Prerequisites: None

Course Description:

Administration of archival and manuscript collections; appraisal, arrangement, description, and reference services; current practices at national, state, and local levels. Topics include concepts of records management, preservation and conservation, online retrieval systems, and freedom of access and privacy.

Course Objectives:

1. Introduce students to theories and practices for the administration of archives and manuscripts.
2. Introduce students to the archival profession and its relationship to the allied fields of librarianship, records management, and history.

Student Exit Competencies:

Students completing this course should

1. Understand the nature and importance of records in society, the place of archives within the information environment, and the historical development of archives and the archival profession.
2. Understand the principles underlying the basic archival practices of appraisal, arrangement, description, preservation, reference, and access.
3. Be familiar with the types of archives and manuscripts repositories and their problems and special requirements.
4. Be familiar with the role of information technology in modern archival management and the problems in the management and preservation of electronic records.
5. Be aware of the legal, ethical, and professional issues that archivists deal with and be able to discuss these issues.

As a comprehensive survey of the field of archives administration, this course addresses eight of the objectives the department has identified for students in the M.S. in Information Science program:

1. Demonstrate a sense of professional identity by applying the concepts and principles of the information sciences and related disciplines.
2. Know the history and evolving roles of the information professional in the changing global society.
3. Create, select, acquire, organize, manage, preserve, retrieve, evaluate, and disseminate information using relevant theories and practices.
4. Recognize the crucial role of users in the design and implementation of information systems.
5. Formulate, interpret, and implement information policy, and promote ethical standards in the production, management, and use of information.
6. Understand the importance of information access issues, including privacy, equity, intellectual property, and intellectual freedom.
7. Understand, implement, and use appropriate technologies in the delivery of information content and services.
8. Apply management principles to the creation, administration, and promotion of information organizations and systems.

Course requirements:

1. Required readings. See the outline of course content.

2. Paper on an archives/records issue in the news: Write a five-page analysis of the treatment of an archives/records issue in the news. Further details will be provided in class. Due September 29.

3. Readings papers: Three short two-page papers discussing two of the readings on the syllabus related to each of these key archival functions: Appraisal and Acquisition, due October 13; Arrangement and Description, due October 27; and Reference and Access Services, due November 10.

4. Short review paper. Write a five-page paper based on your reading of Processing the Past: Contesting Authority in History and Archives. Further details will be provided in class. Due November 3.

5. Reference assignment: Locate archival and manuscript materials using published finding aids and Internet resources and write a brief assessment of the Web site of an archival repository. Due November 17.

6. Term paper. Write a paper of approximately fifteen pages analyzing a particular issue or problem in the archives field. Papers should give evidence of wide reading in the archival literature. Further details will be provided in class. Topics and preliminary bibliography due no later than October 27. Papers due December 8.
Evaluation of Student Performance will be based on:

1. Participation in class discussion  5%
2. Archives/Records in the newspaper  15%
3. Readings papers  15%
4. Reference assignment  10%
5. Short review paper  15%
6. Term paper  40%

Teaching Methodologies:

1. Lectures
2. Discussion
3. Case/problem analysis
4. Internet/MARC demonstration

Statement on Academic Dishonesty:

The Department of Information Studies takes academic dishonesty very seriously. Before taking classes within the Department of Information Studies, you should familiarize yourself with the department’s penalties and procedures for violations of academic integrity, available in both the department’s Graduate Handbook and online at <http://www.albany.edu/informationstudies/ist_resources.php>

Professors reserve the right to add to the department’s policy as they see appropriate.

Outline of Course Content and Required Readings:

Students should do the assigned readings before class and be prepared to discuss them. Most of the readings are either accessible electronically through Electronic Reserves on Blackboard or through the libraries' access to electronic versions of journals. The American Archivist through 2011, for example, is available through JSTOR. It is also available electronically on the SAA website at http://www2.archivists.org/archivalist. SAA members have access to the most recent issues. Archivaria, the journal of the Association of Canadian Archivists is available at http://journals.sfu.ca/archivar/index.php/archivaria.

Some readings are available directly on the Web, and links to those readings are provided. Books are on reserve in Dewey Library.

The two required books for the course are:


The basic text is supplemented by selections from the following volumes in the Society of American Archivists' Archival Fundamentals Series II:


These books, and others published by the Society of American Archivists are available for purchase directly from SAA at [www.archivists.org](http://www.archivists.org). SAA members (including student members) receive a discount on all book purchases from SAA. A student membership in SAA costs $50, and you must provide evidence of your current student status.

Key additional readings are taken from the following volumes:


*Political Pressure and the Archival Record*. Edited by Margaret Procter, Michael Cook, and Caroline Williams. Chicago: Society of American Archivists, 2005


SEPTEMBER 1

Introduction to the course requirements: Structure, readings, assignments. Introduction to archival terminology and functions.

Available on SAA web site: <http://www.archivists.org/glossary/>

SEPTEMBER 8

The nature of archives and manuscripts and the archival profession. Types of institutions and repositories. Relationships with other disciplines. The role of records in society.


<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12063/13035>


Kathryn A. Scanlan, “ARMA v. SAA: The History and Heart of Professional Friction.” *American Archivist* 74(Fall/Winter 2011): 428–50. [JSTOR]

SEPTEMBER 15

Historical development of recordkeeping, archival principles, and archives and manuscript collections.


O'Toole and Cox, *Understanding Archives and Manuscripts*, pp. 45–86.


SEPTEMBER 22 — No Class (Yom Kippur)

SEPTEMBER 29

Introduction to appraisal theory and practice. ARCHIVES/RECORDS IN THE NEWS PAPER DUE.


Boles, *Selecting and Appraising Archives and Manuscripts*, 1–41.

T. R. Schellenberg, *The Appraisal of Modern Public Records*. Bulletin of the National Archives, No. 8. [Excerpts from this report are also available in *A Modern Archives Reader*, 57–70.]


National Archives and Records Administration, “Intrinsic Value in Archival Material.” [Excerpt from this report is also available in *A Modern Archives Reader*, 57–70.]

OCTOBER 6

Guest Lecturers: Brian Keough and Jodi Boyle, University Archives and Special Collections. Class meets at the M. E. Grenander Department of Special Collections and Archives, 3rd floor, Science Library.

Browse the web page of the M. E. Grenander Department of Special Collections and Archives: http://library.albany.edu/speccoll/
OCTOBER 13

Recent trends in appraisal theory. Acquisition and accessioning practices. FIRST READINGS PAPER DUE.


OCTOBER 20

Arrangement of archives and manuscripts. Processing Collections.


OCTOBER 27

Descriptive standards and practices in archives. Use of the MARC format and Encoded Archival Description. SECOND READINGS PAPER DUE. TERM PAPER TOPICS DUE.

Roe, Arranging & Describing Archives & Manuscripts, 111–74.


Jennifer Meehan, “Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description.” American Archivist 72(Spring/Summer 2009): 72–90. [JSTOR]


NOVEMBER 3

The shifting worlds of archivists and historians. Introduction to the reference assignment. SHORT REVIEW PAPER DUE.


NOVEMBER 10

Archival reference services and access. THIRD READINGS PAPER DUE.


Pugh, Providing Reference Services for Archives & Manuscripts, 111–47, 149–208.


Elena S. Danielson, “Equitable Access” in The Ethical Archivist, 121–64.” [Electronic reserves]

NOVEMBER 17

Preservation management for archives The impact of electronic records and recordkeeping systems on archives. REFERENCE ASSIGNMENT DUE.


Ritzenthaler, Preserving Archives and Manuscripts, pp. 1–42.


Management, outreach, and advocacy. Legal and ethical issues in archives.


**NOVEMBER 24**

Management, outreach, and advocacy. Legal and ethical issues in archives.


**DECEMBER 1**

Legal and ethical issues in archives.


Peter B. Hirtle, “Copyright Term and the Public Domain in the United States 1 January 2015

[http://copyright.cornell.edu/resources/publicdomain.cfm](http://copyright.cornell.edu/resources/publicdomain.cfm)


**DECEMBER 8**

Current state and future prospects of the archival profession. Presentation on archives internships. TERM PAPER DUE.


Kate Theimer, “What Is the Meaning of Archives 2.0?” *American Archivist* 74(Spring/Summer 2011): 58–68. [JSTOR]