



# ARST 5000: Principles and Practices in Archives

Week 1

8/14/17

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# Agenda

- Introductions
- Course Overview
- Syllabus Overview
- Assignments
- Grad School Helpful Hints
- In Class Discuss
- Next Week

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# Introductions

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# Course Overview



- Readings
  - O’Toole, James M., and Richard J. Cox. Understanding Archives and Manuscripts (Society of American Archivists, 2006) (18 Aug)
- Writing
- Discussions
  - There will be weekly in class and out of class discussions
  - Discussion post should be made by 5:00pm before class

# Course Overview: Good Discussion Board Practices

- Post Early and Often
- You can't know everything (Focus on something that interest you that week)
- **DON'T OVERSUMMARIZE!!!!**
  - Draw Attention to Main Points
  - Be open to criticizing or questioning main ideas found in readings



# Class Participation and Missed Classes

- Participation and discussion boards are graded together.
- In Case Missing Class
  - Notify me before the absences
  - I'll provide 3 questions for you to respond to on the discussion boards after watching the lecture recording.
  - Answers must be posted before the next class period.

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# Course Objectives

- Explain and evaluate the characteristics of records and how they are used in society.
- Discuss the role of archives and records programs and their value to society. Includes the variety of archives and records programs, and how they are distinguished from other cultural memory institutions.
- Explain key archival and record concepts, terms, principles, practices, and methods. Includes provenance, original order, trustworthiness, and authenticity.
- Describe and discuss the professional responsibilities of archivists and records managers. Includes core archival functions (selection, appraisal, and acquisition; arrangement and description; reference services and access; preservation and protection; and outreach, advocacy and promotion), as well as legal and ethical considerations.

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# Syllabus Overview

- Expectations and Grading Practices
- Grading
  - Class participation, attendance, and discussion boards: 15%
  - Reading Review Papers: 15%
  - Assignments: 30%
  - Mid-term: 20%
  - Term paper process: 20%

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# Assignments

- Through out the course assignments will be given to students these include papers, short presentations, etc. will be given. Descriptions of these assignments will be found in D2L, and a listing with due dates follows.
  - Archival Identity Paper (Sept 4)
  - Interview an Archivist (Oct 2)
  - Records and the Movies (Oct 16)
  - Elevator Speech (Nov 20)

# Review Papers

Students will write 3 review papers covering an assigned readings. Each review assignment will be. A review paper examines a reading's arguments for clarity, validity, etc. Students are encouraged to reference other non-assigned readings that help with the analysis of the readings. Review papers should be between 3-5 pages and should not just summarize the papers arguments.

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# Term Paper

Students will exam an archival issue in approximately 3,000 words. This paper will exam this issue in detail. Drafts of the paper are due October 31. The Final is due December 12. Students will also present their research on December 5 with a ten minute presentation.

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# Midterm

- Definitions
- Short Answer
- Essay Question

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# Review Paper 1 (Aug 28)



- Think about the following questions.
  - How clearly are the arguments in the work presented?
  - How does the author's claims/arguments compare to other works?
  - How persuasive are the author's arguments?- What evidence was used and was it effectively used?
  - How does the author change the understanding of the major issue discussed?
- When reviewing focus on analyzing the arguments and not on summarizing

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# Assignment 1: Archival Identity (4 Sept)



Write a persuasive essay that attempts to explain to an undergraduate science major what you think an archives is and what an archivist does. Your answers should give a broad overview of the field of archival studies. Describe the diversity of the profession, the types of archives and the variety of tasks archivists perform.

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# Clayton State Services

- Library Services
  - [clayton.libguides.com/archivalstudies](http://clayton.libguides.com/archivalstudies)
- Writers Studio
  - [clayton.libguides.com/archivalstudies](http://clayton.libguides.com/archivalstudies)

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# Graduate School Reading Technique

- Prioritize
- Set Goals
- Read Actively (SQ3R)
  - Survey
  - Question
  - Read
  - Recite
  - Review

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# In Class Discussion

- Skim: *Greene, Mark A. "The Power of Archives: Archivists" Values and Value in the Postmodern Age.* AA 72: 1 (Spring--  
--Summer 2009).
- Discuss
  - What is the power of Archives?

# Readings

- Roberts, Jennifer L. “The Power of Patience.” Harvard Magazine (July-August 2014). <http://harvardmagazine.com/2013/11/the-power-of-patience>
- O’Toole, James M. “On the Idea of Permanence,” AA 52:1 (Winter 1989), p. 10-25.
- “Record” in A Glossary of Archival and Records Terminology (Society of American Archivists, 2005). <http://www.archivists.org/glossary/>.
- Levy, David M. “What are Documents?” in Scrolling Forward: Making Sense of Documents in the Digital Age (Arcade, 2001).
- Yeo, Geoffrey. “Concepts of Record (1): Evidence, Information, and Persistent Representations.” in American Archivist 70 (Fall/Winter 2007), p. 315-343.
- Beyond the Hashtag

# Discussion Boards

- Week 1: Introduce yourself
- Week 2
  - Pay specific attention to the Yeo article and Beyond the Hashtag
  - What do you consider a record and how is that changing due to emerging technologies and modes of communication?

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