INLS 245: ADVANCED ISSUES & PRACTICES IN ARCHIVES, RECORDS, AND MANUSCRIPTS ADMINISTRATION
SPRING 2004

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Class : Mondays, 2:00-4:45
Office Hours : Mondays 4:45-5:30
Wednesdays: 2:00-4:00; & by appt.

Course Timeline.
Last Class: Monday, April 19, 2004.

Brief Course Description.
Examines issues in the administration of archival, manuscripts, and records programs. Explores how theory relates to professional practice. Following from the focus in INLS 145 on appraisal, this 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. Encode a finding aid for a collection using EAD as a framework.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Finding Aids as Content Maps</td>
<td>10</td>
<td>2/9</td>
</tr>
<tr>
<td>EAD Finding Aid</td>
<td>15</td>
<td>3/1</td>
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<tr>
<td>Finding Aids as Retrieval Devices</td>
<td>15</td>
<td>3/15</td>
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<tr>
<td>Term Presentation/Paper</td>
<td>50</td>
<td>Throughout Term</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10</td>
<td>Throughout term</td>
</tr>
</tbody>
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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. All serial readings are on electronic reserve.
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.

Class Listserv.

The Email Address for this list is: inls245-spr04@listserv.unc.edu

The URL for this list is: http://listserv.unc.edu/cgi-bin/lyris.pl?enter=inls245-spr034

Weekly Course Calendar.

1. Monday, January 12:
   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
      ➢ Read Richard Cox’s evolving thoughts on certification at:
         http://www.sis.pitt.edu/%7Ercox/pp1.htm
   C. Overview of the Archival Enterprise and Current Key Issues.
      ➢ For 1/26 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.
  - Traditional user services.
  - How can archives best provide materials and services?
  - How can archivists answer these questions?


ASSIGNMENTS:

2. Browse the archival literature and jot down hot topics for past few years.
2. **Monday, January 26:**

   **A. 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.


**Browse:**

- *Library of Congress Subject Headings [LCSH]*
B. The Necessary Foundation: Descriptive Standards.

- Types of standards.
- Role of standards.
- Archival development of standards.
- Discussion of finding aid analysis/evaluation exercise.


Browse:


ASSIGNMENTS:

1. Analyze finding aids/MARC records for content and usability. Due: 2/2.
2. Visit EAD website and read widely.
Monday, February 2: Encoded Archival Description.

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

   - What is EAD?
   - History and development.

EAD Official Version 2002 Web Site. [http://lcweb.loc.gov/ead/](http://lcweb.loc.gov/ead/) Look particularly at the Application Guidelines, “Setting EAD in Context:” [http://lcweb.loc.gov/ead/ag/agcontxt.html](http://lcweb.loc.gov/ead/ag/agcontxt.html). 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 continue to examine the theory and structure behind EAD.
   - Begin encoding sample finding aid.


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


4. **Monday, February 16:** EAD. Bring Laptop with NoteTab.

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


**ASSIGNMENT:** Finish finding aid for 2/23.

Send EAD finding aid to Kathy for checking by 2/23.

6. **Monday, February 23:** Information Retrieval and the Archivist.

- Fundamental principles of retrieval.

Readings to be selected.

- Retrieval in the archival domain.


**DUE:** EAD finding aid.

**ASSIGNMENT:** 1) Finding aids as retrieval devices, due 3/1.
7. **Monday, March 1: Description & Access Meet.**

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


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


**Browse:**


OCLC Dublin Core Site: [http://dublincore.org/](http://dublincore.org/)

**For a historical perspective:**


**ASSIGNMENT:** MARC Record & EAD Finding Aid. Due March 22.

**Monday, March 8: Spring Break.**

8. **Monday, March 15:**

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; due 4/19.

9. Monday, March 22:


B. Visit from Steve Hensen.


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


SAA responds to Executive Order 13233 on Presidential Papers [http://www.archivists.org/statements/stephenhorn.asp]
10. **Monday, March 29: Digital Archiving: Archivists Grapple with the Issues.**

> Preservation.


> Authenticity.


11. **Monday, April 5: Designing Services for Users.**

> Present & analyze user studies.


**DUE:** User studies and presentations.

12. **Monday, April 12: Electronic Records.**
13. **Monday, April 19: Website Presentations.**

- Presentation of website analyses.
- Professional Organizations and the Archivist.
- Overview of semester and issues in the archival field.
- Course evaluation.


Visit the SAA website at: www.archivists.org.

**DUE:** Website analyses and presentations.