CLASS HOURS: Mondays, 6:00 - 9:00 pm.
INSTRUCTOR: Jeannette A. Bastian, Ph.D.
OFFICE HOURS: Monday 4:00 - 5:00 pm; Thursday 4:00 - 5:00 pm.
PHONE, EMAIL: (617) 521-2808; bastian@simmons.edu

Course Objectives: This course is designed to introduce the basic concepts of archival theory and practice to non-archivists who are entering the information profession, and to provide a bridge between archival and library practice. It presents a general overview of the archival profession in the United States, introduce basic concepts of archival theory and practice as well as current issues in archives management, acquaint students with the professional literature and examine the differences and similarities of the archival and library professions particularly as they relate to the current information environment.

GLSIS Learning Outcomes:
1. Demonstrate the ability to apply standards relevant to specific information service activities.
4. Analyze, synthesize, and communicate information and knowledge in a variety of formats.
9. Respond to diversity among individual and communities through policies, collections, and services.
10. Analyze information problems and develop solutions, drawing from a wide range of information technology tools and practices.

Course Requirements:
- Preparation of weekly reading assignments.
- Full participation in class discussion and in-class group exercises.
- Completion of 60 hour internship, interim report and final report.
- Completion of written assignments
- Completion of group project finding aid

Students must satisfactorily meet all the requirements described in the syllabus. Extenuating circumstances or other valid reasons for not making up the course assignments will be considered by the instructor, but the student will be required to provide evidence of the severity of the circumstances preventing the student from completing the assignments. Unexcused late submissions of assignments will lead to a half reduction in your grade each day the assignment is late.
The Academic Support Center (ASC) at [http://my.simmons.edu/academics/asc/](http://my.simmons.edu/academics/asc/) offers writing tutors and will help students with learning challenges. Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive learning and psychiatric disabilities. If you have a disability and anticipate that you will need a reasonable accommodation in this class, it is important that you contact the Director of the Academic Support Center at 617-521-2471 early in the semester. Students with disabilities are also encouraged to contact their instructors to discuss their individual needs for accommodations.

Students should be aware that Simmons follows a College Honor Code. It can be found at [http://my.simmons.edu/gslis/resources/student-info/honor-code.shtml](http://my.simmons.edu/gslis/resources/student-info/honor-code.shtml)

Assignments:

1. **Field Study**
   Students will visit an Archives that is in a library, interview the librarian/archivist submit a brief 2-3 page report. In addition to your own assessment of the repository, you should include the following information if possible: Be prepared to present this in class.
   - Type of repository you visited and description of the physical repository and its web site.
   - How the Archives was established and why
   - Access policies for users
   - Reference procedure
   - Types of Finding Aids available
   - What kind of reference question did you ask and what kind of assistance did you get?
   - How is reference in an archives different from reference in a library?
   - What do you think some of the special skills are that an archivist must have in order help the users?

2. **Research Paper. Due December 3.**

10-12 double-spaced pages, not including the bibliography, describing, reviewing, comparing or analyzing the archival literature on any aspect of a basic archival principle, core function or aspect of archival history. **The emphasis is on your ability to do research and analysis using the archives literature, but you may also use other sources as well.** You must find and cite at least eight sources other than those on the assigned reading list. No more than three may be web sources. A brief typed paragraph about the topic of your paper, and a short bibliography listing at least five or your sources should be submitted on **October 6.**

**Style:** Students must use a consistent and recognized citation and style manual. Chicago Style Manual is recommended. Papers must be submitted in 12 point font. Both the quality of your ideas as well as the manner of your presentation will be taken into consideration when assigning a grade. Proofread your paper.
3. Response Papers: Due at the classes indicated.
Write a one to one and a half page (approximately 300-350 word) response paper on the readings assigned for that week. Summarize your thoughts on the readings and raise any questions you may have. The weekly reading assignments below indicate which weeks require response papers.

4. Case Study
Students will select a case study from the list in the syllabus for November 5. Be prepared to present it in class and provide written commentary (no more than 5 pages).

Class Participation.
Students not only learn from the instructor but from each other. It is expected that all students will complete the readings before class and participate actively in class discussions. Your grade will reflect the level of your participation in class as well as your attendance.

Grading:
Class attendance, discussion and participation in exercises – 30%
Field Study – 20%
Other written Assignments – 25%
Research Paper: 25%


Course Schedule:


September 17: Archival theory and processes. Visit the Simmons Archives (6-7pm)
Required Readings:


September 24. Processing: Archival Arrangement and Description. Finding Aids. Required Readings:


Exercises in Arrangement and Description

October 1: History of Archives and Records; Memory and Archives
Required Readings: Response paper #1
Elisabeth Kaplan, “We Are What We Collect, We Collect What We Are: Archives and the Construction of Identity,” American Archivist (Spring/Summer 2000): 126-151.

October 8: NO CLASS. Columbus Day Holiday

October 15: Arrangement and Description: Part Two: Finding Aids. Field Study Reports Due

Required Readings:

Kathleen D. Roe, Arranging and Describing Archives and Manuscripts, 71-100,

IN–CLASS DESCRIPTION EXERCISE

**October 22: Collection development: Appraisal and acquisition.**
**Required Readings: Response #2  Paper proposal and brief bibliography Due.**


**October 29: Ethics and Codes of Ethics (SAA, ALA, ICA)**

**Required Readings:**


**November 5: Copyright and Privacy.**

**All Read:**


**Read As Assigned**


Sara Hodson, "Archives on the Web: Unlocking Collections While Safeguarding Privacy,"  


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**November 12: NO CLASS. Veterans Day**

**November 19: Reference, access and use. Required Readings:**


**November 26: Archives in libraries: special collections, local history, institutional archives. Response #3**

**Required Readings:**


**December 3: Convergence : When is a library an archive and does it matter? Guest speakers: Leslie Perrin Wilson and Bob Hall. Concord Free Public Library**


**December 10: Student Papers. Wrap-up**