


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.

First Class: Monday, January 12, 2004.

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.

Assignment	% of Grade	Due Date
Finding Aids as Content Maps	10	2/9
EAD Finding Aid	15	3/1
Finding Aids as Retrieval Devices	15	3/15
Term Presentation/Paper	50	Throughout Term
Class Participation	10	Throughout term

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.

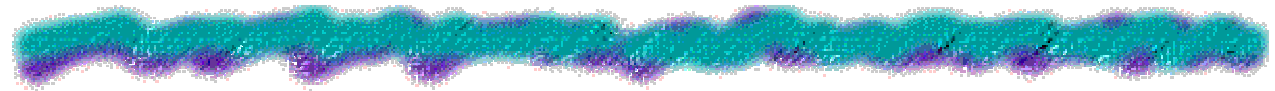
Honor Code.

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
<http://www.certifiedarchivists.org/html/pdf/handbook.11.pdf>
 - 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?

Conway, Paul L. "Facts and Frameworks: An Approach to Studying the Users of Archives." *American Archivist* 49 (Fall 1986): 393-407.

Craig, Barbara. "Old Myths in New Clothes: Expectations of Archives Users." *Archivaria* 45 (Spring 1998): 118-126.

Duff, Wendy M. and Catherine A. Johnson. "Accidentally Found on Purpose: Information-Seeking Behavior of Historians in Archives." *The Library Quarterly* 72/4 (Oct. 2002) p. 472-96. Available online.

Evans, Geraint and Jane Del-Pizzo. "'Look, Hear, upon this Picture': A Survey of Academic Users of the Sound and Moving Image Collection of the National Library of Wales." *Journal of Librarianship and Information Science* 31/3 (Sept. 1999): 152-167.

Peters, Thomas A. "Remotely Familiar: Using Computerized Monitoring to Study Remote Use." *Library Trends* 47/1 (Summer 1998): 7-20. Available online.

Szary, Richard J. "Encoded Finding Aids as a Transforming Technology in Archival Reference Service." *Journal of Internet Cataloging* 4/3-4 (2001): 187-198.

Tibbo, Helen R. "Primarily History in America: How U.S. Historians Search for Primary Materials at the Dawn of the Digital Age." *American Archivist* 66 (Spring/Summer 2003): 9-50.

Yakel, Elizabeth. "AI: Archival Intelligence and User Expertise." *American Archivist* 66 (Spring/Summer 2003): 51-78.

ASSIGNMENTS:

1. Create user study for remote patrons at a repository. Pairs. Due: 4/6.
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.

Dooley, Jackie M. "Subject Indexing in Context." *American Archivist* 55 (Spring 1992): 344-354.

Fox, Michael J. "Stargazing: Locating EAD in the Descriptive Firmament." *Journal of Internet Cataloging* 4/3-4 (2001): 61-74.

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

Getty Research Institute. *Introduction to Vocabularies*. Los Angeles: GRI, 1997-. [<http://www.getty.edu/research/institute/vocabulary/introvocabs/>.] Read through chapters 1, 2, and 4. at the above address followed by: /cultural.html; /document.html; /vocabularies.html.

Haworth, Kent M. "Archival Description: Content and Context." *Journal of Internet Cataloging* 4/3-4 (2001): 7-26.

Miller, Frederic. *Arranging and Describing Archives and Manuscripts*. Chicago: SAA, 1990, pp. 79-108.

Smiraglia, Richard P. "Subject Access to Archival Materials Using LCSH." In *Describing Archival Materials: The Use of the MARC AMC Format*. Ed. Richard P. Smiraglia. New York: Haworth Press, 1990. Originally published as *Cataloging & Classification Quarterly* 11.3-4 (1990).

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],
<http://lcweb.loc.gov/rr/print/tgm1/> and <http://lcweb.loc.gov/rr/print/tgm2/>
Medical Subject Headings [MeSH]
<http://www.nlm.nih.gov/mesh/meshhome.html>

B. The Necessary Foundation: Descriptive Standards.

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

Duff, Wendy and Kent Haworth, "Advancing Archival Description: A Model for Rationalising North American Descriptive Standards," *Archives and Manuscripts*, 25/2 (November 1997), 194-217.

Hensen, Steven L. "Archival Cataloging and the Internet: The Implications and Impact of EAD." *Journal of Internet Cataloging* 4/3-4 (2001): 75-95.

Kiesling, Kris. "EAD as an Archival Descriptive Standard." *American Archivist* 60/3 (Summer 1997): 344-354.

Miller, Frederic. *Arranging and Describing Archives and Manuscripts*. Chicago: SAA, 1990, pp. 109-123.

Stibbe, Hugo L.P., "Archival Descriptive Standards and the Archival Community: A Retrospective, 1996," *Archivaria* 41 (Spring 1996): 259-274.

Browse:

Hensen, Steven L. *Archives, Personal Papers, and Manuscripts*. Chicago: SAA, 1989.

Walch, Victoria I., comps. *Standards for Archival Description: A Handbook*. Chicago: SAA, 1994.

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.

B. The History, The Hype, The Future: Encoded Archival Description.

- What is EAD?
- History and development.

EAD Official Version 2002 Web Site. <http://lcweb.loc.gov/ead/> Look particularly at the Application Guidelines, "Setting EAD in Context:" <http://lcweb.loc.gov/ead/ag/agcontxt.html>. This text, as well as the *EAD Tag Library* are also on reserve in hardcopy.

Meissner, Dennis. "First Things First: Reengineering Finding Aids for Implementation of EAD." *American Archivist* 60/4 (Fall 1997): 372-387.

Ruth, Janice E. "The Development and Structure of the Encoded Archival Description (EAD) Document Type Definition." *Journal of Internet Cataloging* 4/3-4 (2001): 27-59.

DUE: Finding Aids as Content Maps.

3. Monday, February 9: Encoded Archival Description. Bring Laptop with Notetab. Download NoteTab for free from www.NoteTab.com. Or BETTER! Download Notetab Pro for \$20 – much easier to use.

- 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 Official Web Site. <http://lcweb.loc.gov/ead/>. Look particularly at the EAD Tag Library, overview: <http://www.loc.gov/ead/tglib/index.html>

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

EAD Help Pages: <http://jefferson.village.virginia.edu/ead/products.html>.

Dow, Elizabeth H. "EAD and the Small Repository." *American Archivist* 60/4 (Fall 1997): 446-455.

Fox, Michael. "Implementing Encoded Archival Description: An Overview of Administrative and Technical Consideration." *American Archivist* 60/3 (Summer 1997): 330-343.

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

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

Roth, James M. "Serving up EAD: An Exploratory Study on the Deployment and Utilization of Encoded Archival Description Finding Aids." *American Archivist* 64/2 (Fall/Winter 2001): 214-237.

Tatem, Jill. "EAD: Obstacles to Implementation, Opportunities for Understanding." *Archival Issues* 23/2 (1998): 155-169.

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.

Hutchinson, Timothy B. "Strategies for Searching Online Finding Aids: A Retrieval Experiment." *Archivaria* 44 (Fall 1997): 72-101.

Tibbo, Helen R. "The EPIC Struggle: Subject Retrieval from Large Bibliographic Databases." *American Archivist* 57 (Spring 1994): 310-26.

Tibbo, Helen R. and Lokman I. Meho. "Finding Finding Aids on the World Wide Web." *American Archivist* 64 /1 (Spring/Summer 2001): 61-77.

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.

Byrne, Deborah J. *MARC Manual: Understanding and Using MARC Records*. 2nd ed. Englewood, Colo.: Libraries Unlimited, 1998. Read Chapters 1-5, 10 (pp. 1-127, 209-227).

Duff, Wendy. "Will Metadata Replace Archival Description: A Commentary." *Archivaria* 39 (Spring 1995): 33-38.

Hedstrom, Margaret. "Descriptive Practices for Electronic Records: Deciding What Is Essential and Imagining What Is Possible." *Archivaria* 36 (Autumn 1993): 53-63.

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

MacNeil, Heather. "Metadata Strategies and Archival Description." Comparing Apples to Oranges." *Archivaria* 39 (Spring 1995): 22-32.

Wallace, David A. "Managing the Present: Metadata as Archival Description." *Archivaria* 39 (Spring 1995): 11-21.

Browse:

Library of Congress, MARC Standards, <http://lcweb.loc.gov/marc>

OCLC Dublin Core Site: <http://dublincore.org/>.

For a historical perspective:

Matters, Marion E. *Introduction to the USMARC Format for Archival and Manuscripts Control*. Chicago: Society of American Archivists, 1990.

Weber, Lisa. "Record Formatting: MARC AMC." In *Describing Archival Materials: The Use of the MARC AMC Format*. Ed. Richard P. Smiraglia. New York: Haworth Press, 1990. Originally published as *Cataloging & Classification Quarterly* 11.3-4 (1990).

Articles on the MARC AMC format, *American Archivist* 49 (Winter 1986).

Martin, Lyn. "Viewing the Field: A Literature Review and Survey of the Use of MARC AMC in U.S. Academic Archives." *American Archivist* 57 (Summer 1994): 482-97.

Yakel, Elizabeth. "Pushing MARC to Its Limits: The Vatican Archives Project." *American Archivist* 55 (Winter 1992): 192-201.

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>. Read through site. You may actually want to purchase this text. It is generally regarded as one of the best going.

Burt Altman and John R. Nemmers, "The Usability of On-line Archival Resources: The POLARIS Project Finding Aid." *American Archivist* 64 (Spring/Summer 2001): 121-131.

Gilliland-Swetland, Anne J. "Popularizing the Finding Aid: Exploiting EAD to Enhance Online Discovery and Retrieval in Archival Information Systems by Diverse User Groups." *Journal of Internet Cataloging* 4/3-4 (2001): 199-225.

Katte, Jill. Reaching Out to Researchers: A Model for Web-based User Education Resources for Archives and Manuscript Collections. UNC-CH. Master's Paper, 2002.

William Landis, "Archival Outreach on the World Wide Web." *Archival Issues* 20/2 (1995):129-147.

Browse:

Trinkle, Dennis A. and Scott A, Merriman. *The History Highway 3.0: A Guide to Internet Resources*. Armonk, NY: M.E. Sharpe, 2002. Davis Ref. D16.117 .H57 2002.

B. Perspectives on Descriptive Practice.

➤ Visit from Lynn Holdzkom.

ASSIGNMENT: Website analysis for presentation; due 4/19.

9. Monday, March 22:

A. Digital Archiving: A Collaborative Endeavor.

Anne J. Gilliland-Swetland, Enduring Paradigm, New Opportunities: The Value of the Archival Perspective in the Digital Environment (Washington, D.C.: Council on Library and Information Resources, February 2000), <http://www.clir.org/pubs/abstract/pub89abst.html>.

Tibbo, Helen R. "On the Nature and Importance of Archiving in the Digital Age." In *Advances in Computing* v. 57. Elsevier, 2003. draft mss.

B. Visit from Steve Hensen.

SAA Statement of Principles for the CUSTARD Project.

<http://www.archivists.org/news/custardproject.asp>

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

[SAA President Steve Hensen's editorial, "The President's Papers Are the People's Business," published in *The Washington Post*, Sunday, December 16, 2001](http://www.archivists.org/statements/prespapers.asp)
[<http://www.archivists.org/statements/prespapers.asp>]

[SAA responds to Executive Order 13233 on Presidential Papers](http://www.archivists.org/statements/stephenhorn.asp)
[<http://www.archivists.org/statements/stephenhorn.asp>]

10. Monday, March 29: Digital Archiving: Archivists Grapple with the Issues.

➤ Preservation.

Thibodeau, Kenneth. "Overview of Technological Approaches to Digital Preservation and Challenges in Coming Years." *In The State of Digital Preservation: An International Perspective*. Conference Proceedings. Washington, D.C., Documentation Abstracts, Inc. Institutes for Information Science, April 24-25, 2002. Council on Library and Information Resources, Washington, D.C.

➤ Authenticity.

DigiCult. *Integrity and Authenticity of Digital Cultural Heritage Objects*. Thematic Issue 1. August. 2002.

http://www.digicult.info/downloads/thematic_issue_1_final.pdf.

InterPARES Authenticity Taskforce. "Authenticity Taskforce Report" July 2001.

http://www.interpares.org/book/interpares_book_d_part1.pdf

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

➤ Present & analyze user studies.

Duff, Wendy M. and Catherine A. Johnson. "A Virtual Expression of Need: An Analysis of E-mail Reference Questions." *American Archivist* 64/1 (Spring/Summer 2001): 43-60.

Jackson, William J. "The 80/20 Archives: A Study of Use and Its Implications." *Archival Issues* 22/2 (1997): 133-45.

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.

Fox, Susan E. "Archival Advocacy: SAA in the Global Arena." *Archival Outlook* (Sept./Oct. 1999): 3.

Fox, Susan, E. "Service, Value, Vision: SAA Today." *Archival Outlook* (May/June 1999): 7, 26.

Hickerson, Thomas H. "The Archival Enterprise on Entering the Year 2000." *Archival Outlook* (Nov./Dec. 1999): 14-16.

Hickerson, Thomas H. "Ten Challenges for the Archival Profession." *American Archivist* 64/1 (Spring/Summer 2001): 6-16.

Maher, William J. "Society and Archives." *American Archivist* 61 (Fall 1998): 252-259.

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

DUE: Website analyses and presentations.