**INLS 556 - Introduction to Archives and Records Management**

**Fall 2014**

**School of Information and Library Science**

**University of North Carolina, Chapel Hill**

**Meeting Time:** Tuesday/Thursday, 12:30 pm – 1:45 pm

**Location:** 01 Manning Hall

**Credits:** 3

**Instructor:** Denise Anthony

**Office:** 7A Manning Hall

**Phone:** 919-962-3638

**E-Mail:** anthonyd@email.unc.edu

**Office Hours:** 2- 3 pm M, W or by appointment

**COURSE DESCRIPTION**

This course provides a survey of principles and practices that archivists and records managers apply, as well as issues that they confront. We will discuss the nature of documentation and recordkeeping in contemporary society and the different types of institutions with responsibility for records. We will also examine the archival profession, its internal diversity and its relationships with allied professions.

It is designed with two types of students in mind:

1. Students pursuing careers in archives administration or records management. This course will provide an introduction to the field; introduce terms and concepts that will be used in other courses; and explain how components of archives and records administration fit together.
2. Students pursuing careers in related information professions. This course offers an overview of archives and records administration; helps students become conversant with archival and records management terminology; and explains how archives and records administration relates to other aspects of information management.

The course will be a combination of lecture, discussion, and problem solving. It will require participants to conduct independent research and writing. It is an intensive introduction to the field. Critical reading of course materials will be essential to stimulate active participation in class discussions.

**COURSE OBJECTIVES**

* Understand why societies, cultures, organizations, and individuals create and keep records.
* Become familiar with the evolution of methods and technologies used to create, store, organize, and preserve records.
* Become conversant in the terminology and concepts used in records management and archival administration.
* Be aware of the ways that organizations and individuals use archives and records for research, ongoing operations, accountability, litigation, and organizational memory.
* Become familiar with the basic components of records management and archival programs including inventory, appraisal, disposition, acquisition, arrangement, description, preservation, access, use, and outreach. Understand the relationships among these program elements.
* Be aware of the various environments where records are created, managed, and used - from very informal settings to well-established records management programs and archival institutions.
* Understand how archival and recordkeeping practices differ from and relate to other information management practices.
* Be aware of the legal, policy, and ethical issues surrounding archives and records administration.
* Become familiar with the structure, organization, literature, and current issues in the archival and records management professions.

**COURSE EXPECTATIONS**

* Complete readings BEFORE CLASS each week. Manage your time accordingly.
  + How to Read a Book - <http://pne.people.si.umich.edu/PDF/howtoread.pdf>
* Written work should be of high quality. If you have concerns about writing, address them early and often.
* UNC Writing Center in Phillips Annex (two buildings east of Peabody) - <http://www.unc.edu/depts/wcweb/>
* Come to class on time.
* Participate in discussions - counts as 20% of your total grade for the course.
* Demonstrate that you have read the material, understood and synthesized it.
* Tell me when you do not agree. This is a discussion forum, not just a lecture session. No one in the room has a monopoly on correct answers. Ideas are presented in order for you to analyze and critique them. You are encouraged to question the assumptions of the readings, your instructor and your fellow students. Your comments should reflect mutual respect and should not attack individuals.

**Special Needs**: If you feel that you may need an accommodation for a disability or have any other special need, please make an appointment to discuss this with me. I will be most able to address special circumstances if I know about them early in the semester. My office hours and contact information are listed at the beginning of this syllabus

**BookS for Purchase:**

The two required texts for the course are available for purchase from the UNC Student Stores in the Daniels Building (two buildings south of Manning). (As of August 14th the Lee book will not be available until September. I will attempt to provide electronic readings until it is available).

Lee, Christopher A. ed. I, Digital: Personal Collections in the Digital Era. Chicago, IL: Society of American Archivists, 2011.

Millar, Laura. Archives: Principles and Practices. New York, NY: Neal-Schuman, 2010.

Both books are also available directly from SAA, and there is a significant discount for SAA members.

**SCHEDULE OF TOPICS AND READINGS**

***\*\*\*Subject to change as guest speakers are added\*\*\****

## Part 1 (Weeks 1-4) - Background: What Archives Are, What Goals they Serve, Why they are Important

### Week 1 August 19/21 - Kick-Off Week Introduction to the Course, Themes and Significance of Archives

**Topics:**

Course overview

Logistics

Objectives and requirements

Introduction of the students and instructor

Archives and records management professional organizations and literature

Overview of Archives & Records Management

Records lifecycle/continuum

What are records?

What are archives and what do they do?

Personal and societal significance of records

Core functions of archives and records management

Archives and records management as professions

The evolution and nature of written communications

Historical evolution of archives and archival programs

Users and uses for archives

Archives and accountability

**Read:**

**August 19th:**

Millar, Laura. “What are archives?” In *Archives: Principles and Practices*, 1-25. New York: Neal-Schuman, 2010.

**August 21st:**

Hurley, Chris. "Recordkeeping and Accountability." In *Archives: Recordkeeping in Society*, edited by Sue McKemmish, Michael Piggott, Barbara Reed and Frank Upward, 223-53. Wagga Wagga, N.S.W.: Centre for Information Studies, Charles Sturt University, 2005.

Lee, Christopher A. "Introduction to *I, Digital*." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 1-26. Chicago, IL: Society of American Archivists, 2011.

Mallon, Thomas. "Memories Held in Check: Pursuing a Lifetime of My Father's Expenditures." *Harper's Magazine* 287, no. 1721 (1993): 75-76, 79-82.

[**Other Related Readings**](#_Week_1_(January)

### Week 2 Augusts 26/28 Records: What They Are and What They Do

**Topics:**

Forms, formats and genres of records

Records as artifacts (symbolism, uniqueness)

Co-evolution of social systems and recordkeeping systems

**Read:**

Yates, JoAnne. *Control Through Communication: The Rise of System in American Management.* Baltimore: Johns Hopkins University Press, 1989. Chapters 1-3, pp. 1-100.

[**Other Related Readings**](#_Week_2_The)

### Week 3 – September 2/4 Basic Archives and Records Management Concepts

**Topics:**

Definition of record

Reliability and authenticity of records

Principle of provenance

Principle of original order

Units of arrangement and description: collection, series, fonds, record group

Organizational functions

Recordkeeping requirements

Context and contextual information

**Read:**

MacNeil, Heather, and Bonnie Mak. "Constructions of Authenticity." *Library Trends* 56, no. 1 (2007): 26-52. <http://muse.jhu.edu/journals/library_trends/v056/56.1macneil.pdf>

Millar, Laura. “Provenance, Original Order and Respect des Fonds.” In *Archives: Principles and Practices*, 97-114. New York: Neal-Schuman, 2010.

Schellenberg, T.R. "Archival Principles of Arrangement." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 149-61. Washington, DC: National Archives and Records Service, 1984.

[Other Related Readings](#_Week_3_-)

### Week 4- September 9/11 Archives and Records Management Programs, Institutions and Profession

**Topics:**

Program missions, mandates and functions

Types of archival institutions and collections

Relations between records managers and archivists

Education

Research

Practice

Relationships with other information management professions

Current issues and debates in archives and records management

**Read:**

Lee, Christopher A. and Robert Capra. "And Now the Twain Shall Meet: Exploring the Connections between PIM and Archives." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 29-77. Chicago, IL: Society of American Archivists, 2011.

Millar, Laura. “Archival Institutions: Creatures of History and Culture.” In *Archives: Principles and Practices*, 27-44. New York: Neal-Schuman, 2010.

Jimerson, Randall C. "Weaving the Life of our Ancestors" and "Documenting American Society." In *Archives Power: Memory, Accountability, and Social Justice*, 24-75, 76-129. Chicago, IL: Society of American Archivists, 2009.

[**Other Related Readings**](#_Week_4_-)

## Part 2 (Weeks 5-9) - Primary Functions of Archives and Records Management

### Week 5 September 16/18 Harnessing the Complexity of Recordkeeping Systems: Design, Administration and Oversight

**Topics:**

How records fit into the communications, workflow, structure of organizations and societies

Characteristics of recordkeeping systems

Differences between information systems and recordkeeping systems

**Read:**

Bantin, Philip C. “Recordkeeping Systems.” In *Understanding Data and Information* *Systems for Recordkeeping*, 27-63. New York, NY: Neal-Schuman, 2008.

Marshall, Catherine C. "Challenges and Opportunities for Personal Digital Archiving." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 29-77. Chicago, IL: Society of American Archivists, 2011.

[**Other Related Readings**](#_Week_5_-)

### Week 6 – September 23/25 - Appraisal; Disposition

*Guest Speaker on the 25th: Jennifer Coggins, Records Services Archivist, UNC*

**Topics:**

Appraisal

Disposition

**Read:**

Borges, Jorge Luis. "Funes, the Memorious." In *Labyrinths: Selected Stories & Other Writings*, edited by Donald A. Yates and James E. Irby, 59-66. New York, NY: New Directions, 1964.

Millar, Laura. Appraising and Acquiring Archives. In *Archives: Principles and Practices*, 115-143. New York: Neal-Schuman, 2010.

Lee, Christopher A. "Collecting the Externalized Me: Appraisal of Materials in the Social Web." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 202- 238. Chicago, IL: Society of American Archivists, 2011.

Schellenberg, T.R. “The Appraisal of Modern Public Records.” In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 57-70. Washington, DC: National Archives and Records Service, 1984.

[Other Related Readings](#_Week_6_-)

### Week 7 – September 30/October 2- Capturing/Collecting Records and Capturing/Creating Associated Descriptive Information

*Guest Speaker, October 2: Jackie Dean, Manuscripts Processing Coordinator*

**Topics:**

Acquisition

Accessioning

Arrangement and description

**Read:**

Lee, Christopher A. "A Framework for Contextual Information in Digital Collections." *Journal of Documentation* 67, no. 1 (2011): 95-143. [http://www.ils.unc.edu/callee//p95-lee.pdf](http://www.ils.unc.edu/callee/p95-lee.pdf)

Millar, Laura. Arranging and Describing Archives. In *Archives: Principles and Practices*, 145-181. New York: Neal-Schuman, 2010.

**Prepare:**

Visit the following two resources, conduct some searches and peruse finding aids from at least 3 different institutions in each (considering how archival materials are represented and potential implications for meeting needs of users):

* Online Archive of California - <http://findaid.oac.cdlib.org/institutions/>
* ArchiveGrid - <http://archivegrid.org/>

[**Other Related Readings**](#_Week_8_-)

### Week 8 –October 7/9 -Engagement with Users and Audiences: Reference; Access and Use; Outreach; Public Programming

**Topics:**

Reference

Access and use

Outreach and public programming

**Read:**

Danielson, Elena S. "Equitable Access." In *The Ethical Archivist*, 121-164. Chicago, IL: Society of American Archivists, 2010. [Specifically assigned: p. 121-144]

Millar, Laura. “Making Archives Available.” In Archives: Principles and Practices, 183- 204. New York: Neal-Schuman, 2010.

Pugh, Mary Jo. "The Reference Process." In *Providing Reference Services for Archives and* *Manuscripts*, 111-147. Chicago, IL: Society of American Archivists, 2005.

[**Other Related Readings**](#_Week_7_-)

### Week 9 – October 14/16 - Ensuring Meaningful Use over Time: Preservation

**!! No class on Thursday October 16th – Fall Break!!**

**Topics:**

Preservation

Disaster planning, preparedness and response

**Read:**

Brown, Adrian. "Preservation." In *Archiving Websites: A Practical Guide for Information Management Professionals*, 82-126. London: Facet, 2006.

Forde, Helen. "Introducing archive preservation" and "Understanding archive materials and their characteristics." In *Preserving Archives*, 1-28. London: Facet, 2007.

Millar, Laura. “Protecting Archives.” In *Archives: Principles and Practices*, 73-96. New York: Neal-Schuman, 2010.

O'Toole, James M. "On the Idea of Permanence." *American Archivist* 52, no. 1 (1989): 10-25. <http://www.jstor.org/stable/40293309>

[**Other Related Readings**](#_Week_9_-)

**Watch:**

Cal Lee, A Talk on Digital Preservation, May 31, 2007, <http://www.youtube.com/watch?v=RHy9CW_vMp4>

## Part 3 (Weeks 10-12) - Who Should be Served by Archives and Why?

### Week 10 – October 21/23 Users and Uses of Archives

**Topics:**

Who uses archives?

How are archival records used?

How are changes in use and users affecting archival programs and functions

**Read:**

Bearman, David. "Access and Use." Chapter 4 in *Archival Methods*. Pittsburgh: Archives and Museum Informatics Technical Reports, Vol. 3, no. 1, Spring 1989. pp. 39-48. <http://www.archimuse.com/publishing/archival_methods/#ch4>

Conway, Paul. "Facts and Frameworks: An Approach to Studying the Users of Archives." *American Archivist* 49, no.4 (1986): 393-407. <http://www.jstor.org/stable/40293054>

Schaffner, Jennifer. "The Metadata Is the Interface: Better Description for Better Discovery of Archives and Special Collections, Synthesized from User Studies." Dublin, OH: OCLC Online Computer Library Center, 2009.

<http://www.oclc.org/programs/publications/reports/2009-06.pdf>

[**Other Related Readings**](#_Week_10_)

### Week 11 – October 28/30 Legal, Policy and Ethical Issues

**Topics:**

Who owns the archives?

Who has rights to access records and archival materials?

When are restrictions justified?

Who controls the past? Who should?

**Read:**

Lee, Christopher A. "[Computer-Supported Elicitation of Curatorial Intent](http://www.dagstuhl.de/Materials/Files/10/10291/10291.LeeCal.Paper.pdf)." In *Dagstuhl Seminar Proceedings 10291, Automation in Digital Preservation*, edited by Andreas Rauber, Jean-Pierre Chanod, Seamus Ross, and Milena Dobreva. 2010.

Millar, Laura. “Archival Service: A Matter of Trust.” In *Archives: Principles and* *Practices*, 45-72. New York: Neal-Schuman, 2010.

Society of American Archivists. "SAA Core Values Statement and Code of Ethics." May 2011 and January 2012 (respectively). [http://www2.archivists.org/statements/saa-core-values- statement-and-code-of-ethics](http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics)

[**Other Related Readings**](#_Week_11_-)

### Week 12 – November 4/6 Ethics Case Studies

Tuesday November 4th:

Creating Posters for Presentations

**Read:**

Hodson, Sara S. "Freeing the Dead Sea Scrolls: A Question of Access." *American* *Archivist* 56 (Fall 1993): 690-703. <http://www.jstor.org/stable/40293775>

Kaplan, Diane E. "The Stanley Milgram Papers: A Case Study on Appraisal of and Access to Confidential Data Files." *American Archivist* 59, no. 3 (Summer 1996): 288-297. <http://www.jstor.org/stable/40293987>

Toole, James M. "Archives on Trial: The Strange Case of the Martin Luther King, Jr. Papers." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace, 21-35. Westport, Connecticut: Quorum, 2002.

[**Other Related Readings**](#_Week_12_)

## Part 4 (Week 13-15) - Trends, Synthesis and Conclusions

### Week 13 – November 11/13 Facing the Growing and Evolving Documentary Universe

**Topics:**

Addressing massive volume of analog materials and ubiquity of digital materials

**Read:**

Brown, Adrian. "The Development of Web Archiving." *Archiving Websites: A Practical Guide for Information Management Professionals*, 8-23. London: Facet, 2006.

Greene, Mark A. and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68, no.2 (2005): 208-263. <http://www.jstor.org/stable/40294290>or <http://www.metapress.com/content/c741823776k65863/>

Millar, Laura. The Challenge of Digital Archives. In *Archives: Principles and Practices*, 205-222. New York: Neal-Schuman, 2010.

[**Other Related Readings**](#_Week_13_-)

### Week 14 November 18/20 New Attitudes and Interactions with Users

**Topics:**

Postmodern sensibilities

User-driven materials and interactions

**Read:**

Daines, J. Gordon, III, and Cory L. Nimer. "The Interactive Archivist: Case Studies in Utilizing Web 2.0 to Improve the Archival Experience." May 18, 2009. <http://lib.byu.edu/sites/interactivearchivist/>[Focus on "Web 2.0 Exemplars."]

Nesmith, Tom. "Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives." *American Archivist* 65, no.1 (2002): 24-41. <http://www.jstor.org/stable/40294187>or <http://www.metapress.com/content/rr48450509r0712u/>

Onuf, Rachel and Thomas Hyry. "Take It Personally: The Implications of Personal Records in Electronic Form." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 241-256. Chicago, IL: Society of American Archivists, 2011.

[**Other Related Readings**](#_Week_14_-)

### Week 15 November 25/27

Community Archiving

**No Class November 27th Thanksgiving Break**

### Week 16 December 2nd

**wrap up; conclusions**

**Week 17 December 9th (Tuesday) Final Exam 12 pm.**

# Major Journals for Archives Literature

*American Archivist* - <http://www.archivists.org/periodicals/aa.asp>and [http://webcat.lib.unc.edu/record=b1288175](http://webcat.lib.unc.edu/record%3Db1288175)

*Archival Issues* - <http://www.midwestarchives.org/archivalissues.asp>and [http://webcat.lib.unc.edu/record=b2495979](http://webcat.lib.unc.edu/record%3Db2495979)

*Archival Science* - [http://webcat.lib.unc.edu/record=b3933397](http://webcat.lib.unc.edu/record%3Db3933397)

*Archivaria* - <http://journals.sfu.ca/archivar/index.php/archivaria/issue/archive>

*Archives and Manuscripts* - <http://www.archivists.org.au/directory/80>and [http://webcat.lib.unc.edu/record=b1288802](http://webcat.lib.unc.edu/record%3Db1288802)

*International Journal of Digital Curation* - <http://www.ijdc.net/ijdc>

*Journal of Archival Organization* - [http://webcat.lib.unc.edu/record=b4396386](http://webcat.lib.unc.edu/record%3Db4396386)

# OTHER RELATED READINGS BY WEEK:

## Part 1 (Weeks 1-5) - Background: What Archives Are, What Goals they Serve, Why they are Important

### Week 1 - Introduction, Overview and Why Archives Exist

Bearman, David. “Recorded Memory and Cultural Continuity.” Chapter 6 in *Archival Methods*, 59-67. Pittsburgh, PA: Archives and Museum Informatics Technical Reports, Vol. 3, No. 1, Spring 1989. <http://www.archimuse.com/publishing/archival_methods/#ch6>

Cox, Richard J. and David A. Wallace. "Introduction." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace,

1-18. Westport, Connecticut: Quorum, 2002.

Eastwood, Terry. "Archives, Democratic Accountability, and Truth." In *Better Off Forgetting? Essays on Archives, Public Policy, and Collective Memory*, edited by Cheryl Avery and Mona Holmlund, 143-68. Toronto: University of Toronto Press, 2010.

Lee, Kyong Rae. "Political Democracy and Archival Development in the Management of Presidential Records in the Republic of Korea." *American Archivist* 69, no. 1 (2006): 117-138. <http://www.jstor.org/stable/40294313>

Levy, David M. "Meditation on a Receipt," and "What are Documents?" In *Scrolling*

*Forward: Making Sense of Documents in the Digital Age*, 7-38. New York: Arcade Publishing,

2001.

McKemmish, Sue. "Introducing Archives and Archival Programs." Chapter 1 in *Keeping*

*Archives*, edited by Judith Ellis, 1-24. Melbourne, Australia: Thorpe, 1993.

The Bush White House - US Attorney Materials Collection. Crivella West. <http://www.crivellawest.net/bush/default.html>

O'Toole, James M., and Richard J. Cox. "The Archivist's Task: Responsibilities and Duties." In *Understanding Archives & Manuscripts*, 113-132. Chicago, IL: Society of American Archivists, 2006.

Palin E-mail 01/25/2010. Crivella West. <http://crivellawest.net/palin/>

Wallace, David A. "Historical and Contemporary Justice and the Role of the Archivist." In *Arkiv, Demokrati Og Rettferd* [Archives, Justice, Democracy], 14-27. Oslo, Norway: ABM Utvikling, 2006. [http://www.abm-utvikling.no/publisert/abm-skrift/abm-skrift-fulltekst/abm- skrift-28-arkiv-demokrati-og-rettferd.html#2-historical-contemporary-justice](http://www.abm-utvikling.no/publisert/abm-skrift/abm-skrift-fulltekst/abm-skrift-28-arkiv-demokrati-og-rettferd.html#2-historical-contemporary-justice)

### Week 2 The Nature of Archives

New, Jennifer. *Drawing from Life: The Journal as Art*. New York, NY: Princeton Architectural Press, 2005.

O'Toole, James M. "On the Idea of Uniqueness." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 245-278. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 57 (1994): 632-58]

O'Toole, James M.. "The Symbolic Significance of Archives." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 47-72. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 56 (1993): 234-55]

O'Toole, James M., and Richard J. Cox. "Recording, Keeping, and Using Information." In *Understanding Archives & Manuscripts*, 1-43. Chicago, IL: Society of American Archivists, 2006.

Robertson, Frances. "The Aesthetics of Authenticity: Printed Banknotes as Industrial Currency." *Technology and Culture* 46, no. 1 (2005).

Tourney, Michele M. "Caging Virtual Antelopes: Suzanne Briet’s Definition of Documents in the Context of the Digital Age." *Archival Science* 3, no. 3 (2003): 291-311.

### Week 3 - Basic Archives and Records Management Concepts

Barwell, Graham. "Original, Authentic, Copy: Conceptual Issues in Digital Texts." *Literary and Linguistic Computing* 20, no. 4 (2005): 415-24. <http://llc.oxfordjournals.org.libproxy.lib.unc.edu/cgi/reprint/20/4/415>

Bartlett, Nancy. "Respect des Fonds: The Origins of the Modern Archival Principle of

Provenance." *Primary Sources & Original Works* 1 (No.1/2, 1991): 107-115.

Bearman, David A. and Richard H. Lytle."The Power of the Principle of Provenance." *Archivaria* 21 (1985): 14-27. <http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11231/12170>

Duranti, Luciana. "Reliability and Authenticity: The Concepts and Their Implications." *Archivaria* 39 (Spring 1995): 5-10. <http://journals.sfu.ca/archivar/index.php/archivaria/article/download/12063/13035>

Groth, Paul, Simon Miles, and Luc Moreau. "A Model of Process Documentation to Determine Provenance in Mash-Ups." *ACM Transactions on Internet Technology* 9, no. 1 (2009). <http://doi.acm.org/10.1145/1462159.1462162>

Mak, Bonnie. "On the Uses of Authenticity." *Archivaria* 73 (2012): 1-17.

Meehan, Jennifer. "Rethinking Original Order and Personal Records." *Archivaria* 70 (2010):

27-44.

Moreau, Luc. "The Foundations for Provenance on the Web." *Foundations and Trends inWeb Science* 2, No. 2/3 (2010): 99-241. <http://eprints.soton.ac.uk/271691/>

Moreau, Luc, Paul Groth, Simon Miles, Javier Vazquez-Salceda, John Ibbotson, Sheng Jiang, Steve Munroe, Omer Rana, Andreas Schreiber, Victor Tan, and Laszlo Varga. "The Provenance of Electronic Data." *Communications of the ACM* 51, no. 4 (2008): 52-58. <http://doi.acm.org.libproxy.lib.unc.edu/10.1145/1330311.1330323>

Posner, Ernst. "Some Aspects of Archival Development Since the French Revolution." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 1-14. Washington, DC: National Archives and Records Service, 1984.

Senécal, Sylvain. "The Effect of the Web on Archives." *Archivaria* 59 (2005): 139-52. <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12505/13630>

Smith, Abby, ed. *Authenticity in a Digital Environment*. Washington, DC: Council on Library and Information Resources, 2000. <http://www.clir.org/pubs/abstract/pub92abst.html>[Includes several insightful and thought-provoking pieces]

Yeo, Geoffrey. "The Conceptual Fonds and the Physical Collection." *Archivaria* 73 (2012):43-80.

### Week 4 - Archives and Records Management Programs, Institutions and Profession

Atherton, Jay. "From Life Cycle to Continuum: Some Thoughts on the Records Management-Archives Relationship." *Archivaria* 21 (Winter 1985-86): 43-51. <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11233/12172>

Bastian, Jeannette and Elizabeth Yakel. "'Are We There Yet?' Professionalism and the Development of an Archival Core Curriculum in the United States." *Journal of Education for Library and Information Science* 46, no. 2 (Spring 2005).

Closest to Home: Archival Programs for Local Government Records. <http://www.statearchivists.org/lga/>[See especially the "Report on programs and services for local government records provided by state archives and records management agencies" (2006) <http://www.statearchivists.org/lga/documents/LGRsurveyReport.pdf>]

Couture, Carol, and Daniel Ducharme. "Research in Archival Science: A Status Report."

*Archivaria* 59 (2005): 41-68.

Cox, Richard J. "Employing Records Professionals in the Information Age." *Information*

*Management Journal* 34, no. 1 (2000): 18-20, 22, 23, 26-28, 30, 32, 33.

Cox, Richard J. *The First Generation of Electronic Records Archivists in the United States: A Study in Professionalization*. Edited by Lawrence J. McCrank. Vol. 3, *Primary Sources and Original Works*. New York: Haworth Press, 1994.

Cox, Richard J. "The Birth of Records Management: The Ancients to the Dawn of the Industrial Age." Chapter 4 in *Closing an Era: Historical Perspectives on Modern Archives and Records Management*, 23-44. Westport, Connecticut: Greenwood Press, 2000.

Cox, Richard J. "Professionalism and Archivists in the United States." *American*

*Archivist* 49 (1986): 229-47.

Crisis, Tragedy and Recovery network (CTRnet). <http://www.ctrnet.net/>

Dooley, Jackie M., and Katherine Luce. "Taking Our Pulse: The OCLC Research Survey of

Special Collections and Archives." Dublin, OH: OCLC Research, 2010.

Duff, Wendy M., Amy Marshall, Carrie Limkilde, and Marlene van Ballegooie. "Digital

Preservation Education: Educating or Networking?" *American Archivist* 69, no. 1 (2006): 188-

212.

*Foundation Grants for Preservation in Libraries, Archives, and Museums: 2009 Edition*. Library of Congress and The Foundation Center, 2009. [http://www.loc.gov/preserv/foundtn- grants.pdf](http://www.loc.gov/preserv/foundtn-grants.pdf)

Gilliland, Anne, and Sue Mckemmish. "Building an Infrastructure for Archival Research."

*Archival Science* 4, no. 3-4 (2004): 149-97.

Gilliland-Swetland, Luke J. "The Provenance of a Profession: The Permanence of the

Public Archives and Historical Manuscripts Traditions in American History." *American Archivist* 54 (1991): 160-75.

Ham, F. Gerald. "Archival Choices: Managing the Historical Record in an Age of

Abundance." *American Archivist* 47 (Winter 1984): 11-22.

Harvey, Ross. "UNESCO's Memory of the World Programme." *Library Trends* 56, no. 1 (2007): 259-74.

Ketelaar, Eric. "Archivistics Research Saving the Profession." *American Archivist* 63 (Fall/Winter 2000): 322-340.

O'Toole, James M.. "The Archival Curriculum: Where Are We Now?" *Archival Issues* 22, no. 2 (1997): 103-116.

O'Toole, James M., and Richard J. Cox. "The History of Archives and the Archives Profession." In *Understanding Archives & Manuscripts*, 45-86. Chicago, IL: Society of American Archivists, 2006.

Reid, Lydia J. E. "Electronic Records Training: Suggestions for the Implementation of the

CART Curriculum." *American Archivist* 58 (1995): 326-40.

Society of American Archivists. Guidelines for a Graduate Program in Archival Studies. January 2002. <http://www.archivists.org/prof-education/ed_guidelines.asp>

Schwirtlich, Anne-Marie. "Getting Organised." Chapter 2 in *Keeping Archives*, edited by

Judith Ellis, 25-73. Melbourne, Australia: Thorpe, 1993.

Walch, Victoria Irons. "Part 3. A\*CENSUS: A Closer Look." *American Archivist* 69, No. 2 (2006): 327-348.

Walch, Victoria, and Elizabeth Yakel. "The Archival Census and Education Needs Survey in the United States (A\*CENSUS)." *OCLC Systems & Services* 22, no. 1 (2006): 15-22. <http://www.emeraldinsight.com/10.1108/10650750610640757>

Zach, Lisl, and Marcia Frank Peri. "Practices for College and University Electronic Records

Management (ERM) Programs: Then and Now." *American Archivist* 73 (2010): 105-28.

## Part 2 (Weeks 5-10) - Primary Functions of Archives and Records Management

### Week 5 - Harnessing the Complexity of Recordkeeping Systems: Design, Administration and Oversight

Bearman, David. "Record-Keeping Systems." *Archivaria* 36 (1993): 16-36. <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11932/12886>

Cunningham, Adrian. "Good Digital Records Don't Just "Happen": Embedding Digital Recordkeeping as an Organic Component of Business Processes and Systems." *Archivaria* 71 (2011): 21-34.

Skelton, Karen. "Designing an Electronic Recordkeeping System." In *Selected Essays in*

*Electronic Recordkeeping in Australia*, edited by Judith A. Ellis, 51-70. O“Connor, ACT,

Australia: Australian Society of Archivists, 2000.

Trace, Ciaran B. "What is Recorded is Never Simply `What Happened': Record Keeping in Modern Organizational Culture." *Archival Science* 2, no. 1-2 (2002): 137-159. http://www.springerlink.com/openurl.asp?genre=article&id=doi:10.1023/A:1020802308209

Yakel, Elizabeth."The Way Things Work: Procedures, Processes, and Institutional

Records." *American Archivist* 59, no. 4 (Fall 1996): 454-464.

### Week 6 - Requirements Analysis; Inventory and Control; Appraisal; Disposition

Bailey, Catherine."From the Top Down: The Practice of Macro-Appraisal." *Archivaria* 43 (Spring 1997): 89-128. <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12177/13188>

Boles, Frank, and Julia Marks Young. "Exploring the Black Box: The Appraisal of University Administrative Records." *American Archivist* 48, no. 2 (1985): 121-40. <http://www.jstor.org/stable/40292740>

Charbonneau, Normand. "The Selection of Photographs." *Archivaria* 59 (2005): 119-38. <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12504/13628>

Craig, Barbara Lazenby. *Archival Appraisal: Theory and Practice*. München: K.G. Saur, 2004.

Frost, Eldon. "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition." *Archivaria* 33 (Winter 1991-92): 78-86. <http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11800/12751>

Gibbons, Paul, and Caroline Shenton. "Implementing a Records Management Strategy for the UK Parliament: The Experience of Using Keyword AAA." *Journal of the Society of Archivists* 24, no. 2 (2003): 141-57.

Samuels, Helen W. "Who Controls the Past." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 193-210. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 49 (1986): 109-24]

### Week 7 - Engagement with Users and Audiences: Reference; Access and Use; Outreach; Public Programming

Allen, Robert B. "Using Information Visualization to Support Access to Archival Records." *Journal of Archival Organization* 3, no. 1 (2005): 37-49. <http://dx.doi.org.libproxy.lib.unc.edu/10.1300/J201v03n01_04>

Breaden, Ian Craig. "Sound Practices: Online Audio Exhibits and the Culture Heritage

Archive." *American Archivist* 69 (2006): 33-59.

Conway, Paul, and Ricardo Punzalan. "Fields of Vision: Toward a New Theory of Visual

Literacy for Digitized Archival Photographs." *Archivaria* 71 (2011): 63-97.

Cook, Terry. “Viewing the World Upside Down: Reflections on the Theoretical

Underpinnings of Archival Public Programming.”*Archivaria* 31 (Winter 1990-91): 123-134.

<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11725/12674>

Ericson, Timothy. "'Preoccupied With Our Own Gardens:' Outreach and Archivist." *Archivaria* 31 (Winter 1990-91): 114-22. <http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11724/12673>

Hodson, Sara S. "Archives on the Web: Unlocking Collections While Safeguarding Privacy." *First Monday* 11, no. 8 (August 2006). <http://firstmonday.org/issues/issue11_8/hodson/index.html>

Johnson, Catherine A. and Wendy M. Duff. "Chatting up the Archivist: Social Capital and the Archival Researcher." *American Archivist* 68, no. 1 (2005): 113-129.

McCausland, Sigrid. "Access and Reference Services." Chapter 10 in *Keeping Archives*, edited by Judith Ellis, 273-305. Melbourne, Australia: Thorpe, 1993.

Michelson, Avra. "Description and Reference in the Age of Automation.“ In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 361-380. Chicago, IL: Society of American Archivists, 2000.

Pederson, Ann. "User Education and Public Relations.“ Chapter 11 in *Keeping Archives*, edited by Judith Ellis, 306-349. Melbourne, Australia: Thorpe, 1993.

Rettig, Patricia J. "An Integrative Approach to Archival Outreach: A Case Study of Becoming Part of the Constituents' Community." *Journal of Archival Organization* 5, no. 3 (2007): 31-46.

Szary, Richard V. "Encoded Finding Aids as a Transforming Technology in Archival Reference Service." *Journal of Internet Cataloging* 4, no. 3/4 (2001): 187-97.

Yakel, Elizabeth. “Information Literacy for Primary Sources: Creating a New Paradigm for Archival Researcher Education.” *OCLC Systems & Services* 20, no. 2 (2004): 61-64.

Yakel, Elizabeth. “Thinking Inside and Outside the Boxes: Archival Reference Services at the Turn of the Century.” *Archivaria* 49 (Spring 2000): 140-160.

<http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/12742/13927>

### Week 8 - Capturing/Collecting Records and Capturing/Creating Associated Descriptive Information

Archon. <http://www.archon.org/>

Arcolio, Arnold. "RLG Implements Innovative User Testing for ArchiveGrid." *RLG Focus*

(April 2006). <http://www.rlg.org/en/page.php?Page_ID=20908>

Brunton, Paul and Tim Robinson. "Accessioning." Chapter 7 in *Keeping Archives*, edited by Judith Ellis, 207-221. Melbourne, Australia: Thorpe, 1993.

Cruikshank, Kate, Caroline Daniels, Dennis Meissner, Naomi L. Nelson, and Mark Shelstad. "How Do We Show You What We've Got? Access to Archival Collections in the Digital Age." *Journal of the Association for History and Computing* 3, no. 2 (2005). <http://hdl.handle.net/2027/spo.3310410.0008.203>[Note: Web version is missing figures.]

Dryden, Jean. "From Authority Control to Context Control." *Journal of Archival*

*Organization* 5, no. 1 (2008): 1-13.

Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF). <http://eac.staatsbibliothek-berlin.de/>

Elings, Mary W., and Günter Waibel. "Metadata for All: Descriptive Standards and Metadata Sharing across Libraries, Archives and Museums." *First Monday* 12, no. 3 (2007). <http://www.firstmonday.org/issues/issue12_3/elings/index.html>

Ericson, Timothy L. “At the ‘Rim of Creative Dissatisfaction’: Archivists and Acquisition

Development.” In *American Archival Studies: Readings in Theory and Practice*, edited by

Randall C. Jimerson, 177-192. Chicago: Society of American Archivists, 2000.

Harpring, Patricia. *Introduction to Controlled Vocabularies: Terminology for Art, Architecture, and Other Cultural Works*. Edited by Murtha Baca. Los Angeles, CA: Getty Research Institute, 2010. <http://www.getty.edu/research/conducting_research/standards/intro_controlled_vocab/>

Holmes, Oliver W. "Archival Arrangement--Five Different Operations at Five Different

Levels." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 162- 180. Washington, DC: National Archives and Records Service, 1984.

Kim, Jihyun. "EAD Encoding and Display: A Content Analysis." *Journal of Archival*

*Organization* 2, no. 3 (2004): 41-55.

Levine, Jennie A., Jennifer Evans, and Amit Kumar. "Taming the 'Beast': An Archival

Management System Based on EAD." *Journal of Archival Organization* (2006): 63-97.

Light, Michelle and Tom Hyry. “Colophons and Annotations: New Directions for the

Finding Aid.” *American Archivist* 65 (Fall/Winter 2002): 216-230.

Malkus, Doris J. "Documentation Strategy: Mastodon or Retro-Success?" *American*

*Archivist* 71, no.2 (2008): 384-409.

Mas, Sabine, Dominique Maurel, and Inge Alberts. "Applying Faceted Classification to the Personal Organization of Electronic Records: Insights into the User Experience." *Archivaria* 72 (2011): 29-59.

Meissner, Dennis. "First Things First: Reengineering Finding Aids for Implementation of

EAD." *American Archivist* 60 (1997): 372-87.

Millar, Laura. "An Obligation of Trust: Speculations on Accountability and Description."

*American Archivist* 69, no. 1 (2006): 60-78.

Peters, Victoria, and Lesley Richmond. "Divided No More: A Descriptive Approach to the Record-Keeping Continuum." In *Record Keeping in a Hybrid Environment: Managing the Creation, Use, Preservation and Disposal of Unique Information Objects in Context*, edited by Alistair G. Tough and Michael Moss, 181-202. Oxford: Chandos, 2006.

Pitti, Daniel V. "Technology and the Transformation of Archival Description." *Journal of*

*Archival Organization* 3, no. 2 (2005): 9-22.

Prom, Christopher J., Christopher A. Rishel, Scott W. Schwartz, and Kyle J. Fox. "A Unified Platform for Archival Description and Access." In *Proceedings of the 7th Acm/Ieee Joint Conference on Digital Libraries: Vancouver, British Columbia, Canada, June 18-23, 2007: Building & Sustaining the Digital Environment: JCDL 2007*, 157-66. New York, NY: ACM Press, 2007. <http://doi.acm.org.libproxy.lib.unc.edu/10.1145/1255175.1255205>[See also the Archon system at: <http://web.library.uiuc.edu/ahx/archon/>]

Roe, Kathleen. "The Practice of Arrangment and Description." In *Arranging & Describing Archives & Manuscripts, Archival Fundamentals Series II*, 45-97. Chicago, IL: Society of American Archivists, 2005.

Ruth, Janice. "Encoded Archival Description: A Structural Overview." *American*

*Archivist* 60 (Summer 1997): 310-329.

Schwirtlich, Anne-Marie and Barbara Reed. "Managing the Acquisition Process." Chapter

5 in *Keeping Archives*, edited by Judith Ellis, 137-56. Melbourne, Australia: Thorpe, 1993.

Stollar, Catherine, and Thomas Kiehne. "Guarding the Guards: Archiving the Electronic Records of Hypertext Author Michael Joyce." Paper presented at the New Skills for a Digital Era, Washington, DC, May 31 - June 2 2006. <http://rpm.lib.az.us/NewSkills/CaseStudies/4_Stollar_Kiehne.pdf>

Westbrook, Bradley D., Lee Mandell, Kelcy Shepherd, Brian Stevens, and Jason Varghese. "The Archivists' Toolkit: Another Step toward Streamlined Archival Processing." *Journal of Archival Organization* 4, no. 1-2 (2007): 229-53.

**O** - Wu, P.H.J., A.K.H. Heok, and I.P. Tamsir. "Annotating Web Archives - Structure, Provenance, and Context through Archival Cataloguing." *New Review of Hypermedia and Multimedia* 13, no. 1 (2007): 55-75.

Yakel, Elizabeth.“Archival Representation.“ *Archival Science* 3 (No.1, 2003): 1-25. http://www.springerlink.com/openurl.asp?genre=article&id=doi:10.1023/A:1024944522818

Zhou, Xiaomu. "Examining Search Functions of EAD Finding Aids Web Sites." *Journal of*

*Archival Organization* 4, no. 3/4 (2006): 99-118.

### Week 9 - Ensuring Meaningful Use over Time: Preservation

Banks, Paul N., and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago, IL: American Library Association, 2000. [Available in print at SILS Library and electronically through NetLibrary: [http://eresources.lib.unc.edu/external\_db/external\_database\_auth.html?A=P%7CF=N%7CID=32](http://eresources.lib.unc.edu/external_db/external_database_auth.html?A=P%7CF%3DN%7CID%3D32)

8%7CREL=AAL%7CURL=http://libproxy.lib.unc.edu/login?url=<http://www.netLibrary.com/url>api.asp?action=summary&v=1&bookid=45133

Casey, Mike, and Bruce Gordon. "Sound Directions: Best Practices for Audio Preservation." Indiana University and Harvard University, 2007. <http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd_bp_07.pdf>

Cloonan, Michèle V. "The Paradox of Preservation." *Library Trends* 56, no. 1 (2007): 133-

47.

Conway, Paul. "Archival Preservation Practice in a Nationwide Context." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 495-518. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 53 (1990): 204-222]

DeStefano, Paula, and Tyler O. Walters. "A natural collaboration: preservation for archival collections in ARL libraries.(Survey)." *Library Trends* 56, No. 1 (Summer 2007): 230-258.

"Digital Preservation Faqs." National Archives (UK). [http://www.nationalarchives.gov.uk/information-management/projects-and-work/digital- preservation-faqs.htm](http://www.nationalarchives.gov.uk/information-management/projects-and-work/digital-preservation-faqs.htm)

Digital Print Preservation Portal (DP3). <http://www.dp3project.org/>

Endangered Archives Programme. British Library. <http://www.bl.uk/about/policies/endangeredarch/homepage.html>

Feather, John. *Managing Preservation for Libraries and Archives: Current Practice and Future*

*Developments*. Aldershot, England: Ashgate, 2004.

Forde, Helen. *Preserving Archives*. London: Facet, 2007.

Gorman, G. E., and Sydney J. Shep, eds. *Preservation Management for Libraries, Archives and* *Museums*. London: Facet, 2006.

Hanna, Jannette, and Daniel Burge. "Saving Digital Prints." Image Permanence Institute. <http://www.archivaladvisor.org/shtml/art_savdigprint.shtml>

Houston, Penelope. *Keepers of the Frame: The Film Archives*. London: British Film Institute,

1994.

Intergovernmental Preparedness for Essential Records (IPER). <http://www.statearchivists.org/iper/index.htm>

Jürgens, Martin C. *The Digital Print: Identification and Preservation*. Los Angeles, CA: Getty Conservation Institute, 2009. [Excerpts]

Lacinak, Chris. "A Primer on Codecs for Moving Image and Sound Archives: 10

Recommendations for Codec Selection and Management." New York, NY: Audiovisual

Preservation Solutions, 2010.

Level of Collections Emergency Scenarios. Library of Congress. <http://www.loc.gov/preserv/emergprep/scenarios.html>

Paton, Christopher Ann.“Preservation Re-Recording of Audio Recordings in Archives: Problems, Priorities, Technologies, and Recommendations.“ In *American Archival Studies:*

*Readings in Theory and Practice*, edited by Randall C. Jimerson, 519-546. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 61 (Spring 1998): 188-219]

Personal Archiving: Preserving Your Digital Memories. Library of Congress. <http://www.digitalpreservation.gov/you/>

Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Second ed. Chicago, IL: Society of American Archivists, 2010.

Rothenberg, Jeff. "Ensuring the Longevity of Digital Information." Washington, DC: Council on Library and Information Resources, 1999. <http://www.clir.org/pubs/archives/ensuring.pdf>

"Summary of Research on Selecting Suitable Storage and Display Products for Digitally Printed Materials." *DP3 Newsletter* 6 (2010). <http://www.dp3project.org/newsletter/v6/dp3newsletter_v6.html>

Wilhelm, Henry. "A 15-Year History of Digital Printing Technology and Print Permanence in the Evolution of Digital Fine Art Photography - from 1991 to 2006." In *NIP 22: 22nd International Conference on Digital Printing Technologies: September 17-22, 2006, Denver, Colorado: Final Program and Proceedings*, edited by Eric Stelter, Ramon Borrell and Nihon Gazo Gakkai, 308-15. Springfield, VA: Society for Imaging Science and Technology, 2006. <http://wilhelm-research.com/ist/WIR_IST_2006_09_HW.pdf>

## Part 3 (Weeks 10-12) - Who Should be Served by Archives and Why?

### Week 10 - Users and Uses of Archives

Altman, Burt, and John R. Nemmers. "The Usability of Online Archival Resources: The

Polaris Project Finding Aid." *American Archivist* 64, no. 1 (2001): 121-131.

Andersen, Deborah Lines. "Academic Historians, Electronic Information Access Technologies, and Theworld Wide Web: A Longitudinal Study of Factors Affecting Use and Barriers to That Use." *Journal of the Association for History and Computing* 1, no. 1 (1998). <http://mcel.pacificu.edu/history/jahcI1/Anderson/Anderson.HTML>

Anderson, Ian. "Information Seeking Behaviours in the Digital Age: UK Historians and the Search for Primary Sources." Paper presented at the Digital Resources for the Humanities (DRH), Edinburgh, Scotland, September 8-11, 2002.

Bearman, David. "Intelligent Artifices: Structures for Intellectual Control." In *Archival Methods and Archival Strategies*, 49-58. Pittsburgh, PA: Archives and Museum Informatics, 1995.

Bearman, David. “User Presentation Language In Archives.“ *Archives & Museum Informatics*

(Winter 1989/1990).

Borsa, Ivan. "The Expanding Archival Clientele in the Post-World War II Period." *Archivum* 26 (1979): 119-26.

Case, Donald Owen. "Collection of Family Health Histories: The Link between Genealogy and Public Health." *Journal of the American Society for Information Science and Technology* 59, no. 14 (2008): 2312-19.

Cherry, Joan M., and Wendy M. Duff. "Studying Digital Library Users over Time: A Follow-up Survey of Early Canadiana Online." *Information Research* 7, no. 2 (2002). <http://informationr.net/ir/7-2/paper123.html>

Coats, Lisa R. "Users of EAD Finding Aids: Who Are They and Are They Satisfied?" *Journal of Archival Organization* 2, no. 3 (2004): 25-39.

Collins, Karen. "Providing subject access to images: A study of user queries." *American*

*Archivist* 61, no. 1 (Spring 1998).

Conway, Paul. *Partners In Research: Improving Access to the Nation's Archives*. Pittsburgh: Archives & Museum Informatics, 1994.

Craig, Barbara L. "Old Myths in New Clothes: Expectations of Archives Users." *Archivaria*

45 (1998): 118-26. <http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/12228/13251>

Cross, James Edward. "Archival Reference: State of the Art." In *Reference Services for Archives and Manuscripts*, edited by Laura B. Cohen, 5-25. New York, NY: Haworth Press, 1997.

Cruikshank, Kate, Caroline Daniels, Dennis Meissner, Naomi L. Nelson, and Mark Shelstad. "How Do We Show You What We've Got? Access to Archival Collections in the Digital Age." *Journal of the Association for History and Computing* 3, no. 2 (2005). <http://mcel.pacificu.edu/jahc/JAHCVIII2/articles/cruikshank.htm>

Czeck, Rita L. H. "Archival MARC Records and Finding Aids in the Context of End- User Subject Access to Archival Collections." *American Archivist* 61, no.2 (Fall 1998): 426-440.

Dearstyne, Bruce W. "What Is the Use of Archives? A Challenge for the Profession."

*American Archivist* 50, no. 1 (1987): 76-87.

Dollar, Charles M. "Quantitative History and Archives." *Archivum* 29 (1982): 46-52.

Dowler, Lawrence. "The Role of Use in Defining Archival Practice and Principles: A Research Agenda for the Availability and Use of Records." *American Archivist* 51 (1988): 74-86.

Duboscq, Guy. "The Importance of Modern Archives for the Developing Countries." *UNESCO Bulletin for Libraries* 17, no. 5 (1963): 259-263.

Duff, Wendy. "Understanding the Information-Seeking Behaviour of Archival Researchers in a Digital Age: Paths, Processes and Preferences." In *Proceedings of the DLM-Forum 2002, Barcelona, 6-8 May 2002*, 331-335. Luxembourg: Office for Official Publications of the European Communities, 2002. [http://europa.eu.int/historical\_archives/dlm\_forum/doc/dlm- proceed2002.pdf](http://europa.eu.int/historical_archives/dlm_forum/doc/dlm-proceed2002.pdf)

Duff, Wendy M., and Joan M. Cherry. "Use of Historical Documents in a Digital World: Comparisons with Original Materials and Microfiche." *Information Research* 6, no. 1 (2000). <http://informationr.net/ir/6-1/paper86.html>

Duff, Wendy, Barbara Craig, and Joan Cherry. "Historians' Use of Archival Sources: Promises and Pitfalls of the Digital Age." *The Public Historian* 26, no. 2 (2004): 7-22.

Duff, Wendy M., and Catherine A. Johnson. "Accidentally Found on Purpose: Information- Seeking Behavior of Historians in Archives." *Library Quarterly* 72, no. 4 (2002): 472-96.

Duff, Wendy M., and Catherine A. Johnson. "Thinking Like a Genealogist? Information- Seeking Behavior of Genealogists." *American Archivist* 66, no. 1 (2003).

Duff, Wendy M. and Catherine A. Johnson. "A Virtual Expression of Need: An Analysis of E-mail Reference Questions." *American Archivist* 64 (Spring/Summer 2001): 43-60.

Duff, Wendy, and Penka Stoyanova. "Transforming the Crazy Quilt: Archival Displays from a Users' Point of View." *Archivaria* 45 (1998): 44-79. <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12224/13243>

Eidson, Matthew Young. "Describing Anything That Walks: The Problem Behind the Problem of EAD." *Journal of Archival Organization* 1, no. 4 (2002): 5-28.

Finch, Elsie Freeman. "In the Eye of the Beholder: Archives Administration from the User's Point of View." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 417-432. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 47, no. 2 (1984): 111-23]

Gilliland-Swetland, Anne J. "An Exploration of K-12 User Needs for Digital Primary

Sources Materials." *American Archivist* 61, no. 1 (1998).

Goggin, Jacqueline. “The Indirect Approach: A Study of Scholarly Users of Black and Women's Organizational Records in the Library of Congress Manuscripts Division.“ *Midwestern Archivist* 9, no. 1 (1986): 57-67.

Hamburger, Susan. "How Researchers Search for Manuscript and Archival Collections." *Journal of Archival Organization* 2, no. 1/2 (2004): 79-102.

Harris, Carolyn. "Archives Users in the Digital Era: A Review of Current Research Trends."

*Dalhousie Journal of Information and Management* 1, no. 1 (2005).

Hedstrom, Margaret, and Clifford Lampe. "Emulation Vs. Migration: Do Users Care?" *RLG DigiNews* 5, no. 6 (2001). <http://www.rlg.org/preserv/diginews/diginews5-6.html#feature1>

Hedstrom, Margaret L., Christopher A. Lee, Judith S. Olson, and Clifford A. Lampe,"'The Old

Version Flickers More': Digital Preservation from the User“s Perspective." *American Archivist* 69, no. 1 (2006): 159-87.

Hill, Amanda. "Serving the Invisible Researcher: Meeting the Needs of Online Users." *Journal of the Society of Archivists* 25, no. 2 (2004): 139-48.

Kemoni, Henry N., Justus Wamukoya, and Joseph Kiplang“at. "Obstacles to Utilization of

Information Held by Archival Institutions: A Review of Literature." *Records Management*

*Journal* 13, no. 1 (2003): 38-42.

Maher, William J. "The Use of User Studies." *The Midwest Archivist* 11, no. 1 (1986): 15-26.

Martin, Kristin. “An Analysis of Remote Reference Correspondence at a Large Academic Manuscripts Collection.” *American Archivist* 64 (2001): 17-42.

Meho, Lokman I., and Helen R. Tibbo. "Modeling the Information-Seeking Behavior of Social Science Faculty: Ellis's Study Revisited." *Journal of the American Society for Information Science and Technology* 54, no. 6 (2003): 570-87.

Miller, Frederick. “Use, Appraisal, and Research: An Case Study of Social History.“

*American Archivist* 49, no. .4 (1986): 393-407.

Prom, Christopher J. "The EAD Cookbook: A Survey and Usability Survey." *American*

*Archivist* 65, no. 2 (2002).

Prom, Christopher J . “Does EAD Play Well with Other Metadata Standards? Searching and

Retrieving EAD using the OAI Protocols.” *Journal of Archival Organization* 1.3 (2002): 51-72.

Prom, Christopher J. "User Interactions with Electronic Finding Aids in a Controlled

Setting." *American Archivist* 67, no. 2 (2004): 234-68.

Pugh, Mary Jo. "The Illusion of Omniscience: Subject Access and the Reference

Archivist." *American Archivist* 47 (1982): 33-40.

Ridolfo, Jim, William Hart-Davidson, and Michael McLeod. "Balancing Stakeholder Needs: Archive 2.0 as Community-Centred Design." *Ariadne* 63 (2010). <http://www.ariadne.ac.uk/issue63/ridolfo-et-al/>

Roberts-Moore, Judith. "Establishing Recognition of Past Injustices: Uses of Archival Records in Documenting the Experience of Japanese Canadians During the Second World War." *Archivaria* 53 (Spring 2002): 64-75. <http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/12837/14056>

Roper, Michael. "The Academic Use of Archives." *Archivum* 29 (1982): 27-45.

Rosenbusch, Andrea. "Are Our Users Being Served? A Report on Online Archival Databases."

*Archives and Manuscripts* 29 (May 2001): 44-61.

Roth, James M. "Serving up EAD: An Exploratory Study on the Deployment and

Utilization of Encoded Archival Description Finding Aids." *American Archivist* 64, no. 2 (2001): 214-37.

Sexton, Anna, Chris Turner, Geoffrey Yeo, and Susan Hockey. "Understanding Users: A Prerequisite for Developing New Technologies." *Journal of the Society of Archivists* 25, no. 1 (2004): 33-49.

Southwell, Kristina. “How Researchers Learn of Manuscript Resources at the Western History

Collections.” *Archival Issues* 26 (2002): 91-109.

Spindler, Robert, and Richard Pearce-Moses. “Does AMC Mean Archives Made

Confusing? Patron Understanding of USMARC AMC Catalog Records.” *American Archivist* 56 (1993): 330-41.

Sweeney, Shelley Toni. "The Source-Seeking Cognitive Processes and Behavior of the in- Person Archival Researcher." PhD Dissertation, University of Texas, 2002. <http://ftp.lib.utexas.edu/etd/d/2002/sweeneys022/sweeneys022.pdf>

Taylor, Hugh A. *Archival Services and the Concept of the User: A RAMP Study*. Paris: UNESCO, 1984.

Tenopir, Carol, Brenda Hitchcock, and Ashley Pillow. "Use and Users of Electronic Library Resources: An Overview and Analysis of Recent Research Studies." Washington, DC: Council on Library and Information Resources, 2003. <http://www.clir.org/pubs/abstract/pub120abst.html>

Tibbo, Helen R. "The Epic Struggle: Subject Retrieval from Large Bibliographic

Databases." *American Archivist* 57 (1994): 310-26.

Tibbo, Helen R. "Primarily History in America: How U.S. Historians Search for Primary

Materials at the Dawn of the Digital Age." *American Archivist* 66, no. 1 (2003): 9-50.

Tibbo, Helen R., and Lokman I. Meho. "Finding Finding Aids on the World Wide Web."

*American Archivist* 64, no. 1 (2001): 61-77.

Toms, Elaine G., and Wendy Duff. "'I Spent 1 ½ Hours Sifting through One Large Box.' Diaries as Information Behavior of the Archives User: Lessons Learned." Journal of the American Society for Information Science and Technology 53, no. 14 (2002): 1232-38.

Turnbaugh, Roy C. "Archival Mission and User Studies." *Midwestern Archivist* 11, no. 1 (1986): 27-33.

Verhoeven, F.R.J. *The Role of Archives in the Public Administration and the National Planning Policy of Developing Countries with Particular Reference to Southeast Asia*. Paris: UNESCO, 1972.

Wiberley, Stephen E., Jr., and William G. Jones. "Time and Technology: A Decade-Long Look at Humanists Use of Electronic Information Technology." *College & Research Libraries* 61, no. 5 (2000): 421-31.

Yakel, Elizabeth. "Encoded Archival Description: Are Finding Aids Boundary Spanner or Barriers for Users?" *Journal of Archival Organization* 2, no. 1/2 (2004): 63-77.

Yakel, Elizabeth. "Hidden Collections in Archives and Libraries." *OCLC Systems & Services* 21, no. 2 (2005): 95-99.

Yakel, Elizabeth. “Listening to Users.“ *Archival Issues* 26, no. 2 (2002): 111-127.

Yakel, Elizabeth, and Laura L. Bost. "Understanding Administrative Use and Users in

University Archives." *American Archivist* 57, no. 4 (1994): 596-615.

Yakel, Elizabeth, and Deborah A. Torres. "AI: Archival Intelligence and User Expertise."

*American Archivist* 66, no. 1 (2003).

Yeo, Geoffrey. "Understanding Users and Use: A Market Segmentation Approach." *Journal of the Society of Archivists* 26, no. 1 (2005): 25-53. <http://journalsonline.tandf.co.uk/link.asp?id=n655u808v7j16482>

### Week 11 - Legal, Policy and Ethical Issues

Akmon, Dharma. "Only with Your Permission: How Rights Holders Respond (or Don't Respond) to Requests to Display Archival Materials Online." *Archival Science* 10 (2010): 45-64.

Archives and Ethics: Reflections on Practice Conference. <http://www.uwm.edu/Dept/SOIS/cipr/archive.html>- video of talks is available

Armstrong-Ingram, R. Jackson. "The Giveness of Kin: Legal and Ethical Issues in Accessing Adoption Records." *Archival Issues* 22, no. 1 (1997): 21-35.

Benedict, Karen. "Ethics Versus Professional Conduct", "The Impact of Ethics on Institutional Practices" and "Law Versus Ethics." In *Ethics and the Archival Profession: Introduction and Case Studies*, 1-20. Chicago, IL: Society of American Archivists, 2003.

Briston, Heather, Mark Allen Greene, Cathy Henderson, Peter Hirtle, Peter Jaszi, William Maher, Aprille Cooke McKay, Richard Pearce-Moses, and Merrilee Proffitt. "Orphan Works: Statement of Best Practices." Society of American Archivists. January 12, 2009 (Revised June 17, 2009). <http://www.archivists.org/standards/OWBP-V4.pdf>

Codes of Ethics Online - Center for the Study of Ethics in the Professions, Illinois Institute of Technology. <http://ethics.iit.edu/codes/coe.html>

Cox, Richard J. "Introduction: from ethics to accountability, or when do records professionals become whistleblowers?" In *Ethics, Accountability, and Recordkeeping in a Dangerous World*, xxv-xlix. London: Facet, 2006.

Danielson, Elena S. "The Ethics of Access." *American Archivist* 52 (Winter 1989): 52-62.**C** - Harris, Verne. "Knowing Right from Wrong: The Archivist and the Protection of People's Rights." In *Archives and Justice: A South African Perspective*, 203-13. Chicago, IL: Society of American Archivists, 2006.

Hedstrom, Margaret. "The Archivist's Creed: No Politics, No Religion, No Morals." *South African Society of Archivists Newsletter* 2002, 1-2, 5. [Paper presented at a conference entitled "Contract or Contest? Faultlines in the Nexus Between Holding Records and Using Them," Johannesburg, South Africa, July 18, 2002.]

Horn, David E. "The Development of Ethics in Archival Practice." *American Archivist* 52 (1989): 64-71.

International Council on Archives. "Code of Ethics." 1996. <http://www.ica.org/biblio/Ethics-EN.pdf>

Lee, Christopher A. "[Computer-Supported Elicitation of Curatorial Intent](http://www.dagstuhl.de/Materials/Files/10/10291/10291.LeeCal.Paper.pdf)." In *Dagstuhl Seminar Proceedings 10291, Automation in Digital Preservation*, edited by Andreas Rauber, Jean-Pierre Chanod, Seamus Ross, and Milena Dobreva. 2010.

Mason, Philip P. "The Ethics of Collecting." *Georgia Archive* 5, no. 1 (1977): 36-50.

Mattock, Lindsay Kistler. "From Film Restoration to Digital Emulation." *Journal of Information* *Ethics* 19, no. 1 (2010): 74-85.

O'Toole, James M., and Richard J. Cox. "The Archivist's Perspective: Knowledge and Values." In *Understanding Archives & Manuscripts*, 87-112. Chicago, IL: Society of American Archivists, 2006.

Smith, Kevin L. "Copyright Risk Management: Principles and Strategies for Large-Scale Digitization Projects in Special Collections." *Research Library Issues* 279 (June 2012): 18-25. <http://publications.arl.org/rli279/>.

Standing Conference on Archives and Museums (SCAM), on behalf of the Association of Independent Museums (AIM), the Museums Association and the Society of Archivists. "A code of practice on archives for museums and galleries in the UK." 3rd ed., 2002. <http://www.archivesandmuseums.org.uk/scam/code.pdf>

### Week 12 - Ethics Case Studies

ARMA International."The Code of Professional Responsibility." 1995. <http://www.arma.org/about/overview/ethics.cfm>

Association of Colleges and Research Libraries (ACRL), Rare Books and Manuscripts Section (RBMS), Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians, with Guidelines for Institutional Practice in Support of the Standards, 2d edition, 1992. <http://www.ala.org/ala/acrl/acrlstandards/standardsethical.htm>

Benedict, Karen. "Case Studies of Ethical Problems." In *Ethics and the Archival Profession: Introduction and Case Studies*, 18-76. Chicago, IL: Society of American Archivists, 2003.

Behrnd-Klodt, Menzi L. and Peter J Wosh, eds. *Privacy & Confidentiality Perspectives: Archivists & Archival Records*. Chicago, IL: Society of American Archivists, 2005.

Harris, Verne. "'They Should Have Destroyed More': The Destruction of Public Records by the South African State in the Final Years of Apartheid, 1990-1994." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace, 205-228. Westport, Connecticut: Quorum, 2002.

Institute of Certified Records Managers (ICRM) - Code of Ethics. <https://db.icrm.org/crm/index.jsp?submit_menu=118>

Society of American Archivists."A Code of Ethics for Archivists with Commentary." 1992.

## Part 4 (Week 13-14) - Trends, Synthesis and Conclusions

### Week 13 - Facing the Growing and Evolving Documentary Universe

Bearman, David and Margaret Hedstrom. "Reinventing Archives for Electronic Records: Alternative Service Delivery Options." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 549-568. Chicago, IL: Society of American Archivists, 2000. [Originally in *Electronic Records Management Program Strategies*, edited by Margaret Hedstrom, 82-98. Pittsburgh: Archives and Museum Informatics, 1993.

Kahle, Brewster. "Universal Access to All Knowledge." *American Archivist* 70, no. 1 (2007): 23-31.

Kahle, Brewster, Rick Prelinger, and Mary E. Jackson. "Public Access to Digital Material." *D-Lib Magazine* 7 (No.10, October 2001). <http://www.dlib.org/dlib/october01/kahle/10kahle.html>

Moore, Reagan W. "Building Preservation Environments with Data Grid Technology."

*American Archivist* 69, no.1 (2006): 139-158.

O’Sullivan, Catherine. "Diaries, Online Diaries and the Future Loss to Archives; or, Blogs and the Blogging Bloggers Who Blog Them." *American Archivist* 68, no. 1 (2005).

O'Toole, James M., and Richard J. Cox. "Archivists and the Challanges of New Worlds." In *Understanding Archives & Manuscripts*, 133-146. Chicago, IL: Society of American Archivists, 2006.

Prom, Christopher J. "Optimum Access? Processing in College and University Archives."

*American Archivist* 73 (2010): 146-74.

### 

### Week 14 - New Attitudes and Interactions with Users

Brothman, Brien. "Afterglow: Conceptions of Record and Evidence in Archival Discourse."

*Archival Science* 2, no. 3-4 (2002): 311-42.

Brothman, Brien. "Orders of Value: Probing the Theoretical Terms of Archival Practice." *Archivaria* 32 (1991): 78-100.

Brothman, Brien. "The Past That Archives Keep: Memory, History, and the Preservation of Archival Records." *Archivaria* 51 (2001): 48-80.

Cook, Terry. "Archival Science and Postmodernism: New Formulations for Old Concepts." *Archival Science* 1, no. 1 (2001): 3-24.

Cook, Terry, and Joan M. Schwartz. "Archives, Records, and Power: From (Postmodern) Theory to (Archival) Performance." *Archival Science* 2, no. 3-4 (2002): 171-85.

Cox, Richard J. "Records and truth in the post-truth society." In *Ethics, Accountability, and* *Recordkeeping in a Dangerous World*, 157-182. London: Facet, 2006.

Crymble, Adam. "An Analysis of Twitter and Facebook Use by the Archival Community." *Archivaria* 70 (2010): 125-51.

Daniel, Dominique. "Documenting the Immigrant and Ethnic Experience in American Archives." *American Archivist* 73 (2010): 82-104.

Jimerson, Randall C. "Redefining Archival Identity: Meeting User Needs in the Information Society." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 607-618. Chicago, IL: Society of American Archivists, 2000.

"Memory for Justice: Report on a Colloqium, 18 August 2005." September 18, 2005. [http://www.nelsonmandela.org/docs/MEMORY%20FOR%20JUSTICE%20REPORT\_VERSIO N2.pdf](http://www.nelsonmandela.org/docs/MEMORY%20FOR%20JUSTICE%20REPORT_VERSION2.pdf)

Nimer, Cory, and J. Gordon Daines, III. "What Do You Mean It Doesn't Make Sense? Redesigning Finding Aids from the User's Perspective." *Journal of Archival Organization* 6, no. 4 (2008): 216-32.

Samouelian, Mary. "Embracing Web 2.0: Archives and the Newest Generation of Web Applications." *American Archivist* 72, no.9 (2009): 42-71. <http://www.metapress.com/content/k73112x7n0773111/>

Wallace, David A. "Historical & Contemporary Justice and the Role of Archivists." Paper presented at the Memory for Justice Colloquium, Johannesburg, South Africa, August 18, 2005.

Yakel, Elizabeth, Seth Shaw, and Polly Reynolds. "Creating the Next Generation of Archival Finding Aids." *D-Lib Magazine* 13, no. 5/6 (2007). <http://dlib.org/dlib/may07/yakel/05yakel.html>[also explore the Polar Bear site at <http://polarbears.si.umich.edu/>]

### =================================================

# SILS Library:

### Copies of the following books are available from the SILS Library on the first floor of Manning Hall.

### Brown, Adrian. *Archiving Websites: A Practical Guide for Information Management* *Professionals*. London: Facet, 2006.

### Cox, Richard J. and David A. Wallace, eds., *Archives and the Public Good: Accountability and Records in Modern Society*. Westport, Connecticut: Quorum, 2002.

### Daniels, Maygene F., and Timothy Walch, eds. *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*. Washington, DC: National Archives and Records Service, 1984.

### Ellis, Judith, ed. *Keeping Archives*. 2nd ed. Port Melbourne, Australia: Thorpe, 1993.

### Forde, Helen. *Preserving Archives*. London: Facet, 2007.

### Jimerson, Randall C., ed. *American Archival Studies: Readings in Theory and Practice*. Chicago, IL: Society of American Archivists, 2000.

### Jimerson, Randall C. *Archives Power: Memory, Accountability and Social Justice*. Chicago, IL: Society of American Archivists, 2009.

### Jürgens, Martin C. *The Digital Print: Identification and Preservation*. Los Angeles, CA: Getty Conservation Institute, 2009.

### Lee, Christopher A. ed. *I, Digital: Personal Collections in the Digital Era*. Chicago, IL: Society of American Archivists, 2011.

### Levy, David M. *Scrolling Forward: Making Sense of Documents in the Digital Age*. New York: Arcade, 2001.

### Millar, Laura. *Archives: Principles and Practices*. New York, NY: Neal-Schuman, 2010.

### O'Toole, James M., and Richard J. Cox. *Understanding Archives & Manuscripts*. Chicago, IL: Society of American Archivists, 2006.

### Yates, JoAnne. *Control through Communication*. Baltimore: Johns Hopkins University Press, 1989.