Course Description:

This course provides an introduction to the theory and practice of managing archival documents, such as personal papers, institutional records, photographs, and other unpublished material. The theoretical principles, methodologies and practical administration of the responsibilities of archivists working in today’s business, government and non-profit environments will be discussed. Included are aspects of classification, metadata creation and facilitating access.

Objectives:

The learning objectives of this course are below:

- to examine the history and principles underlying the arrangement and description of archival documents according to professional standards
- to familiarize students with aggregations of archival documents and their interrelationships
- to develop the intellectual framework for the systematic identification and critical evaluation of an archival fond and its parts
- to understand the principles and methods for establishing access points to archival descriptions according to professional archival standards
- to understand the importance of empirical research in user needs and evaluating the extent to which archival description meets those needs

Requirements:

Required text for this course is

Roe, Kathleen D. Arranging & Describing Archives & Manuscripts Chicago: SAA, 2005

Other readings as assigned below are available to view, download or print online at OU D2L.

Assignments and Grading:

Class participation: 10% (Contributions to class discussions, participation in group activities)

Two 4 page critical reflections: 40% (20% each)

Final Project/Exam: 50%
Readings and Schedule:

**Jan 23. Week 1** Intro- course objectives, due dates. Student discussion of goals

**Jan 30. Week 2** Concepts & Terminology

(Roe Ch 1-2 - ISAD(G), 2000 parts: 0. 1. 2.)

**Feb 6. Week 3** Archival Appraisal & History of Archives

(Millar, ch 6 115-143 - Blouin ch 2 - Tschan, 2002)


**Feb 13. Week 4** History of Arrangement & Description

(Roe Ch 3 - Currall, 2004- Fischer, 2009 - Blouin Ch 3)

**Feb. 20 Week 5** Physical organization-Intellectual organization

(Roe Ch 4 - Millar Ch 7 145-157 - OHS manual) <paper due>

**Feb 27. Week 6** The process of processing, cont.


**March 5. Week 7** Trends in Description


**March 12. Week 8** Descriptive Standards implemented, metadata formats

(DACS pg v-34 - Whittaker, 2007 - Smith, 2008 - Park & Tosaca, 2010)

**March 19-23 SPRING BREAK!**

**March 26. Week 9** Authority records in Archival Description

(Reid & Simmons, 2007 - Dragon, 2009 ) <paper due>

**April 2. Week 10** Non-textual Records

(Glew, 1994 - Sam, 2009 - Benson, 2010 - Lorimer, 2011)

**April 9. Week 11** User discovery, Archival Meta data.


**April 16. Week 12** Case Studies of Online Outreach
April 23. Week 13 Reference Services

April 30. Week 14 In-class project

Instructor availability:

Instructor does not have an office on Norman OU campus, therefore can be reached by email or phone in order to make an appointment.

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