs Digitization Project http://archives.nmu.edu/cc/4
Please take time to:
- Navigate through these sites
- Assess how you might use them for research
- Assess what you like/don’t like
If you were in charge of each of these collections, how might they help or hurt your program?

Week 12: Outreach, Promotion, and Advocacy

Mon, Apr 2 – Outreach and educational programming.
Reading:
1) Michael Kurtz, “Public Relations,” 221-237 (Chapter 13), Managing Archival & Manuscript Repositories

Wed, Apr 4 – Work Session

Fri, Apr 6 – Promotion and Media
Collection Finding Aid Assignment due (worth 20 pts).
Discuss media release assignment (due Apr 18 worth 5 pts).
(no readings)

Week 13: Reports on Collections Project

Mon, Apr 9 and Wed, Apr 11 – Student presentations and discussion
Bring 5 copies of your initial finding aid to share to other students. Plan to show off your collection, discuss the types of work required to organize and describe it, and how the collection will be of use to researchers.

Fri, Apr 13 – Report on Michigan Tech Archives processing project.

Week 14: Contemporary Issues Facing the Archives Profession

Mon, Apr 16 – Memory, Citizen Archivists, and Community.
Readings:

Wed, Apr 18 – So you want to be an archivist? Archival education and employment. Optional repository tour and archivist interview assignment due (10 pts).
Media release due (worth 5 pts)
Final revision of finding aid due (potential to improve grade to maximum of 20 pts)
Readings:
   1) Hunter, Chapter 13
   2) SAA Directory of Archival Education http://www2.archivists.org/dae
   3) SAA Directory of Archival Organizations http://www.archivists.org/assoc-orgs/
   4) Academy of Certified Archivists www.certifiedarchivists.org

Fri, Apr 20 – No class.

Finals Week: No Final Exams. Final collection assignments are due Wednesday, April 18.

THE FINE PRINT

Attendance
A portion of your grade will be based on participation in class. In order to participate you need to show up. Therefore, attendance will play a large role in your participation/social practices grade. Attendance will be taken at the beginning of each class period. You are allowed to miss a total of 3 class periods for the semester. Your grade will be impacted if you miss more than 3 class periods. Tardiness will not be tolerated. Three late entries to class will lower your participation/social practices grade. You must let me know in advance if you will not be coming to class due to athletics, pep band, Career Fair, etc.

Class Policies
Always come to class prepared. This means books, notes, notebook, a writing utensil all handy and you are ready to participate in class. I ask that you get the names and email addresses of at least two other classmates. These will be your contact people for missing class notes and class discussions. Electronic devices are allowable for legitimate purposes which support our shared learning in the classroom – this does not generally include checking making/receiving telephone calls, e-mail, facebook, or web surfing. If this becomes a noticeable habit, your participation/social practices grade will be lowered.

Respect/Social Practices
Communication occurs between more than one person and it is important that all people in this room feel comfortable enough to communicate during the class period. This means that we will discuss ideas openly, thoughtfully and respectfully. Nobody should feel as if they will be ridiculed or harassed for their ideas. Points will be deducted from your participation/social practices grade if this is not followed.
Assignments
All assignments are due at the beginning of class. Email submissions are NOT accepted. You must have a hard copy of all of your work to turn in. I will NOT accept late work. If you are planning to be out of town when an assignment is due, please see me. You may not change topics/subject for a project or assignment without my permission.

Michigan Tech’s Policy on Academic Integrity
Plagiarism and cheating are serious academic offenses. They are defined by this policy as: “knowingly copying another’s work or ideas and calling them one’s own or not giving proper credit or citation,” and this policy covers copying sections or entire papers from printed or electronic sources, as well as handing in papers written by students for other classes, purchasing academic papers and paraphrasing somebody else’s work without proper documentation. You may seek additional direction about these issues from either myself or staff in the Multiliteracies Center (Walker 107, 487-2007).
(http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.htm)

Michigan Tech’s Policy on Discrimination and Harassment
Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. If you have a disability and need reasonable accommodation for equal access to education and concerns about discrimination, you may contact your advisor, department chair or the Affirmative Action Office (487-3310)
Disability Services (http://www.admin.mtu.edu/urel/student handbook/student_services.html)
Equal Opportunity (http://www.admin.mtu.edu/admin/boc/policy/ch3/ch3p7htm)