LIS 593 Archives Administration

Course Outline

Winter 2018

Instructor: Danielle Allard
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Class time: 9-11:50 in 3-01 Rutherford South

Calendar Description:

Theories, practices, standards and methods used in the management of modern archives, with an historical overview and an emphasis on contemporary theory and practice.

Course Objectives:

After completing this course, students should be able to:

- Identify core archival functions, concepts, and terminology
- Identify and apply standardized principles and methods used in the professional management of archival records and archival institutions
- Identify and discuss major issues and trends in the Canadian archival community and archival studies field
- Understand and discuss archivists’ roles and ethical responsibilities in shaping archival collections and institutions and in the management of historical records
- Understand and discuss the relationship of archives to society, to the communities they serve, and within the broader landscape of LAMs (Libraries, Archives, and Museums)

Student Learning Outcomes:

- Through in class discussion, activities, and assignments, students will demonstrate their knowledge of the key concepts and principles of archival practice and procedures
- Through site visits to several Edmonton based archival institutions, students will familiarize themselves with archival spaces, functions, and collections
- After critical examination of archival studies and related literature, students will identify and analyze major issues and trends in the archival environment through a final term research paper

Content:

History of Archives, introduction to fundamental concepts in Archival Studies, appraisal, preservation, arrangement and description, outreach and advocacy, digital archives, community and participatory archives, facility tours
Methods:
Lectures, readings, in class discussions, class presentations, in class activities, guest speakers, and facility tours (e.g. City of Edmonton Archives, University of Alberta Archives)

Course Relationships:
Pre-requisite LIS 501

Required Texts:


Inclusive Language and Equity:
The Faculty of Education is committed to providing an environment of respect for all people within the university community and to educating faculty, staff and students in developing teaching and learning contexts that are welcoming to all. The Faculty recommends that students and staff use inclusive language to create a classroom atmosphere in which students’ experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation and ethnic background. Students who require accommodations in this course due to a disability or chronic health condition affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Student Accessibility Services.

Academic Integrity: The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these stands regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behavior (online at http://www.governance.ualberta.ca/) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts an/or participation in an offence. Academic dishonesty is a serious offense and can result in suspension or expulsion from the University.

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