

# University of Manitoba – Faculty of Arts – Department of History

## Regular Session: 2014-15

### 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 (3<sup>rd</sup> Floor, Dafoe Library)

**Instructors: Greg Bak (Fall Term) and Tom Nesmith (Winter Term)**

Contact Information for Greg:

Office: 247 St. John's College

Phone: 272-1578

Email: [greg.bak@umanitoba.ca](mailto:greg.bak@umanitoba.ca)

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

Contact Information for Tom:

Office: 321 St. Paul's College

Phone: 474-8559;

E mail: [Tom.Nesmith@umanitoba.ca](mailto:Tom.Nesmith@umanitoba.ca)

Office Hours: Wednesdays, 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 in the fall term 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 22 Oct
Records Assignment 2: Preservation	10%	By 5:00 Weds 26 Nov
Two Reading Reports:	10% (5% each)	Winter Term
Winter Term Essay	30%	10 April

### Fall Term

**Seminar participation** in the Fall Term is worth **20%** 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 two **records assignments** are cumulatively worth **20%** 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.

### Winter Term

#### Assignments:

The written assignments in this term are: 2 short (2.5 pages) written reports on certain assigned seminar readings (each with 5%, for a total of 10%) (these reports will be presented orally in the related seminar); and a second-term essay of 25-30 double-spaced, typed pages (worth 30%) and due in the last class of that term. A written evaluation of an assignment will be given prior to the voluntary withdrawal date (19 March 2014).

#### Class Participation:

It is worth 20% of the final grade. Class participation in the Winter Term includes the oral presentation of the written seminar reports mentioned above.

### Course Policies

Evaluative feedback will be provided prior to the voluntary withdrawal (VW) date of March 19, 2015.

#### **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](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 the section on ‘Academic Integrity’ of the General Academic Regulations and Requirements of the University of Manitoba.

## Course Outline

**Please note** that this outline is in draft. Seminar topics and guest speakers may change.

### 5 September, 2014 – Start of Fall Term

#### Unit 1: Introduction

- Sept 5            1.1 Course Overview (Greg and Tom)
- Tues Sept 9    1.2 Introducing archival concepts & knowledge (Tom)*
- Sept 12           1.3 Archival Perspectives on Recorded Communication (Tom)
- Tues Sept 16   1.4 Contextual approaches to archival administration (Tom)*
- Sept 19           1.5 Understanding digital culture (Greg)  
a. Digital fundamentals (hardware, software, networks)  
b. Digital humanities, digital history, digital culture
- Tues Sept 24   1.6 Introduction to digital archives (Greg)*  
*a. Thinking about digital archives*  
*b. Digital tools, new possibilities*

#### Unit 2: Appraisal

- Sept 26           2.1 Function-Based Appraisal  
a. Exclusion vs. appraisal  
b. Documentation strategy
- Oct 3             2.2 Macroappraisal  
a. Theory  
b. Practice
- Oct 10            2.3 Non-Institutional Records  
a. Private records appraisal (**Catherine Hobbs, Library and Archives Canada**)  
b. Participatory appraisal

- Oct 17      2.4 Reappraisal and Repatriation  
a. Reappraisal and deaccessioning  
b. Stewarding traditional knowledge
- Oct 24      2.5 Directions in Appraisal  
a. How are digital records different?  
b. Digital curation

### Unit 3: Preservation

- Oct 31      3.1 Preservation Theory (**Ala Rekrut, Archives of Manitoba**)  
a. Preservation as valuation  
b. Risk management in preservation
- Nov 7      3.2 Digital Preservation Issues  
a. OAIS – Theory  
b. Some Issues
- Nov 14      3.3 Archival Preservation Systems (**Jordan Bass, F of Med Archives**)  
a. Archivematica installation & demo  
b. Other approaches
- Nov 21      3.4 Preservation & Metadata  
a. Metadata basics – what & why  
b. Where does metadata come from? How to acquire and manage it?
- Nov 28      3.5 Analog Preservation Strategies (**Ala Rekrut, Archives of Manitoba**)

**3 Dec – End of Fall Term**  
**6 Jan, 2015 – Start of Winter Term**

### Unit 4: Archival Ethics

### Unit 5: Arrangement & Description

**Feb 16-20 – READING WEEK**

### Unit 6: Outreach

**10 April – end of Winter Term**