LS 438-20. Introduction to Archival Methods and Services  
Fall Term 2007

Class Hours: Saturday, 9:15 – 12:15.  
Instructor: Jeannette A. Bastian, Ph.D.  
Office Hours: Saturday, 12:30 – 1:30.  
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Course Objectives: The purpose of this course is to introduce, examine and understand core components, concepts and methods of the archives and manuscripts profession. The course seeks to introduce students to basic theoretical issues and archival principles as well as provide insight into practical application of these principles. This course attempts to strike a balance between theory and practice. Students will learn how to perform archival functions as well as understand the principles underlying these functions. Students will gain an overall understanding of the archival profession in the United States and be introduced to the concept of electronic records and other technologies that are impacting the profession. Class discussion will focus on the assigned readings, the changing nature of recordkeeping, and the broader influence of records on societal and cultural memory.

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

Additional Course Outcomes:
- Students understand basic archival concepts.
- Students understand the history and development of the archives profession as well as of archives and manuscript institutions.
- Students complete a practical experience in an archival setting
- Students learn archival theory and its relationship to archival practice.

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
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/ 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

Please note: Some portions of this course will be taught online through Simmons e-learning as marked in the syllabus

Grading:
Class attendance, discussion and participation in exercises – 25 %
Internship – 25 %
Written Assignments – 25%
Research Paper: 25%

INTERNSHIP
Each student is required to complete a 60 hour internship project at a sponsoring institution approved in advance by the instructor. Please note that the 60 hours includes actual workplace hours only. Time spent writing the reports is additional. Your internship project must be discussed and agreed on both by the sponsoring institution and the course instructor before you begin working on the project. Projects should begin by the end of September.

Many archival institutions throughout the New England area have expressed an interest in hosting interns. DO NOT contact any repository or make any arrangements without speaking to the instructor first. Internships will be posted on the web and the url provided to you. Students will select and submit three choices. All efforts will be made to give you one of your choices. Although you are not limited to those institutions, they are preferred since they have already expressed an interest. However, if you have another institution in mind or if none of the projects listed appeal to you, please consult the instructor. In selecting your internship repository, please be prepared to be flexible, not everyone can work in the same place.

Deadlines connected with Internship
November 3: A short interim progress report (approximately one typed page) and a description (two to three pages) about the institution/organization where your project is situated. By this time you should also have made me aware of any problems, time constraints etc. that you may be having. Your paper should answer the following questions:

- The nature of the collection. What subjects are collected and in what formats?
- The use of the collection. Average number of patrons per year.
- The collection’s strengths and weaknesses.
- The physical facilities (include work area for staff and researchers, stack space, security arrangements, preservation/conservation measures underway, etc.)
- The hours the facility is open and to whom.

December 15: Final Project. Please remember that each project will have a different outcome and produce a different type of product. For example, some may be guides, extended reports or journals of daily activity. I will work with you individually to help you tailor the final product. The final product must be appended to an approximately two-page memo to me summarizing your experience.

Other Written Assignments:
All written assignments must be submitted in hard copy, double-spaced, font size 12. Each assignment should have a cover sheet, with your name, title of the assignment, date of submission, and the instructor’s name. All assignments must be paginated.

1. Field Study. ONLINE. Due October 13.
Students will visit and use an Archives submit a brief 2-3 page report online. In addition to your own assessment of the repository, you should include the following information:
- Type of repository you visited and description of the physical repository and its website.
- Access restrictions 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?

A paper of 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 13.

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 papers.

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 10. Be prepared to present it in class and provide written commentary in Simmons e-learning.

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.

REQUIRED TEXTS: At least one copy of each required and recommended text is available on Reserve.

RECOMMENDED TEXTS:

Syllabus
September 8: Introduction: What is an Archives and who are Archivists and Records Managers?
Class organization and assignments, selecting internships, internship etiquette. Introduction to archives and records issues.

September 15: What Is a Record: An Introduction to Archival Processes and Functions.
Required Readings:
O'Toole and Cox, Understanding Archives and Manuscripts, 1-43.

INTERNSHIP FAIR LUNCH 11:45 – 1:00.

September 22: Arrangement and Description: Part One: Processing, Arrangement and Preservation. Visit Mount Holyoke Archives (9:30-10:30)
Required Readings:
Kathleen D. Roe, Arranging and Describing Archives and Manuscripts, 1-71, 119-130.

Recommended Readings:

IN-CLASS ARRANGEMENT EXERCISES

September 29: History of Archives and Recordkeeping. (Online)
Required Readings:
Cox and O'Toole, Understanding Archives and Manuscripts, chapter 2.
October 6. COLUMBUS DAY. No Class

October 13: Field Study (Online). Email Paper topic and beginning bibliography.


Required Readings:

October 27. Arrangement and Description: Part Two: Finding Aids.

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

IN –CLASS: DACS, DESCRIPTION EXERCISE


Required Readings:

**November 10. Copyright and Privacy.**

*All Read:*

*Read As Assigned*
Sara Hodson, "Archives on the Web: Unlocking Collections While Safeguarding Privacy,"

**November 17. Ethics and Codes of Ethics**
Required Readings:


In Class: SAA, ALA and ICA Codes of Ethics

**November 24. Thanksgiving Holiday**


Required Readings:

**December 8: Current Topics in Archives Due: Research Paper**


**December 15.** Student Papers. Wrap-up. Final Intern Project Due. Film: “A Midwives Tale”.