**INLS 757 Principles and Practices of Archival Description  
Spring 2019**

**Time and Place:** T, Th 12:30-1:45 pm 117 Manning  
**Instructor:** Denise Anthony, anthonyd@email.unc.edu  
**Office:** 23 Manning Hall   
**Office Hours:** W 1-2 p, Th 2-3 p by appointment

**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, a large 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 manage human and financial resources available for processing archival collections will be discussed throughout the course.

**Assignments:**

Show up - you and your fellow students will benefit  7%   
Researcher Assignment Part 1 12%  Due January 17  
Researcher Assignment Part 2   5%  Due January 18  
DACS Elements  17%  
DACS Scavenger hunt 7%  
Multilevel Description 17%  
Workflows 35%

**Schedule of Topics and Readings**

**Week 1** Introductions, expectations and what is ahead

January 10 : Access and Accessibility

Read:

Anderson, Kent.  Intellectual Access -  It takes more than Accessibility. The Scholarly Kitchen, May 23, 2012 http://scholarlykitchen.sspnet.org/2012/05/23/intellectual-access-it-takes-more-than-accessibility/

**Week 2** Description: What, why and how

January 15: Current Debates about Description

Read:

Yeo, Geoffrey (2017). Current Debates about Description. Chapter 7 in Currents of Archival Thinking, edited by Heather MacNeil and Terry Eastwood, ABC-CLIO, LLC, p. 163-192

January 17: Access and Accessibility

Researcher Assignment Part 1 due today by 12:00 pm. Come to class prepared to discuss it with your group. Each group will then report to the class for further discussion.

Researcher Assignment Part 2 due tomorrow, January 18 at midnight.

**Week 3** Timing and granularity of description

January 22:  Top to bottom or bottom to top?

Read:

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

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.

Higgins, Sarah, Christopher Hilton, and Lyn Dafis. “Archives Context and Discovery: Rethinking Arrangement and Description for the Digital Age.” Paper presented at the ICA Second Annual Conference, Girona, 2015.  http://www.girona.cat/web/ica2014/ponents/textos/id174.pdf

January 24 Retro- or Prospective?

Wallace, David A. "Managing the Present: Metadata as Archival Description." Archivaria 39 (1995): 11-21. http://journals.sfu.ca/archivar/index.php/archivaria/article/download/12064/13037

MacNeil, Heather. "Metadata Strategies and Archival Description: Comparing Apples and Oranges." Archivaria 39 (1995): 11-21. http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/12065/13039

Zhang, J., & Mauney, D. (2013). When Archival Description Meets Digital Object Metadata: A Typological Study of Digital Archival Representation. American Archivist, 76(1), 174–195.

**Week 4** Development and Use of Finding Aids

January 29

Read:

Gilliland, Anne. Professional, Institutional, and National Identities in Dialog: The Development of Descriptive Practices in the First Decade of the US National Archives. Information & Culture, 2014, Vol. 49 Issue 1, p 54-73, 20 p

Trace, Ciaran; Dillon, Andrew. The evolution of the finding aid in the United States: from physical to digital document genre. Archival Science, Dec 2012, Vol. 12 Issue 4, p 501-519, 19 p

Schaffner, Jennifer. 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

January 31: User’s experiences of finding aids

Read:

Stowe, Stephen. “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.

Joyce Celeste Chapman, “Observing Users: An Empirical Analysis of User Interaction with Online Finding Aids,” Journal of Archival Organization January-March 2010 201 Vol. 8, no. 1: 13. http://web.a.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=3&sid=fb408ae2-fba9-4318-8e94-45e64352bb4a%40sessionmgr4002&hid=4106

Kim, Hyeeyoung. Where Are We Again? A Content Analysis on Usability of Online Finding Aids. A Master’s Paper for the M.S. in I.S degree. May, 2018. 67 pages.

Optional:

Christopher J. Prom, "User Interactions with Electronic Finding Aids in a Controlled Setting," American Archivist (Vol 67 No 2) Fall/Winter 2004: 234- 268. http://americanarchivist.org/doi/pdf/10.17723/aarc.67.2.7317671548328620

Walton, Rachel D.. Looking for Answers: A Usability Study of Online Finding Aid Navigation. A Master’s Paper for the M.S. in L.S degree. April, 2015. 76 pages. Advisor: Helen Tibbo

**Week 5** Standards

February 5:

Read:

Nimer, Cory L.; Daines, J. Gordon. The Development and Application of U.S. Descriptive Standards for Archives, Historical Manuscripts, and Rare Books. Cataloging & Classification Quarterly, 2013, Vol. 51 Issue 5, p532-549, 18p

Prom and Frusciano (2013). Archival Arrangement and Description.  “The Importance of Standards” p. 12 -18 (copy available in Resources)

Langdon, John (2016) Describing the digital: the archival cataloguing of born digital personal papers, Archives and Records, 37:1, 37-52, DOI: 10.1080/23257962.2016.1139494 (copy available in Resources )

February 7:

Prom and Frusciano (2013). Archival Arrangement and Description.  “Archival Description Standards” p19-58 (stop at Archival Description for your Repository).

**Week 6:** Describing Archives: A Content Standard (DACS)

February 12: Getting to Know DACS

Read:

DACS 2013: Statement of Principles (pp. xi-xv), Overview of Archival Description (xvii- xxi), Introduction, Chapter 1 and Chapter 2

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.

Skim: General International Standard Archival Description (ISAD(G)) (International Council on Archives, 2000), pages 7-38. Available online at <https://www.ica.org/sites/default/files/CBPS_2000_Guidelines_ISAD%28G%29_Second-edition_EN.pdf>    (there is also a copy in the Readings section of Resources)

​February 14: Exploring DACS elements

DACS Scavenger Hunt in class

Skim DACS 2013 Chapters 3-8

**Week 7:** Subject Access and Authority Control

February 19 Subject Access in Archives

Read:

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

Cox, Elizabeth; Czechowski, Leslie. Subject Access Points in the MARC Record and Archival Finding Aid: Enough or Too Many? Journal of Archival Organization, 2008, Vol. 5 Issue 4, p51-59, 9p

Mascaro, Michelle. Controlled Access Headings in EAD Finding Aids: Current Practices in Number of and Types of Headings Assigned. Journal of Archival Organization, Jul-Dec 2011, Vol. 9 Issue 3/4, p208-225, 18p

Smiraglia, R. P. (1990). Subject access to archival materials using LCSH. Cataloging and Classification Quarterly, 11(3) Retrieved from http://libproxy.lib.unc.edu/login?url=http://search.proquest.com/docview/57186598?accountid=14244

February 21

DACS 2013 Access Points p. xxiii- xiv

DACS 2013, Section 2.6 and 2.7; Part II (skim)

International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR-CPF). International Council on Archives, 2004. Available online at: https://www.ica.org/sites/default/files/CBPS\_Guidelines\_ISAAR\_Second-edition\_EN.pdf

**Week 8:** EAD and EAC

February 26 Encoded Archival Description

Read:

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. (Focus on the development of EAD).

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

FYI:

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

February 28 EAC -CPF

Read:

Journal of Archival Organization, Jan-Jun 2015, Vol. 12 Issue 1-2  https://www.tandfonline.com/toc/wjao20/12/1-2?nav=tocList

Read pages 1-3 and skim through the articles. Read at least one article of interest

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

Skim

Pitti, Daniel Social Networks and Archival Context Project.  In Sakai/Resources/Readings

see also:

SNAC <http://snaccooperative.org/?redirected=1>

Connecting the Dots: Using EAC-CPF to Reunite Samuel Johnson and His Circle   https://osc.hul.harvard.edu/liblab/projects/connecting-dots-using-eac-cpf-reunite-samuel-johnson-and-his-circle

Week 9: Archives content management systems

March 5

Data Elements assignment is due at beginning of class. We will go over in class

March 7 Archives Content Management Systems

Multilevel Description Assignment is due at the beginning of class – we will use the time to get to know Archives Space by entering the information from your assignment

Archives Space "sandbox"

Public interface

<http://18.191.96.214:8081>

Staff interface

<http://18.191.96.214:8080>

The username is admin and the password is:  (see Sakai)

Note: this is available from all on-campus locations. However, from off-campus, the UNC VPN won’t get you there.  Instead, for off-campus access, please use the ITS Virtual Lab (<https://virtuallab.unc.edu>) to launch the Internet Explorer browser.

**Week 10:** Spring Break!

**Week 11**: Archives Space

March 19 In class use of ArchivesSpace Software

A Long and Twisted Road: The Journey from EAD to ArchivesSpace Implementation at  
the University of Minnesota https://conservancy.umn.edu/bitstream/handle/11299/195718/Long%20and%20Twisted%20Road%20%28accepted%20manuscript%29.pdf?sequence=1&isAllowed=y  
March 6:

Read:

UCSD, NYU, Five Colleges to Develop Archivists' Toolkit. Advanced Technology Libraries, Oct2004, Vol. 33 Issue 10, p1-10, 3p  http://site.ebrary.com/pub/atl/docDetail.action?docID=10073629&page=1

Westbrook, Bradley D. and 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) 2006: 229-253 (in Resources/Readings)

Schwartz, Scott W.; Prom, Christopher J.; Rishel, Christopher A.; Fox, Kyle J. Archon: A Unified Information Storage and Retrieval System for Lone Archivists, Special Collections Librarians and Curators. Partnership: The Canadian Journal of Library & Information Practice & Research, 2007, Vol. 2 Issue 2, p1-17, 16p (in Resources/Readings)

Archon and Archivists Toolkit to Merge. Library Journal, March 1 2010, Vol. 135 Issue 4, p22-22, 1p:

"Two top archival technology tools will soon merge, thanks to a $539,000 grant from the Andrew W. Mellon Foundation. The funds will support a one-year planning project to combine the essential elements of the Archivist's Toolkit, a Mellon-funded open source archival data management system, and Archon, a web display and content management tool for archival description and access. The integration of the two projects will be a joint effort of the libraries at the University of California-San Diego, New York University, and University of Illinois at Urbana-Champaign."

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

March 21 Class cancelled Illness

**Week 12:** Integrating analog and digital; workflows

March 26: Integrating Description of Analog and Digital - current projects (read these in the order given; we will go over the software in class)

Read:

Lee, Christopher (2010) Open Archival Information System (OAIS) Reference Model.  http://www.ils.unc.edu/callee/p4020-lee.pdf

Archivematica Comprehensive Digital Preservation System: https://wiki.archivematica.org/Overview

What is dSpace: https://en.wikipedia.org/wiki/DSpace

ArchivesSpace-Archivematica- DSpace Workflow Integration project http://archival-integration.blogspot.com/

Read the posts from September 20, 2017, April 6, 2017, January 17, 2017 and November 4, 2016 (and yes, they are posted newest first, so you may want to go all the way down the page and go to the older posts where you will find November 4,2016 and them read them in reverse).

March 28: Workflows

Read:

Daines III, J. Gordon. 2011. “Re-Engineering Archives: Business Process Management (BPM) and the Quest for Archival Efficiency.” The American Archivist, Social informatics, 74 (1). Clayton, Victoria: Monash University Publishing: 123–57. <https://doi.org/10.17723/aarc.74.1.h8159344u8331165>.

Barbrow, Sarah, and Megan Hartline. 2015. “Process Mapping as Organizational Assessment in Academic Libraries.” Edited by Professor Alice L. Daugherty. Performance Measurement and Metrics 16 (1): 34–47. <https://doi.org/10.1108/PMM-11-2014-0040>.

Daines III, J. Gordon. 2014. “Aligning Customer Needs: Business Process Management (BPM) and Successful Change Management in the L. Tom Perry Special Collections.” Library Leadership & Management 29 (1): 1–23.  (In Resources/Readings)

**Week 13:** Description Workflows; Linked Data

April 2: Workflows Assignment

Initial discussion of what you found from your interviews about description workflows at various archives.

April 4: Linked Data

Read:

What is linked data? https://www.youtube.com/watch?v=4x\_xzT5eF5Q

Linked open data. What is it?  https://www.youtube.com/watch?v=uju4wT9uBIA

Browse:

The DBPedia website at http://wiki.dbpedia.org/

Skim:

DBPedia – A Large-scale Multilingual Database Extracted from Wikipedia http://svn.aksw.org/papers/2013/SWJ\_DBpedia/public.pdf  
Tilman, Ruth Kitch (2016) Opportunities for Encodiing EAD for Linked Data Extraction and Publication. Journal of Archival organization volume 13, 2016 Issue 1-2. Published online 19 January 2018

**Week 13:** Culturally conscious description

April 9

Read:

Berry, D.; Bolding, K.; Tang, A.; Winston, R. (2018). “Toward Culturally Competent Archival (Re)Description of Marginalized Histories.” Annual Meeting of the Society of American Archivists.  
https://schd.ws/hosted\_files/archives2018/b4/s101\_slides.pdf

Bolding, K. (2018). “Reparative Processing: A Case Study in Auditing Legacy Archival Description for Racism.” Retrieved from https://docs.google.com/presentation/d/  
1MhOXx5ZlVjb\_8pfvvFquMqLsUUlOHFFMT4js5EP4qnA/mobilepresent?slide=id.p.

Caswell, M. (2017). “Teaching to Dismantle White Supremacy in Archives.” The Library Quarterly, vol. 87, issue 3, p. 222-235. https://www.journals.uchicago.edu/doi/10.1086/692299

Caswell, M., and Cifor, M. (2016). “From Human Rights to Feminist Ethics: Radical Empathy in the Archives.” Archivaria, vol. 8, p. 23–43. https://archivaria.ca/archivar/index.php/archivaria/article/view/13557

Diversity Standards: Cultural Competency for Academic Libraries (2012) http://www.ala.org/acrl/standards/diversity

Drake, Jarrett M. (2016). “RadTech Meets RadArch: Towards A New Principle for Archives and Archival Description.” Retreived from https://medium.com/on-archivy/radtech-meets-radarch-towards-a-new-principle-for-archives-and-archival-description-568f133e4325

Overall, Patricia Montiel (2009) "Cultural Competence: A Conceptual Framework for Library and Information Science Professionals."  
The Library Quarterly 79:2, 175-204.  https://www.journals.uchicago.edu/doi/full/10.1086/597080

**April 11**

Guest Speaker Laura Hart, Wilson Library Technical Service

Week 15: Crowdsourcing

April 16

Read:

Krause, M., & Yakel, E. (2007). Interaction in Virtual Archives: The Polar Bear Expedition Digital Collections Next Generation Finding Aid. American Archivist, 70(2), 282–314. http://americanarchivist.org/doi/abs/10.17723/aarc.70.2.lpq61247881t10kv?code=same-site

Shilton, Katie and Srinivasan, Ramesh. “Participatory Appraisal and Arrangement for Multicultural Archival Collections,” Archivaria, 63 (Spring 2007): 87–101 http://archivaria.ca/index.php/archivaria/article/viewFile/13129/14371

Lonie, Emily. Many hands make light work? Crowdsourcing archival description and transcription June 20, 2016 http://www.thingsimfondsof.com/crowdsourcing-archival-transcription/

Van Hyning et al. Transforming Libraries and Archives through Crowdsourcing. D-Lib Magazine May/June 2017 Volume 23, Number 5/6 http://www.dlib.org/dlib/may17/vanhyning/05vanhyning.html

Mary Flanagan and Peter Carini (2012) How Games Can Help Us Access and Understand Archival Images. The American Archivist: Fall/Winter, Vol. 75, No. 2, pp. 514-537. http://americanarchivist.org/doi/10.17723/aarc.75.2.b424537w27970gu4

Otterbacher,J. (2015). Crowdsourcing Stereotypes: Linguistic Bias in Metadata Generated via GWAP. In Proceedings of the 33rd Annual ACM Conference on Human Factors in Computing Systems (pp.1955–1964). NewYork, NY, USA : ACM https://dl.acm.org/citation.cfm?id=2702151

April 18 Workflows

In class work on workflow diagrams of description processes

**Week 16**: Visualizing Archives; Natural Language Processing; Final Project

April 23: Visualizing Archives; NLP

Bahde, Anne (2017) Conceptual Data Visualization in Archival Finding Aids https://preprint.press.jhu.edu/portal/sites/ajm/files/17.3bahde.pdf

The Archivists' Nook: Visualizing the Archives http://www.lib.cua.edu/wordpress/newsevents/9101/

Allen, Robert B. Using Information Visualization to Support Access to Archival Records, Journal of Archival Organization Volume 3, Issue 1 2005 http://www.tandfonline.com/doi/abs/10.1300/J201v03n01\_04?tab=permissions

Archives Z: http://archivesz.com/

Handelman, Matthew Digital Humanities as Translation: Visualizing Franz Rosenzweig’s Archive <http://transit.berkeley.edu/2015/handelman/>

Natural Language Processing: Crash Course Computer Science #36 https://www.youtube.com/watch?v=fOvTtapxa9c (you can stop at around 6 minutes when she starts discussing speech recognition, but it is interesting)

Jane Greenberg. The Applicability of Natural Language Processing (NLP) to Archival Properties and Objectives. The American Archivist Jan 1998, Vol. 61, No. 2 (Fall) pp. 400-425

Topic Model: https://en.wikipedia.org/wiki/Topic\_model (cool animation)

Using NLP to Support Dynamic Arrangement, Description and Discovery of Born Digital Collections: https://saaers.wordpress.com/2016/05/24/using-nlp-to-support-dynamic-arrangement-description-and-discovery-of-born-digital-collections-the-archextract-experiment/

April 25:

Final project presentations/discussion