UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK
DEPARTMENT OF INFORMATION STUDIES

IST 666: ARCHIVAL REPRESENTATION
Spring 2009: Monday 12:20 a.m. to 3:25 p.m.

Instructor: Donghee Sinn
Office: Draper 102
E-mail: DSinn@uamail.albany.edu
Office Phone: (518) 442-5117
Office Hour: Wed 1:00 – 4:00, Thu 10:00-12:00 or by appointment
Class meets in Draper 346

Course Description
This course is an introduction to the history, theory, and practice of the representation of archival collections for access by users. Students will examine different types of surrogates for archival collections, including subject guides, finding aids, MARC records, and Encoded Archival Description, as well as web representation of archival metadata. Current research and the implementation of archival description programs will also be examined. The key themes include:

Principles of original order, provenance, and respect des fonds,
Descriptive practices of calendars, finding aids, guides, indexes, registers, catalogs, etc.,
Archival descriptive standards
Authority Control for archival collections
Users' point of view to archival arrangement and description
Archival representation on the web
Description and Access to non-textual materials and electronic records
Archival metadata

Course Objectives
- To introduce the historical context of the development of theories and principles of archival arrangement and description
- To examine the concepts, principles of archival representation (original order, provenance, respect des fonds etc)
- To survey different types of descriptive standards (MARC, DACS, EAD, ISAD (G)) and access levels and tools (access levels by multi-institutional, collection, series etc/ access tools of calendars, finding aids, guides, indexes, registers, etc/ access systems by subject, form, and genre etc)
- To understand the roles of surrogates of archival materials
- To be knowledgeable about archival representation and its practices in comparison to the same subject in the allied fields of library science, information science, and museology
- To be able to discuss the implementation of subject analysis and authority control for archival materials

- To comprehend the implications of archival representation from the users' perspective

Course Requirements and Grade Guidelines
Your final grade will be based on class work, assignments and a final paper. They will be weighted as follows:
Class Discussion Participation 20%
Assignment . . . . 40 %
Final Paper 40%

Class Discussion Participation
Student will be expected to be able to discuss the reading assignments and to participate in class discussions. The class will generally be run like a seminar, with discussions focusing on the assigned readings and exercises. However, there will be formal lectures on key aspects of archival arrangement, description, the development of surrogates, and research in this area throughout the course.

Assignment: Processing a collection
This is a group assignment for the completion of several surrogates and the representation of a small set of archival records and historical manuscripts. A group of 2 students (for small collections, students can work individually) work together for processing archival materials. The collections are located in the Department of Special Collections and Archives at the University at Albany. If a collection (or a series of a collection) is chosen, completion of this assignment will entail:

- Developing a processing plan*;
- Arranging and describing the materials;
- Doing background research on the collection for the preparation of the finding aid;
- Writing a finding aid*;
- Creating a MARC record for the collection*
- Mark-ups of the finding aid in HTML*
- Creating an EAD record using the DACS descriptive standard for the collection*
- Writing a brief assessment paper (3-5 pages) describing the nature of the records or manuscripts, problems and challenges faced in processing the records, how these problems were resolved, and other issues and concerns encountered in this work.*

(Items with an * mark needs to be presented as an assignment in print, on the web or as an attachment in txt format.)

The archival processing project may include placing the records or manuscripts in a logical order, removing paper clips and other potentially damaging or extraneous materials, putting the records or manuscripts into folders (acid-free, if possible) with appropriate labels, as well as preparing a MARC record, appropriate mark-ups, and a finding aid.

Final Literature Review Paper
Students will be required to write a 15-20 page literature review paper examining some problems in the area of archival representation. This research paper should demonstrate familiarity and in-depth analysis of the existing literature. Student should turn in a one-page description of what they intend to look at and write about in this paper by the sixth class (3/2). Students should also prepare a preliminary bibliography for this paper by the eleventh class (4/6). The paper is due the last week of the course (5/4). The paper should adhere to a commonly-accepted style manual (e.g., Chicago, Turabian, MLA, or APA).

Late assignments and incompletes:
Late assignment will be marked down, unless prior permission has been given by the instructor, in instances of medial or family emergencies. **Please notify the instructor in writing of any circumstance (such as severe illness or family emergencies) that will result in a late assignment.** Assignments must be submitted by no later than the beginning of the class in which they are due.
An incomplete grade due to illness or other emergencies may be arranged. A request for an incomplete must be accompanied by appropriate documents (e.g. medical documents) in which show unavoidable reasons for this request.

Instruction for Assignments
All written assignments must be prepared using word processing software (MS word preferred). Recommended format is 12 point font size, Time New Roman font style, and double -spaced. All assignments should be printed out in paper and submitted in class on due dates.

Department of Information Studies 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 Academic Dishonesty Policy, available in both the department's Graduate Handbook and online at
http://www.albany.edu/dis/students/Academic_Dishonesty.pdf
Plagiarism will result in a zero for the assignment in which the plagiarism occurred, a zero for the course.

Text
Roe, Kathleen. *Arranging and Describing Archives and Manuscripts*, Chicago: SAA, 2005 (can purchase from Mary Jane bookstore)

Web pages to bookmark and use
EAD Tag Library 2002: http://www.loc.gov/ead/tglib/
EAD Application Guidelines (for EAD 1.0*): http://www.loc.gov/ead/ag/aghome.html
Archivist's toolkit: http://www.archiviststoolkit.org/
MARC Standards: http://www.loc.gov/marc/

Course Schedule

Week 1 (Jan. 26) Introduction and Course Overview

Student Surveys
Representation of archival information, why and how?

Required readings:
Roe, Kathleen. *Arranging and Describing Archives and Manuscripts*, Chicago: SAA,
2005, Chapters 1 (1-10).

Week 2 (Feb. 2) What is Archival Representation?
Definitions of Archival Arrangement and Description
History (Evolution) of arrangement and description
What is the historical context of the development of the theory, principles, and
methodologies supporting the development of surrogates and the representation of
archival records?

Required readings:

Roe, Kathleen. *Arranging and Describing Archives and Manuscripts*, Chicago: SAA,
2005, Chapters 3 (33-44).

Elizabeth, Yakel, "Archival Representation," *Archival Science*, 3(2003), pp. 1-25.

Brichford, Maynard, "The Origins of Modern European Archival Theory," *The
Midwestern Archivist* 7/2 (1982): 87-101.

Reynolds, Robert D., "The Incunabula of Archival Theory and Practice in the United
States: J.C. Fitzpatrick's *Notes on the Care, Cataloguing, Calendaring and
Arranging of Manuscripts* and The Public Archives Commission's Uncompleted
'Primer of Archival Economy'," The American Archivist 64 (Fall 1991): 466-482.

Bartlett, Nancy, "Respect des Fonds: The Origins of the Modern Archival Principle of
Provenance," *Primary Sources & Original Works* 1, nos. 1/2 (1991): 107-115.
Also in *Bibliographical Foundations of French Historical Studies*, New York:
Haworth Press, 1996: 107-115.

**Week 3 (Feb. 9) Students visit to the Department of Special Collections and
Archives for assignment**

Fox, Michael J. and Peter Wilkerson, *Introduction to Organization and Description:
Access to Cultural Heritage*, Los Angeles, Getty: 1999. Available at:
http://www.getty.edu/research/conducting_research/standards/introarchives/index.
html

Week 4 (Feb. 16) No class (Winter Break)

Week 5 (Feb. 23) Principles of Arrangement
Levels of arrangements, analysis of external and internal structure of fonds (Provenance
and Respect des Fonds, Original Order)

Intellectual and Physical Control
Levels of Access and Access tools (Multi-institutional, Repository, Collection, Series, Dossier, Folder, Item)
The Role of Context and Provenance in Description and Access
Differing approaches: Authority Control, Fonds, Record Groups, and Series

Required readings:

Roe, Kathleen. *Arranging and Describing Archives and Manuscripts*, Chicago: SAA, 2005, Chapters 2 (11-31).

Theodore R. Schellenberg, *Principle of Arrangement*, Staff Information Paper Number 18 (1951). Also available at http://www.archives.gov/research/alic/reference/archives-resources/principles-of-arrangement.html?template=print.

Bearman, David and Richard H. Lytle. "The Power of the Principle of Provenance," *Archivaria,* 21(Winter 1985-1986): 14-27; also *American Archival Studies*, Chicago: SAA, 2000: 345-360.

Duchein, Michel, "Theoretical principles and Practical Problems of *Respect des fonds* in Archival Science," *Archivaria* 16 (Summer 1983): 64-82.

Chris Hurley, "Problems with Provenance," *Archives and Manuscripts* 23.2 (Nov. 1995): 234-59. Also available at <http://www.sims.monash.edu.au/research/rcrg/publications/provenance.html>.

Holmes, Oliver W. "Archival Arrangement-Five Different Operations at Five Different Levels," *American Archivist,* 27(January 1964), pp. 21-41; also *A Modern Archives Reader*, Maygene F. Daniels and Timothy Walch, eds., Washington, D.C.: NARS, 1984: 162-180.

Peter Scott: The Record Groups Concept: A Case for Abandonment," *American Archivist* 29 (Oct. 1966): 493-504.

Recommended readings:

Cook, Terry, "The Concept of Archival Fonds in the Post Custodial Era: Theory, Problems and Solutions," *Archivaria* 35 (Spring 1993): 24-37; and in *Archival Fonds: From Theory to Practice*, Terry Eastwood, ed., (Ottawa: Bureau of Canadian Archivists, 1992): 31-85.

Eastwood, Terry. "Putting the Parts of the Whole Together: Systematic Arrangement of Archives," *Archivaria,* 50(Fall 2000), pp. 93-116.

Week 6 (Mar. 2) Descriptive Programs, Decision making about representations
Processing Plans
When is a collection processed?
Tools for Description and Their Efficacy: Calendars, finding aids, guides, indexes, registers, catalogs, etc.
Controlled Access terms

Postmodernism approaches to archival description

Required readings:

Desnoyers,Megan Floyd, "When Is a Collection Processed?" *Midwestern Archivist* 7.1 (1982): 5-23.

Haller, Uli, "Processing for Access," *American Archivist* 48 (Fall 1985): 400-15.

Duff, Wendy M. and Verne Harris, "Stories and Names: Archival Description as Narrating Records and Constructing Meanings," *Archival Science* 2 (2002): 263-285.

MacNeil, Heather. "Picking Our Text: Archival Description, Authenticity, and the Archivist as Editor," *American Archivist*, 68/2(Fall/Winter 2005), 264-278.

Hurley, Chris, "The Making and the Keeping of Records: (1) What Are Finding Aids For?" *Archives and Manuscripts* 26.1 (May 1998): 58-77.

Duranti, Luciana, "Origin and Development of the Concept of Archival Description," *Archivaria* 35 (Spring 1993): 47-54.

Recommended readings:

Greene, Mark A. and Dennis Meissner. (2005). "More product, less process: Revamping Traditional Archival Processing," *American Archivist* 68/2 (Fall/Winter 2008): 208-263.

Review one of the following sets:

National Union Catalog of Manuscript Collections (NUCMC) (Washington, D.C.: Library of Congress. 1993 ed.

ArchivesUSA: database available from library web site.

Women's History Sources: A Guide to Archives and Manuscript Collections in the United States (New York: Bowker, 1979).

Vatican Archives: An Inventory and Guide to Historical Documents of the Holy See (New York: Oxford University Press, 1998).

Week 7 (Mar. 9) The Roles of Standards in Archival Representation
Processing plan due
Different Kinds of Standards
The Role of Standards in Archival Description : DACS, EAD, MARC, LCSH, et al.
Data Structure, Data Contents and Data Value
Standards for Information Systems
International Standards for Archival Descriptions (ISAD(G))
Basic levels of control/ Accession level control

Required readings:

Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). Read Chapter 4 (pp. 33-44) and Appendix A (pp. 111-118).

Steven L. Hensen, "Standards for the Exchange of Descriptive Information on Archival and Manuscript Material in the United States," *Archivaria* 34 (Summer 1992): 272-78.

Duff, Wendy and Kent Haworth, "Advancing Archival Description: A Model for Rationalising North American Descriptive Standards," *Archives and Manuscripts* 25.2 (Nov. 1997): 194-217.

Stibbe, Hugo L.P., "Archival Descriptive Standards and the Archival Community: A Retrospective, 1996," *Archivaria* 41 (Spring 1996): 259-274.

Bearman, David, "Documenting Documentation," *Archivaria* 34 (Summer 1992): 33-49.

Cook, Michael, "Describing Standards: The Struggle Towards the Light," *Archivaria* 34 (Summer 1992): 50-57.

Hensen, Steven L., "Squaring the Circle: The Reformation of Archival Description in AACR 2," *Library Trends,* 36/3(Winter 1988): 539-551.

Review:

Describing Archives: A Content Standard, Chicago: SAA, 2004. [skim all]

International Council on Archives, *ISAD (G): General International Standard Archival Description*, 2nd ed. (Paris: ICA, 2004). http://www.ica.org/biblio.php?pdocid=1

Recommended readings:
Kiesling, Kris. "EAD as an Archival Descriptive Standard," *Encoded Archival Description: Context, Theory, and Case Studies*, Jackie M. Dooley, ed., Chicago: SAA, 1998, pp. 81-90; also *American Archivist,* 60/3(Summer 1997): 344-354.

Week 8 (Mar. 16) Authority Control in the Archival Environment
Finding Aid due
Authority Control (Describing Creators, Forms of Names)
Access System and Access Points by Subject, Function, Form, and Genre

Required readings:

Dooley, Jackie M. "Subject Indexing in Context," *American Archivist*, 55/2(Spring 1992), pp. 344-354.

Lytle, Richard H., "Intellectual Access to Archives," Part I: *American Archivist* 43 (Winter 1980): 64-75; Part II: *American Archivist* 43(Spring 1980: 191-205

Pugh, Mary Jo. "The Illusion of Omniscience: Subject Access and the Reference Archivist," *American Archivist*, 45/1(Winter 1982), pp. 33-44.

Zinkham, Helena, Patricia D. Cloud, and Hope Mayo. "Providing Access by Form of Material, Genre, and Physical Characteristics: Benefits and Techniques," *American Archivist*, 52/3(Summer 1989), pp. 300-319.

Evans, Max. J. "Authority Control: An Alternative to the Record Group Concept," *American Archivist*, 49 (Summer 1986): 249-261.

Stibbe,Hugo, "Implementing the Concept of Fonds: Primary Access Point, Multilevel Description & Authority Control," *Archivaria* 34 (Sum. 1992): 109-37.

Dryden, Jean. "Cooking the Perfect Custard," *Archival Science*, 3(2003), pp. 27-42.

Smiraglia, Richard, "Subject Access to Archival Materials Using LCSH," in *Describing Archival Materials: The Use of the MARC AMC Format* ed. by Richard Smiraglia (New York: Haworth Press 1990): 63-90. Originally published as Cataloging and Classification Quarterly 11(3/4) (1990): 63-90

International Council on Archives, ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons, and Families, 1996. http://www.ica.org/eng/mb/com/cds/descriptivestandards.html

Week 9 (Mar. 23) Surrogate for Archival Collections: MARC
Core descriptive elements
Use of MARC format for sharing descriptive information

Study:

Understanding MARC Bibliographic Machine Readable Cataloguing web site (especially Understanding MARC Bibliographic by Furrie)
http://www.loc.gov/marc/
http://lcweb.loc.gov/marc/umb/

Required readings:

Hensen, Steven L. "The Use of Standards in the Application of the AMC Format," *American Archivist* 49/1 (Winter 1986): 31-40.

Spindler, Robert P. and Richard Pearce-Moses. "Does AMC Mean "Archives Made Confusing? Patron Understanding of USMARC AMC Catalog Records," *American Archivist*, 56/2 (Spring 1993): 330-341.

Weber, Lisa, "Record Formatting: MARC AMC," in *Describing Archival Materials: The Use of the MARC AMC Format* ed. By Richard Smiraglia (New York: Haworth Press, 1990): 117-143. Originally published as Cataloging and Classification Quarterly 11(3/4) (1990).

Week 10 (Mar. 30) Encoded Archival Description
MARC record due
Evolution and current status of EAD (Review of tenets of archival description)
Why the archival community developed EAD
Benefits of structural markup over presentational markup

Introduction to XML, DTDs and Schemas
Basics Structure of EAD
Become familiar with the EAD Tag Library
Administrative considerations for adopting EAD
EAD applications
The role of DACS and other content standards

Study:
EAD Application Guidelines chapter 3 (especially Section 3.4. and 3.5).

Required readings:

Daniel Pitti, "Encoded Archival Description: An Introduction and Overview," *D-Lib Magazine* 5(11) (November 1999). Available at: http://www.dlib.org/dlib/november99/11pitti.html

Janice E. Ruth, "Encoded Archival Description: A Structural Overview," American Archivist 60(3/4) (Summer 1997), 310-329. Also available in *Encoded Archival Description: Context, Theory, and Case Studies.*

Ruth, Janice E. "The Development and Structure of the Encoded Archival Description (EAD) Document Type Definition," *Encoded Archival Description on the Internet*, Daniel V. Pitti and Wendy M. Duff, eds., Haworth Press, 2001, pp 27-59; simultaneously published as *Journal of Internet Cataloging*, 4(2001).

Fox, Michael. "Stargazing: Locating EAD in the Descriptive Firmament," *Encoded Archival Description on the Internet*, Daniel V. Pitti and Wendy M. Duff, eds., Haworth Press, 2001, pp 61-74; simultaneously published as *Journal of Internet Cataloging*, 4(2001).

Dennis Meissner, "First Things First: Reengineering Finding Aids for Implementation of EAD," American Archivist 60(3/4) (Summer 1997): 372-387. Also available in *Encoded Archival Description: Context, Theory, and Case Studies.*

Review:

RLG Best Practice Guidelines for Encoded Archival Description, August 2002

OAC Best Practice Guidelines for Encoded Archival Description, February 2005

Recommended readings:

Hensen, Steven L. "'NISTF II' AND EAD: The Evolution of Archival Description," *Encoded Archival Description: Context, Theory, and Case Studies*, Jackie M. Dooley, ed., Chicago: SAA, 1998: 23-34; also *American Archivist,* 60/3(Summer 1997): 284-296.

Michael Fox, "Implementing Encoded Archival Description: An Overview of Administrative and Technical Considerations," American Archivist 60(3/4)

(Summer 1997), 330-343. Also available in *Encoded Archival Description: Context, Theory, and Case Studies.*

Bill Stocking, "Time to Settle Down? EAD Encoding Principles in the Access to Archives Programme (A2A) and the Research Libraries Group's Best Practices," The Journal of Archival Organization 2(3): 7-24.

Elizabeth Yakel and Jihyun Kim (2005) "Adoption and Diffusion of Encoded Archival Description," *Journal of the American Society for Information Science and Technology* 56(13): 1427-37.

Week 11 (Apr. 6) Users' point of view on Archival Arrangement and Description; Users and Uses of Archives and Archival Descriptions
EAD due
Who are the users of archives?
What do we know about the use of archives?
What do the users want to see in finding aids?
Advantages and problems of subject access to archival materials

Required readings:

Evans, Max. J., "Archives of the people, by the people, for the people." *American Archivist* 70/2 (Winter 2007): 387-400.

Yakel, Elizabeth, Seth Shaw, and Polly Reynolds. (2007). "Creating the next generation of archival finding aids." *D-Lib Magazine*, v. 13, n. 5/6.

Helen R. Tibbo and Lokman I. Meho, "Finding Finding Aids on the World Wide Web," *American Archivist* 64 (Spring/Summer 2001): 61-77.

Light, Michelle and Tom Hyry. "Colophons and annotations: new directions for the finding aid." *American Archivist* 65/2 (2002): 216-230.

Yakel, Elizabeth. "Encoded Archival Description: Are Finding Aids Boundary Spanners or Barriers for Users?" *Journal of Archival Organization,* 2/1-2(2004), pp. 63-77.

Hostetter, Christina. "Online Finding Aids: Are They Practical?" *Journal of Archival Organization*, 2(2004), pp. 117-145.

Czeck, Rita L. H. "Archival MARC Records and Finding Aids in the Context of End-User Subject Access to Archival Collections," *American Archivist* 61/2: 426-440.

Week 12 (Apr. 13) No class (Spring break)

Week 13 (Apr. 20) Archival Materials on the Web
Overview of User-Centered Design Principles
Applying User-Centered Design to Archives

Required readings:

Galloway, Edward A. and Gabrielle V. Michalek, "The Heinz Electronic Library Interactive Online System (HELIOS): Building a Digital Archive Using Imaging, OCR, and National Language Processing Technologies," The Public-Access Computer Systems Review 6(4), 1995. Also available at http://epress.lib.uh.edu/pr/v6/n4/gall6n4.html.

Galloway, Edward A. and Gabrielle V. Michalek, "The Heinz Electronic Library Interactive Online System (HELIOS): An Update," The Public-Access Computer Systems Review 9(1), 1995. Also available at http://epress.lib.uh.edu/pr/v9/n1/gall9n1.html.

Landis, William E. "Nuts and Bolts: Implementing Descriptive Standards to Enable Virtual Collections," *Journal of Archival Organization*, 1/1(2002): 81-92.

Wallace, David, "Archives and the Information Superhighway: Current Status and Future Challenges," *International Information and Library Review* 28/1 (Mar. 1996): 79-91.

Gilliland-Swetland, Anne J. "Popularizing the Finding Aid: Exploiting EAD to Enhance Online Discovery and Retrieval in Archival Information Systems by Diverse User Groups," *Encoded Archival Description on the Internet*, Daniel V. Pitti and Wendy M. Duff, eds., Haworth Press, 2001: 199-225; simultaneously published as *Journal of Internet Cataloging*, 4(2001).

Kenny, Anne and Oya Rieger (ed.), *Moving Theory into Practice: Digital Imaging for Libraries and Archives* (CA: Research Library Group, 2000), chapter 2, 5.

Recommended readings:

Kalfatovic, Martin R., *Creating a Winning Online Exhibition: A Guide for Libraries, Archives, and Museum* (Chicago: American Library Association, 2002). Chapter 1-3 (1-38).

Look at the following websites:

Project Jukebox, Alaska and Polar Regions Collections of the Elmer E. Rasmuson Library at the University of Alaska Fairbanks. http://uaf-db.uaf.edu/Jukebox/PJWeb/pjhome.htm

The Polar Bear Expedition, American Intervention in Northern Russia, 1918-1919, Bentley Historical Library, University of Michigan. http://polarbears.si.umich.edu/

Digital Collections and Archives, Tufts University. http://dca.tufts.edu/

Martha Ballard Diary. http://dohistory.org/

John Heinz Papers, Carnegie Mellon University. http://diva.library.cmu.edu/HELIOS/

Week 14 (Apr. 27) Description and Access to Non-Textual Materials, Electronic Records

Problems of access to image and audio based information
Access methods for non-textual materials

Tools to review:

Graphic Materials: Rules for Describing Original Items and Historical Collections, http://lcweb.loc.gov/rr/print/gm/graphmat.html.

Archival Moving Image Materials: A Manual, Available at http://lcweb.loc.gov/catdir/cpso/amimupd.html and http://lcweb.loc.gov/catdir/cpso/amimcovr.html

Marion Matters, Oral History Cataloging Manual, Chicago: Society of American Archivists, 1995.

Required readings:

Orbach, Barbara. "So That Others May See: Tools for Cataloging Still Images," *Cataloging and Classification Quarterly*, 11/3-4(1990), pp. 163-189.

Schwartz, Joan M. "Coming to Terms with Photographs: Descriptive Standards, Linguistic "Othering," and the Margins of Archivy," *Archivaria,* 54(Fall 2002), pp. 142-171.

Thomas, David H. "Cataloging Sound Recordings Using Archival Methods," *Cataloging and Classification Quarterly*, 11/3-4(1990), 193-212.

Bearman, David, "Data Relationships in the Documentation of Cultural Objects," *Visual Resources*, 11 (1995): 295-306.

Hedstrom, Margaret, "How Do Archivists Make Electronic Records Useable and Accessible?" *Archives and Manuscripts*, 26(May 1998), pp. 6-23; also *American Archival Studies,* pp. 381-394.

Suderman, Jim. "Defining Electronic Series: A Study," *Archivaria,* 53(Spring 2002), pp. 31-46.

Look at the following:

Library of Congress: Prints and Photographs Reading Room. Cataloging and Digitizing Toolbox. http://www.loc.gov/rr/print/cataloging.html

The Moving Image Genre-Form Guide. Motion Picture/Broadcasting/Recorded Sound Division, Library of Congress. Compiled by Brian Taves, Judi Hoffman, and Karen Lund, February 1998. http://www.loc.gov/rr/mopic/migintro.html

SEPIA (Safeguarding European Photographic Images for Access) software tool and guidelines. http://www.knaw.nl/ecpa/sepia/workinggroups/wp5/cataloguing.html

Week 15 (May 4) Archival Metadata and Access System
Final Papers Due & Student Presentations

Managing and Using Metadata for Access to Archival Materials
Use of Metadata for Access to Digital Information
Integration of Archival Metadata into Access Systems
Metadata Standards, Metadata Standards: Dublin Core, METS, MODS, etc.

Required readings:

Introduction to Metadata, Getty, 1998. Available URL:
http://www.getty.edu/research/institute/standards/intrometadata/

Wallace, David A. "Managing the Present: Metadata as Archival Description,"
Archivaria, 39(Spring 1995), pp. 11-21.

Margaret Hedstrom, "Descriptive Practices for Electronic Records: Deciding What is
Essential and Imaging What is Possible," *Archivaria* 36 (Autumn 1993): 53-63.

Wendy Duff, "Will Metadata Replace Archival Description? A Commentary,"
Archivaria 39 (Spring 1995): 33-38.

Carl Lagoze and Herbert Van de Sompel, "The Open Archives Initiative: Building a Low
Barrier Interoperability Framework," *JCDL* 2001,
http://www.openarchives.org/documents/jcdl2001-oai.pdf

Review:

Eric Miller, "An Introduction to the Resource Description Framework," *D-Lib Magazine*
(May 1998) http://www.dlib.org/dlib/may98/miller/05miller.html

Metadata Encoding and Transmission Standard (METS), METS: An Overview &
Tutorial, http://www.loc.gov/standards/mets/METSOverview.html

Preservation Metadata and the OAIS Information Model: A Metadata Framework to
Support the Preservation of Digital Objects,
http://www.oclc.org/research/pmwg/pm_framework.pdf

Dublin Core Metadata Element Set, http://dublincore.org/documents/dces/