INLS 245: ADVANCED ISSUES & PRACTICES IN ARCHIVES, RECORDS, AND MANUSCRIPTS ADMINISTRATION
SPRING 2003

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Class 🕒: Mondays, 2:00-4:45
Office Hours 🕒: Tuesdays: 2:00-4:00;
& by appt.

Course Timeline.

Last Class: Monday, April 28, 2003.

Brief Course Description.

Examines issues in the administration of archival, manuscripts, and records programs. Explores how theory relates to professional practice. Students process a collection from arrangement through creation of an electronic finding aid. Course focuses on descriptive practice, especially Encoded Archival Description, provision of access, and archival users.

Goals and Objectives.

By the end of the course, the student should be able to:

1. Understand the elements within and structure of archival finding aids.
2. Write a finding aid for a collection using EAD as a framework (based on parts of a collection).
3. Create a MARC record for an archival collection.
4. Create a user study for a repository.
5. Analyze archival websites for content and usability.
6. Understand the issues associated with electronic records management & archives.

Format.

Most learning occurs when you integrate a new concept into your personal experiences, beliefs, and understandings. As such, much of the course will focus on applying readings through case studies, group projects, and class discussion. I, or a guest, will present material at the beginning of many classes, but lectures are generally an ineffective method of learning and these will be kept to a minimum.

Assignments & Evaluation.

Due to the nature of this course, positive and active participation is required. Positive and active participation is characterized by having a clear command of the readings for the day, sharing analyses and options based on the readings, project guidelines, and case studies; allowing other students the opportunity to participate; and freely agreeing and disagreeing with others when warranted. Please note that an intellectual exchange of ideas is the cornerstone of education, but any criticism should be limited to an idea and not the person specifically.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>% of Grade</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Finding Aids as Content Maps</td>
<td>10</td>
<td>1/27</td>
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<tr>
<td>Practice EAD Finding Aid</td>
<td>10</td>
<td>2/24</td>
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<tr>
<td>Finding Aids as Retrieval Devices</td>
<td>10</td>
<td>3/3</td>
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<tr>
<td>MARC Record &amp; EAD Finding Aid for Real Collection</td>
<td>25</td>
<td>3/24</td>
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<tr>
<td>User Study</td>
<td>20</td>
<td>4/7</td>
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<tr>
<td>Website Analysis</td>
<td>15</td>
<td>4/28</td>
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<tr>
<td>Class Participation</td>
<td>10</td>
<td>Throughout term</td>
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Textbook and Readings.

There is no textbook required for this class but we will be doing plenty of reading, much of which will be available on the Web with some on reserve in the SILS Library. Readings are listed to enhance your understanding of the material discussed in class. You should read items by the date listed on the schedule, e.g., you should read items listed under January 27th before class on the 27th. As there are limited resources for photocopying please be considerate of your classmates and promptly return the readings to the pamphlet boxes or the serials shelves in the library after you use them. The school does not have the resources to make/buy extra copies of
items that are lost or stolen. Please be particularly careful of bound serials volumes as many students after you will have to use them. Also, don't forget that for most of the readings, even when there is a photocopy on reserve, there will also be an original copy in the bound periodicals.

Honor Code.

This class strictly follows the Honor Code. Information on the Honor Code can be found at: [http://www.unc.edu/depts/honor/honor.html](http://www.unc.edu/depts/honor/honor.html).

Class Listserv.

The Email Address for this list is: inls245-spr03@listserv.unc.edu

The URL for this list is: [http://listserv.unc.edu/cgi-bin/lyris.pl?enter=inls245-spr03](http://listserv.unc.edu/cgi-bin/lyris.pl?enter=inls245-spr03)

Weekly Course Calendar.

1. **Monday, January 13:**
   A. *In the Beginning: How We Want to Shape This Course.*
      - Introduction to the course, instructor, and students.
      - Setting expectations; structure of the course; establishing how we want the course run.
      - Establishing backgrounds and goals.
      - Grading and assignments.
      - Required text/readings.
   B. *Archival Certification.*
      - Visit the Academy of Certified Archivists’ website and read through their *Handbook*, esp. sections 3 and 4 on role delineation and the study guide. [www.certifiedarchivists.org](http://www.certifiedarchivists.org)
      - Read Richard Cox’s evolving thoughts on certification at: [http://www.sis.pitt.edu/%7Ercox/pp1.htm](http://www.sis.pitt.edu/%7Ercox/pp1.htm)
   C. *Overview of the Archival Enterprise and Current Key Issues.*
      - For 1/27 take a quick look through *American Archivist, Archival Issues*, and *Archivaria* to determine the hot topics and professional concerns of the past 3-5 years. Also look at some job ads in *Archival Outlook* and the SAA website.
D. Archives & Their Users.

- Archives and their users.
  - Who are the users?
  - What do they need?
  - How can archives best provide materials and services?
  - How can archivists answer these questions?


E. Metadata Writ Large: Archival Description & Subject Access.

- Finding aids/MARC records regarding content, structure, and provision of access.
- The range of archival descriptive tools.
- Controlled vocabularies and the cultural heritage and archival communities.


Fox, Michael J. and Peter Wilkerson. *Introduction to Archival Organization and Description: Access to Cultural Heritage*. Santa Monica: Getty Information Institute, 1998. (SILS Res. CD971 .F69 1998) Also available online at:
Advanced Archival Issues and Practices

http://www.getty.edu/research/institute/standards/introarchives/. Review entire booklet or website. You read this in INLS 145.


**Browse:**

*Art and Architecture Thesaurus* [AAT],
http://www.getty.edu/research/tools/vocabulary/aat

*Library of Congress Subject Headings* [LCSH]

*Library of Congress Thesaurus for Graphic Materials* [LCTGM],

*Medical Subject Headings* [MeSH]

**Assignments:**

1. Analyze finding aids/MARC records for content and usability. Due: 1/27.
2. Create user study for remote patrons at a repository. Pairs. Due: 4/7.
3. Visit EAD website and read widely.
4. Browse the archival literature and jot down hot topics for past few years.
2. **Monday, January 27:**

   **A. Finding Aids as Content Maps.**
   - Discuss finding aid analysis exercise.

   **B. The Necessary Foundation: Descriptive Standards.**
   - Types of standards.
   - Role of standards.
   - Archival development of standards.
   - Discussion of finding aid analysis/evaluation exercise.


   **Browse:**


   **C. The History, The Hype, The Future: Encoded Archival Description.**
   - What is EAD?
   - History and development.

This text, as well as the EAD Tag Library are also on reserve in hardcopy.


DUE: Finding Aids as Content Maps.


- Kathy Wisser will lead you through setting up the Notetab software, creating necessary files and directories, and preparing to create a sample EAD finding aid.
- We will also examine the theory and structure behind EAD.


EAD Cookbook for NoteTab. http://web.library.uiuc.edu/ahx/ead/tech/default.asp


ASSIGNMENT: Finish finding aid for 2/24. We may not start this until next week.


- More EAD theory.
- Begin encoding sample finding aid.


5. **Monday, February 17: EAD. Bring Laptop with NoteTab.**

- We will continue to work on the sample finding aids in class.


**ASSIGNMENT:** Send EAD finding aid to Kathy for checking by 2/24.

6. **Monday, February 24: Information Retrieval and the Archivist.**

- Fundamental principles of retrieval.

  Readings to be selected.

- Retrieval in the archival domain.


**DUE:** Practice EAD finding aid.

**ASSIGNMENTS:** 1) Finding aids as retrieval devices, due 3/3. 2) MARC Record and EAD Finding Aid for Real Collection, due 3/24.
7. **Monday, March 3: Description & Access Meet.**

- Discuss finding aids as retrieval devices.
- Archival MARC cataloging & Dublin Core.
- Description of electronic records.


Margaret Hedstrom, "How Do Archivists Make Electronic Archives Useable and Accessible?" *Archives and Manuscripts* 26 (May 1998): 6-23.


**Browse:**


**For a historical perspective:**


** Monday, March 10: Spring Break.**

8. **Monday, March 17:**

A. **Archival Websites.**

- Principles of web design and usability.
- What are archivists doing regarding web design?
- Issues for the archivist.
- User Instruction.
- Group analysis of a website.

Yale website on web page design:

[http://info.med.yale.edu/caim/manual/contents.html](http://info.med.yale.edu/caim/manual/contents.html). Read through site. You may actually want to purchase this text. It is generally regarded as one of the best going.


**Browse:**

B. Perspectives on Descriptive Practice.

➤ Visit from Lynn Holdzkom.

ASSIGNMENT: Website analysis for presentation (pairs); due 4/21.

9. Monday, March 24:


B. Visit from Steve Hensen.

SAA Statement of Principles for the CUSTARD Project.


Hensen, Steve. SAA Response to the Bush Executive Order on Presidential Records.

SAA website.


[http://www.archivists.org/statements/prespapers.asp]

SAA responds to Executive Order 13233 on Presidential Papers

[http://www.archivists.org/statements/stephenhorn.asp]

DUE: Encoded finding aid and MARC Record for real collection.


➤ Preservation.

Advanced Archival Issues and Practices


- Authenticity.


11. Monday, April 7: Designing Services for Users.
- Present & analyze user studies.


**DUE:** User studies and presentations.

12. Monday, April 14: Electronic Records Case Study.
- Electronic records case study. “Electronic Records Management as Strategic Opportunity.”


- Tim Pyatt will visit and discuss his experience in setting up a new University Archives and Records Management Program at Duke University.
- Professional Organizations and the Archivist. Certification.
- Overview of semester and issues in the archival field.
- Course evaluation.


Visit the SAA website at: [www.archivists.org](http://www.archivists.org).

14. **Monday, April 28:** Website Presentations.

  ➢ Presentation of website analyses.

  **Due:** Website analyses and presentations.