

University of Manitoba – Faculty of Arts – Department of History

Regular Session: 2013-14

History 7382: Archiving in the Digital Age (6 credit hours)

When: Fridays, 1:00-4:00, Fall and Winter terms

Where: Archives & Special Collections classroom (3rd Floor, Dafoe Library)

Instructor: Greg Bak

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Office hours: Thursdays, 9:00-12:00, or by appointment.

Archival Studies Program website:

<http://umanitoba.ca/faculties/arts/departments/history/archives/index.html>

Course Information

Description (from course calendar): An examination of selected contemporary issues in archival theory and activities in Canada and internationally, with emphasis on the impact of computerization on archiving. The issues are studied in relation to the history of archiving and archival records.

Objectives and Content: HIST 7382 addresses the challenges archivists face in managing digital and analog records and in managing archival institutions. These challenges include enabling and promoting the use of archival records, appraising them for acquisition, arranging and describing them within archival descriptive systems and preserving them over time. Current archival practices, including recent innovations driven by electronic information management, participatory archiving and community archives, are explored in light of the evolution of archival practice and theory over time. The course includes discussion of archival management and archival ethics, including issues around the stewarding of traditional knowledge by and on behalf of Indigenous communities.

The course combines seminar-based discussions with hands-on activities that encourage you to reflect on your readings while working with analog and digital records.

This course is one of three full courses taken by Master's students in Archival Studies. The other two full courses are HIST. 7372: History of Archiving and Archival Records, and a graduate-level history course. Archival Studies students also take a half course, HIST. 7390: Internship in Archival Studies (usually completed in the summer following

the three full courses), and a further half course on specialized topics (usually completed in the following academic year). Archival students also write a Master's thesis on an archival topic.

Required Textbook(s): There is no required textbook in this course.

Recommended Readings: I will supply reading lists of required and supplementary readings. Most of these materials will be available either online or electronically through the Library.

Course Website: The course website on D2L will be used to distribute readings and to extend seminar discussions, as well as for students to post and circulate weekly reactions to the readings, and to submit assignments to the instructor.

Evaluation

Assignment	Value	Due
Seminar participation	40%	Ongoing over the year
Records Assignment 1: Appraisal	10%	By 5:00 Weds 16 Oct
Records Assignment 2: Preservation	10%	By 5:00 Weds 20 Nov
Records Assignment 3: Arrangement & Descr	10%	By 5:00 Weds 12 Jan
Records Assignment 4: Preservation	10%	By 5:00 Weds 26 Mar
Take home exam	20%	During exam period

Seminar participation is worth **40%** of your grade, and takes into consideration preparedness for weekly seminar discussions, your contributions on D2L, and your contributions to discussions and activities during the weekly seminar. Everyone is expected to post to D2L their reactions to the readings, by 5:00 PM the day before the seminar. On weeks when you are assigned an **individual reading**, you should be ready to deliver a short (5 minute) overview of the main themes of the work, and to discuss how it relates to the common readings and seminar themes.

The four **records assignments** are cumulatively worth **40%** of your grade. These assignments will require both teamwork and independent work, and will result in you working directly with archival records, systems and challenges. Each of the records assignments, in addition to being a **practical exercise**, will require that you write a **3-5 page reflection** on the readings and seminar discussions for the unit, drawing out relevant themes and critiques and meditating on the connections between theory, professional reading and professional practice.

Records assignments are due on the Wednesday of the final week of the unit, by 5:00. Assignments must be submitted electronically, through D2L.

The **take home exam** is worth **20%** of your grade. It will require that you write a 10-12 page paper in which you discuss the core archival functions in relation to your thesis topic (as described in your draft thesis proposal). In particular, you will be required to demonstrate a clear understanding of each function and its importance, to describe how the functions are interrelated, and to discuss how each function relates to your thesis topic. The exam will be submitted electronically, through D2L.

Evaluative feedback will be provided prior to the voluntary withdrawal (VW) date of March 19, 2014.

Grade Scale:

A+	85% and over	C+	66-69%
A	80-84%	C	60-65%
B+	76-79%	D	50-59%
B	70-75%	F	less than 50%

Referencing Style Guide: The style guide for *Archivaria* (available at the Association of Canadian Archivists' website) is used in this course. See: http://www.archivists.ca/sites/default/files/Attachments/Communications_attachments/Archivaria/Archivaria_Style_Guide-Jan2010.pdf

Late Assignments: One mark will be lost for each day the assignment is overdue.

Appealing a Grade

Students who wish to appeal a grade given for term work must do so within 10 working days after the grade for the term work has been made available to them.

Departmental Policy on Uncollected work: Uncollected term work will become the property of the Department of History and will be subject to confidential destruction.

Academic Integrity

University policy on academic integrity will be enforced. A full description of academic integrity matters, including plagiarism and cheating, can be found in Section 8 of the General Academic Regulations and Requirements of the University of Manitoba.

Syllabus at a Glance (seminar topics may change somewhat)

5 September 23 – Start of term

Unit 1: Introduction

- Sept 6 1.1 Course Overview (Tom)
- Tues Sept 10* 1.2 *Introducing archival concepts & knowledge (Tom)*
- Sept 13 1.3 Archival Perspectives on Recorded Communication (Tom)
- Tues Sept 17* 1.4 *Contextual approaches to archival administration (Tom)*

Unit 2: Appraisal

- Sept 20 2.1 Function-Based Appraisal
 a. Exclusion vs. appraisal
 b. Documentation strategy
- Sept 27 2.2 Macroappraisal
 a. Theory
 b. Practice
- Oct 4 2.3 Non-Institutional Records
 a. Private records appraisal (**Catherine Hobbs, Library and Archives Canada**)
 b. Participatory appraisal
- Oct 11 2.4 Reappraisal and Repatriation
 a. Reappraisal and deaccessioning
 b. Stewarding traditional knowledge, Part 1
- Oct 18 2.5 Directions in Appraisal
 a. How are digital records different?
 b. Digital curation

Unit 3: Preservation

- Oct 25 3.1 Preservation Theory (**Ala Rekrut, Archives of Manitoba**)
 a. Preservation as valuation
 b. Risk management in preservation
- Nov 1 3.2 Digital Preservation Issues
 a. OAIS – Theory
 b. Some Issues
- Nov 8 3.3 Archival Preservation Systems (**Jordan Bass, F of Med Archives**)
 a. Archivemata installation & demo
 b. Other approaches

- Nov 15 3.4 Preservation & Metadata
a. Metadata basics – what & why
b. Where does metadata come from? How to acquire and manage it?
 (Kat Timms, Library and Archives Canada)

- Nov 22 3.5 Analog Preservation Strategies (**Ala Rekrut, Archives of Manitoba**)

Unit 4: Intellectual Property & Ethics

- Nov 29 4.1 Intellectual Property
a. Copyright and IP
b. Postcolonial Archives (**Stanley Griffin, University of West Indies**)

4 Dec – End of Term

- Jan 10 4.2 Ethics
a. Codes of ethics
b. Ethics case studies

Unit 5: Arrangement & Description

- Jan 17 5.1 Archival Representation
a. Archival representation
b. Processing and Original Order

- Jan 24 5.2 A&D – Theory
a. Fonds system
b. Series system

- Jan 31 5.3 Archival Content Standards (**Shelley Sweeney, UM Archives**)
a. RAD and more!
b. Using RAD

- Feb 7 5.4 Archival Descriptive Systems
a. AtoM (**Brett Loughheed, UM Archives**)
b. Online catalogues & finding aids

- Feb 14 5.5 Participatory Description
a. Social media and archives
b. Crowdsourcing

Feb 21 – READING WEEK

Unit 6: Outreach

- Feb 28 6.1 The Public Face of Archives 1
a. Who are our users?
b. Exhibitions (**Nick Nguyen, NATO Archives**)
- Mar 7 6.2 The Public Face of Archives 2
a. Outreach (**Shelley Sweeney, UManitoba Archives**)
b. First Impressions: archives homepages
- Mar 14 6.3 Public Policy Issues
a. Public policy issues
b. New uses and new users
- Mar 21 6.4 Reference (**Denise Jones, Archives of Manitoba**)
a. Theory, tools, tips
b. Reference case studies
- Mar 28 6.5 Future of outreach
a. What is the archival mandate?
b. Archives online

Unit 7: Project Management

- Apr 4 7.1 Project Management
a. Concepts
b. Case study – Planning your thesis