

## INLS 757-1 Principles and Practices of Archival Description

Spring 2014

Time and Place: 11 -12:15 pm MW 304 Manning

Instructor: Denise Anthony, 07A Manning Hall, anthonyd@email.unc.edu

Description from the SILS website:

This course explores the principles of archival description as expressed in Describing Archives: A Content Standard. Implementation of those principles through Encoded Archival Description (EAD) and MARC structures will form the largest portion of the semester. Other practices will include authority and subject analysis work. Topics, issues, and technologies include related standards, the history and development of archival description, the uses of description, and description for special formats.

Remarks:

Description is the application of metadata regardless of the physical format of the material. Consequently, the increasing amount of digital materials in archives has brought a variety of metadata schemas and structures that archivists need to deal with. So, although the largest portion of the class will be devoted to understanding DACS (a metadata content standard), other metadata structures in addition to EAD and MARC will be explored, such as metadata for digital preservation and repository management along with the intersection of record keeping metadata with archival description. This exploration of metadata standards will be presented within the framework of archival workflows for both analog and digital materials.

Additionally, the decisions that archivists must make in balancing arrangement and description needs of collections, the perceived needs of users, and the pressures to intelligently manage human and financial resources available for processing archival collections will be discussed throughout the course.

### **Week 1**

**January 8, No class**

### **Week 2**

**January 13, Introduction and Overview**

- Personal introductions
- Review of syllabus, topics and course expectations
- Discussion of readings

**Readings:**

Jennifer Schaffner, *The Metadata is the Interface: Better Description for Better Discovery of Archives and Special Collections, Synthesized from User Studies*, report produced by OCLC Research, 2009, and available online at <http://www.oclc.org/research/publications/library/2009/2009-06.pdf>

Stephen Stowe "Story upon Story." Presented at Southern Sources: A Symposium Celebrating Seventy-Five Years of the Southern Historical Collection, 18-19 March 2005, Wilson Library, University of North Carolina at Chapel Hill. <http://dc.lib.unc.edu/cgi-bin/showfile.exe?CISOROOT=/scholarly&CISOPTR=2>

## January 15

### Readings:

Margaret F Nichols "The Cataloger and the Archivist Should Be Friends: or, Herding vs. Milking Special Collections." *RBM* 12.1 (2011): 25-33.

David Bearman and Richard Lytle. "The Power of the Principle of Provenance" *Archivaria*, Volume 1 Number 21 (1 January 1985)

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.]

## Week 3

### January 20 No Class Martin Luther King Holiday

### January 22

**Guests: Matt Turi and Jackie Dean**

### Readings:

Joyce Celeste Chapman, "Observing Users: An Empirical Analysis of User Interaction with Online Finding Aids," *Journal of Archival Organization* 8, no. 1: 13.

Christopher J. Prom, "User Interactions with Electronic Finding Aids in a Controlled Setting," *American Archivist* (Vol 67 No 2) Fall/Winter 2004: 234- 268.

**Researcher Assignment Part 1 due by the beginning of class.**

## Week 4

## January 27 Archival Management Tools

### Readings:

Sibyl Schaefer. "Challenges in Sustainable Open Source: A Case Study" Code4Lib Journal, Issue 9, 2010-03-22 <http://journal.code4lib.org/articles/2493>

Bradley D. Westbrook, Lee Mandell, Kelcy Shepherd, Brian Stevens, and Jason Varghese, "The Archivists' Toolkit: Another Step Toward Streamlined Archival Processing," *Journal of Archival Organization* (Vol 4 No 1 & 2) 2007: 229-253

Lisa Spiro, *Archival Management Software: A Report for the Council on Library and Information Resources* (January 2009), read pages 1-32. Available online at [http://www.clir.org/PUBS/reports/spiro/spiro\\_Jan13.pdf](http://www.clir.org/PUBS/reports/spiro/spiro_Jan13.pdf).

ArchivesSpace <http://www.archivesspace.org/>

Prom and Frusciano, *Archival Arrangement and Description* p. 100 -110 (In Sakai resources)

\*\*\*If possible, download and play with Archivist Toolkit. See the instructions at: <http://archiviststoolkit.org/sites/default/files/ATInternalDatabaseInstallationProcedures.pdf>

**January 29: No class, snow day!**

## Week 5

**February 3: At the Wilson Library for review of selected materials**

**February 5**

Miller, Fredric M. (1990) *Arranging and Describing Archives and Manuscripts*. The Society of American Archivists. *Chapter 4 (Accessioning)*

Roe, Kathleen (2005). *Arranging and Describing Archives and Manuscripts (Archival Fundamental Series II)*. Society of American Archivists. *Chapter 4*

## Week 6

**February 10**

Lee, Christopher (2010) *Open Archival Information System (OAIS) Reference Model*.

Glick, Kevin, and Eliot Wilczek. "Ingest Guide for University Electronic Records." 2006. <http://dca.lib.tufts.edu/features/nhprc/reports/ingest/index.html> Note: start with Appendix A, which gives information about using the guide

SKIM: Consultative Committee for Space Data Systems. Reference Model for an Open Archival Information System (OAIS). Magenta Book. Washington, DC: CCSDS Secretariat, June 2012. <http://public.ccsds.org/publications/archive/650x0m2.pdf> [Specifically: OAIS Concepts (p.2-1 to 2-11); Information Model (4-20 to 4-55)]

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

## February 12

Critical Reading of "Picking Our Text" due today by class time

Heather MacNeil, "Picking Our Text: Archival Description, Authenticity, and the Archivist as Editor," *American Archivist* (Vol 68 No 2) Fall/Winter 2005: 264-278.

Woods, Kam, Christopher A. Lee, and Simson Garfinkel. "Extending Digital Repository Architectures to Support Disk Image Preservation and Access." In *JCDL '11: Proceeding of the 11th Annual International ACM/IEEE Joint Conference on Digital Libraries*, 57-66. New York, NY: ACM Press, 2011. <http://www.ils.unc.edu/callee/p57-woods.pdf>

Related readings:

Heather MacNeil, "Trusting Description: Authenticity, Accountability, and Archival Description Standards," talk given as part of session #407, Trust Me, I'm an Archivist: Transparency, Accountability, and Archival Documentation, Society of American Archivists annual meeting, Washington, DC, 13 August 2010. Audio available in the Resources section of the class Sakai site.

Michelle Light and Tom Hyry, "Colophons and Annotations: New Directions for the Finding Aid," *American Archivist* (Vol 65 No 2) Fall/Winter 2002: 216-230.

## Week 7

### February 17

McKemmish, Sue, Glenda Acland, Nigel Ward, and Barbara Reed. "Describing Records in Context in the Continuum: The Australian Recordkeeping Metadata Schema." *Archivaria* 48 (1999): 3-43.

<http://journals.sfu.ca/archivar/index.php/archivaria/article/download/12715/13890>

Cook, Terry. "The Concept of Archival Fonds and the Post-Custodial Era: Theory, Problems and Solutions." *Archivaria* 35 (1993): 24-37.

<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11882/12835>

**Related readings (skim):**

Minnesota Recordkeeping Metadata Standard.  
<http://www.mnhs.org/preserve/records/metadastandard.html>

DOD 5015.02. <http://www.dtic.mil/> (118 page manual on electronic records  
ELECTRONIC RECORDS MANAGEMENT SOFTWARE APPLICATIONS DESIGN  
CRITERIA STANDARD <http://www.dtic.mil/whs/directives/corres/pdf/501502std.pdf>

## **February 19 Processing Analog Materials**

Mark A. Greene and Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," *American Archivist* (Vol 68 No 2) Fall/Winter 2005: 208-263.

Mark A. Greene and Dennis Meissner . "More Application while Less Appreciation: The Adopters and Antagonists of MPLP" *Journal of Archival Organization* (Vol. 8, No 3-4), 2010: 174-226.

Carl Van Ness, "Much Ado about Paper Clips: 'More Product, Less Process' and the Modern Manuscript Repository," *American Archivist* (Vol 73 No 1) Spring/Summer 2010: 129-145.

Christopher J. Prom, "Optimum Access? Processing in College and University Archives," *American Archivist* (Vol 73 No 1) Spring/Summer 2010: 146-174.

Forum (Letters to the Editor), *American Archivist* (Vol 73 No 2) Fall/Winter 2010: 411-420.

Skim one of the following processing manuals:

*How to Proceed: A Procedures Manual for the Southern Historical Collection and General Manuscripts University of North Carolina at Chapel Hill.* Available online at [http://www.lib.unc.edu/wikis/archproc/index.php/How\\_to\\_Proceed](http://www.lib.unc.edu/wikis/archproc/index.php/How_to_Proceed)

University of California, Irvine, Special Collections and Archives, Archival Processing Manual. Available online at [https://webfiles.uci.edu/lightm/Share/ProcessingManual\\_revised%20with%20AT.pdf](https://webfiles.uci.edu/lightm/Share/ProcessingManual_revised%20with%20AT.pdf)

## **Week 8**

### **February 24 Processing Analog Materials II**

**Critical Reading of "Making the Leap" due today by class time**

Jennifer Meehan, "Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description," *American Archivist* (Vol 72 No 1) Spring/Summer 2009: 72-90.

Related readings:

Frank Boles, "Disrespecting Original Order," *American Archivist* (Vol 45 No 1) Winter 1982: 26-32

Cox, Robert S. "Maximal Processing, or, Archivist on a Pale Horse," *Journal of Archival Organization* (Vol 8 No 2) 2010: 134-148.

Christine Weideman, "Accessioning as Processing," *American Archivist* (Vol 69 No 2) Fall/Winter 2006: 275-283

## **February 26 Describing Archives: DACS**

DACS, Statement of Principles (pp. xi-xv), Overview of Archival Description (xvii-xxi), Introduction, Chapter 1 and Chapter 2

Related Reading:

Michael Rush, Lynn Holdzkom, Prudence Backman, Daniel A. Santamaria, and Andrea Leigh, "Applying DACS to Finding Aids: Case Studies from Three Diverse Repositories," *American Archivist* (Vol 71 No 1) Spring/Summer 2008: 210-227.

## **Week 9**

### **March 3 DACS in Context**

Beth M. Whittaker, "DACS and RDA: Insights and Questions from the New Archival Descriptive Standard," *Library Resources and Technical Services* (Vol 51 No 2) 2007: 98-105.

William E. Landis, "Plays Well With Others: DACS and CCO as Interoperable Metadata Content Standards," *Visual Resources Association Bulletin* (Vol 34 No 1) Spring 2007: 97-103.

**Skim:** General International Standard Archival Description (ISAD(G)) (International Council on Archives, 2000), **pages 7-38**. Available online at [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

### **March 5 Structure standards for archival description**

#### **DACS assignment due.**

Combs, Michele, Mark A. Matienzo, Merrilee Proffitt, and Lisa Spiro. 2010. Over, Under, Around, and Through: Getting Around Barriers to EAD Implementation. Report produced by OCLC Research in support of the RLG Partnership. <http://www.oclc.org/research/publications/library/2010/2010-04.pdf>

Dennis Meissner. First Things First: Reengineering Finding Aids for Implementation of EAD. *American Archivist* (Vol 60) Fall 1997: 327-387.

Related readings:

Daniel Pitti, "Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids," *American Archivist* (Vol 60 No 3) Summer 1997: 268-283.

Elizabeth J. Shaw, "Rethinking EAD: Balancing Flexibility and Interoperability," *New Review of Information Networking* (Vol 7) 2001: 117-131. (Available in Resources section of Sakai)

## **Week 10 No Classes Spring Break**

## **WEEK 11**

**March 17**

*Access points: subject analysis and use of controlled vocabulary*

DACS 2013 *Access Points* p. xxiii- xiv

Avra Michelson, "Description and Reference in the Age of Automation," *American Archivist* (Vol 50 No 2) Spring 1987: 192-208.

Jackie M. Dooley, "Subject Indexing in Context," *American Archivist* (Vol 55 No 2) Spring 1992: 344-354

Prom and Frusciano (2013). *Archival Arrangement and Description*. "Data Value Standards," p. 44-47.

**March 19**

*Processing and Describing Digital Records*

Prom and Frusciano (2013), *Archival Arrangement and Description*. "**Digital Processing: Practices and Procedures,**" p. 111 – 143.

**Archivemata:** [https://www.archivemata.org/wiki/Main\\_Page](https://www.archivemata.org/wiki/Main_Page) **read the Overview and skim through the rest.**

**The Augmented Processing Table:** <http://everest.ischool.utexas.edu/apt/>

## **WEEK 12**

## March 24

### *Code4Lib Workshop: Archival Discovery and Use*

Sheraton Raleigh Hotel  
421 South Salisbury St  
Raleigh, NC 27601  
8 am – 4:30 pm

## March 26

### PREMIS and Dublin Core

PREMIS Editorial Committee. *PREMIS Data Dictionary for Preservation Metadata, Version 2.2*. July 2012.

<http://www.loc.gov/standards/premis/v2/premis-2-2.pdf> [Specifically: The PREMIS Data Model (5-12); Object Entity (25-27); Event Entity (130); Agent Entity (151); Rights Entity (165-167); Special Topics (243-255)]

PREMIS Tutorial at iPRES 2011. [http://www.loc.gov/standards/premis/premis-tutorial\\_iPRES2011\\_singapore.pdf](http://www.loc.gov/standards/premis/premis-tutorial_iPRES2011_singapore.pdf)

Dublin Core Element Set: <http://dublincore.org/documents/dces/>

## WEEK 13

### March 31

#### *Encoding*

XML Tutorial <http://www.w3schools.com/xml/> (just the Basics)

What is MARC? <http://www.loc.gov/marc/umb/>

### April 2

**Guest Speaker: Jill Sexton**  
**Head of Digital Repository Services**  
**UNC Chapel Hill Libraries**

## WEEK 14



**April 7**

**Structure standards for archival description: EAD**

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.

Combs, Michele, Mark A. Matienzo, Merrilee Proffitt, and Lisa Spiro. 2010. Over, Under, Around, and Through: Getting Around Barriers to EAD Implementation. Report produced by OCLC Research in support of the RLG Partnership. <http://www.oclc.org/research/publications/library/2010/2010-04.pdf>

Dennis Meissner. First Things First: Reengineering Finding Aids for Implementation of EAD. *American Archivist* (Vol 60) Fall 1997: 327-387.

Related readings:

Daniel Pitti, "Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids," *American Archivist* (Vol 60 No 3) Summer 1997: 268-283.

**April 9**

**Structure standards for archival description: EAC**

Critical Reading of "EAD as a Halfway Technology" due today by class time

Dow, Elizabeth H. "Encoded Archival Description as a Halfway Technology." *Journal of Archival Organization* 7, no. 3 (2009): 108-15.  
<http://dx.doi.org/10.1080/15332740903117701>

Encoded Archival Context official website: <http://eac.staatsbibliothek-berlin.de/>

Daniel Pitti, "Social Networks and Archival Context" Digital Humanities 2011.  
<http://dh2011abstracts.stanford.edu/xtf/view?docId=tei/ab-261.xml;query%3D;brand%3Ddefault>

**Week 15**

**April 14**

### **Resource Description Framework**

Corey A. Harper (2010) "Dublin Core Metadata Initiative: Beyond the Element Set." *Information Standards Quarterly*, Vol. 22, Issue 1, p. 20-28.

[http://www.niso.org/publications/isq/free/FE\\_DCMI\\_Harper\\_isqv22no1.pdf](http://www.niso.org/publications/isq/free/FE_DCMI_Harper_isqv22no1.pdf)

Linked Data <http://linkeddata.org/>

XML Namespaces: [http://www.w3schools.com/xml/xml\\_namespaces.asp](http://www.w3schools.com/xml/xml_namespaces.asp)

RDF: [http://www.w3schools.com/webservices/ws\\_rdf\\_intro.asp](http://www.w3schools.com/webservices/ws_rdf_intro.asp) (Please review the 10 sections (Intro – Reference))

What is Linked Data?: [http://www.youtube.com/watch?v=4x\\_xzT5eF5Q](http://www.youtube.com/watch?v=4x_xzT5eF5Q).

VIEW: Europeana: Linked Open Data - What is it?

<http://www.youtube.com/watch?v=uju4wT9uBIA>.

**April 16**

### **Delivering Descriptions**

Prom and Frusciano, (2013) *Archival Arrangement and Description*. "Delivering Descriptive Data and Providing Patron Access," p. 172- end

\*\*See the Resources section for "ead-files" folder. Download and extract the files. Instructions for accessing and downloading Oxygen are included.

## **WEEK 16**

**April 21**

**Critical Reading of "The Endangerment of Trees" due today by class time**

Wisser, Katherine, and Jackie Dean. "EAD Tag Usage: Community Analysis of the Use of Encoded Archival Description Elements." *American Archivist* 76, no. 2 (September 1, 2013): 542–566.

Michelle Light, *The Endangerment of Trees*, presentation at the EAD @ 10 symposium, 31 August 2008, and available online at

<http://www.archivists.org/publications/proceedings/EAD@10/Light-EAD@10.pdf>.

**April 23**

**The future of archival description / course wrap-up**

Jenn Riley and Kelcy Shepherd, "A Brave New World: Archivists and Shareable Metadata," *American Archivist* (Vol 72 No 1) Spring/Summer 2009: 91-112.

\*Short answer assessment handed out. Due Tuesday May 6th.