

## INLS 690: COMMUNITY ARCHIVES

Wednesdays, 5:45pm-8:30pm

Manning 014

**Instructor:** Dr. Alexandra Chassanoff

**Office Location:** Manning, Room 08 (basement level)

**Office Hours:** Mondays, 11:30pm-1pm and by appointment

**Email:** [achass@ad.unc.edu](mailto:achass@ad.unc.edu)

**Course Description:** In this course, we will explore the concepts and practice of **community archives**, which can be loosely defined as collections of material(s) documenting one or many aspects of community heritage, collected and/or preserved by that community and its members. In the first half of the semester, we will learn about the core concepts, theories, frameworks, and histories associated with community archives. In the second half of the semester, we will take an applied perspective in considering how community archivists work to implement collections in a variety of settings.

**Course Format:** This is a seminar course with the expectation that students will actively engage with the course materials, the instructor, with other colleagues, and with guest speakers throughout the semester.

**Course Objectives:** Upon completion of this course, students will be able to:

- Describe the formation of community archives from a historical and contemporary perspective;
- Identify the shared characteristics of community-driven collecting and community memory projects;
- Compare and contrast community archiving methods with traditional archival processing approaches;
- Explain how community archives raise awareness of and engagement with underrepresented and/or neglected experiences and stories;
- Articulate strategies and frameworks for community outreach and engagement.

**Course Organization:** All course content can be found on Canvas and/or via posted links. Where possible, I have included PDFs of materials. In addition to journal articles, we will be using the following textbook (available as an eBook) throughout the semester:

- Bastian, J. (2023). [Archiving cultures: Heritage, community and the making of records and memory](#). Routledge Focus.

**Course Assessments:** All assignments will be posted on Canvas and due on the specified due dates except in an emergency situation. If you foresee circumstances that will prevent you from submitting an assignment on time, please let me know as soon as possible and prior to the deadline. A late assignment is subject to reduction in score as a penalty for each day past the due date.

- Assignment #1: Heritage Artifact Analysis (15%)
- Assignment #2: Community Archives Site Report (20%)
- Assignment #3: Subjectivity Statement (15%)
- Assignment #4: Final Project (30%)
- Attendance and Participation (20%)

**UNC Graduate Grading Scale:**

H	High Pass - Clear Excellence
P	Pass - Entirely Satisfactory Graduate Work
L	Low Pass - Inadequate Graduate Work
F	Fail

**University Class Attendance Policy:** As stated in the University’s [Class Attendance Policy](#), no right or privilege exists that permits a student to be absent from any class meetings, except for these University Approved Absences:

- Authorized University activities: [University Approved Absence Office \(UAAO\) website](#) provides information and [FAQs for students](#) and [FAQs for faculty](#) related to University Approved Absences
- Disability/religious observance/pregnancy, as required by law and approved by [Accessibility Resources and Service](#) and/or the [Equal Opportunity and Compliance Office](#) (EOC)
- Significant health condition and/or personal/family emergency as approved by the [Office of the Dean of Students](#), [Gender Violence Service Coordinators](#), and/or the [Equal Opportunity and Compliance Office](#) (EOC).

If you know that you will be unable to attend class, please notify me as soon as possible by email. We will work together to determine the best approach to missed classes and make-up assessments.

**Honor Code:** The University of North Carolina at Chapel Hill has had a student-administered honor system and judicial system for over 100 years. The system is the responsibility of students and is regulated and governed by them, but faculty share the responsibility. If you have questions about your responsibility under the honor code, please bring them to your instructor or consult with the office of the Dean of Students or the Instrument of Student Judicial Governance. This document, adopted by the Chancellor, the Faculty Council, and the Student Congress, contains all policies and procedures pertaining to the student honor system. Your full participation and observance of the honor code is expected (see <https://studentconduct.unc.edu/>).

**Syllabus Changes:** The instructor reserves the right to make changes to the syllabus including the addition of guest speakers and assignment due dates. These changes will be announced as early as possible.

**Diversity and Inclusivity Statement:** My goal as an instructor is to create a safe, respectful, collaborative, and inclusive classroom environment that accommodates active

discussion, diverse learning styles, and multiple perspectives. You will be given opportunities to provide anonymous feedback and/or have one-on-one discussions with me throughout the course.

**Accessibility Resources and Services:** [Accessibility Resources and Service](#) (ARS – [ars@unc.edu](mailto:ars@unc.edu)) receives requests for accommodations, and through the Student and Applicant Accommodations Policy determines eligibility and identifies reasonable accommodations for students with disabilities and/or chronic medical conditions to mitigate or remove the barriers experienced in accessing University courses, programs and activities. ARS also offers its Testing Center resources to students and instructors to facilitate the implementation of testing accommodations. Faculty and instructors with any concerns or questions about accommodations and/or their implementation, are invited to [reach out to ARS](#) to discuss.

**Counseling and Psychological Services:** UNC-Chapel Hill is strongly committed to addressing the mental health needs of a diverse student body. The [Heels Care Network](#) website is a place to access the many mental health resources at Carolina. CAPS is the primary mental health provider for students, offering timely access to consultation and connection to clinically appropriate services. Go to their website <https://caps.unc.edu/> or visit their facilities on the third floor of the Campus Health building for an initial evaluation to learn more. Students can also call CAPS 24/7 at 919-966-3658 for immediate assistance.

**Title IX Resources:** Any student who is impacted by discrimination, harassment, interpersonal (relationship) violence, sexual violence, sexual exploitation, or stalking is encouraged to seek resources on campus or in the community. Reports can be made online to the EOC at <https://eoc.unc.edu/report-an-incident/> or by contacting the University's Title IX Coordinator (Elizabeth Hall, [titleixcoordinator@unc.edu](mailto:titleixcoordinator@unc.edu)) or the Report and Response Coordinators in the Equal Opportunity and Compliance Office ([reportandresponse@unc.edu](mailto:reportandresponse@unc.edu)). Confidential resources include Counseling and Psychological Services and the Gender Violence Services Coordinators ([gvsc@unc.edu](mailto:gvsc@unc.edu)). Additional resources are available at [safe.unc.edu](http://safe.unc.edu).

**Policy on Non-Discrimination:** The University is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, the University's [Policy Statement on Non-Discrimination](#) offers access to its educational programs and activities as well as employment terms and conditions without respect to race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity or gender expression. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied. If you are experiencing harassment or discrimination, you can seek assistance and file a report through the Report and Response Coordinators (email [reportandresponse@unc.edu](mailto:reportandresponse@unc.edu) or see additional contact info at [safe.unc.edu](http://safe.unc.edu)) or the Equal Opportunity and Compliance Office, or online to the EOC at <https://eoc.unc.edu/report-an-incident>.