

ARST 5500: Appraisal and Acquisition

Week 1

1/08/17

Joshua Kitchens



Agenda

- Course Policies
- Introductions
- Discussion
 - What is value?
 - What is Appraisal?
- Course Objectives
- Readings and Assignments
- Term Project

Communication

- Email: joshuakitchens@clayton.edu
- Phone: 678-466-4427
- Office Hours: Mon – Thurs 12 - 4
 - Best to give me a heads up

Course Polices

- Attendance
 - Be engaged in the discussion boards
 - Give me a heads up if you'll miss class
 - Ask Questions, Make Comments
- Late and Missed work
- Academic dishonesty, plagiarism

Note on Course Format

- Lecture Recording with online Discussion
- Class Discussion w/ Activities

What do you hope to get out of this course?

What is Appraisal?

Appraisal

- Determining Value monetary/otherwise
- The process of identifying materials offered to an archives that have sufficient value to be accessioned.
- The process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness.

How do you determine
worth or value?

Course Objectives

- Building collections through
 - Planning strategies to systematically meet clearly defined goals that reflect the archives' vision, values, mission, and collecting policies
 - Ensuring that the strategies address the inter-relatedness and sometimes conflicting imperatives of the archival enterprise
 - Developing policies and procedures (tactics) to implement the strategy in a way that goes beyond building collections, but also informs the whole of the archival enterprise.

Course Frame Work

- Why Do archives Collect
- Who collects?
- Who creates collections?
- Donor relations
- Non-textual and digital formats
- Scholarly Use
- Reality check
- Theory into practice

Readings

- D2I and Syllabus
- Text
 - Terry Cook, ed. *Controlling the Past* (SAA, 2011). \$56 / \$39.95
 - Barbara Craig. *Archival Appraisal* (K.G. Saur, 2004). No cost through the library.
 - Samuels, Helen Willia. *Varsity Letters*(SAA and Scarecrow Press, 1992). No cost through Hathi Trust.

Grading Break Down

- Class participation 15%
- Review 10%
- Assignments 40%
- Midterm 15%
- Term project 20%

Assignments

- Assignment 1: Admin History
- Assignment 2: Vision and Mission Statement
- Assignment 3: Governance and Scope of Collection
- Assignment 4: Collecting Criteria
- Assignment 5: Macro Appraisal and Functional Analysis Due
- Assignment 6: Collection Accessioning Due
- Assignment 7: Analyze A Record
- Assignment 8: Appraise a Collection Due, work done in class

Term Project

- Create a Collection Development Policy for an organization you work for/with
- Most assignments will create sections for the project (final should incorporate recommendations from graded assignments)
- Policy will be presented to the class
- D2L has an assignment overview

Assignment 1: Brief Admin History of your organization (Jan 27)

- Assignment overview in Dropbox
- Start with website
- Find a few other resources
 - Full, legal name of the organization, as well as common short forms and earlier and later forms of the name
 - Significant dates, such as founding, important events- Function and mission
 - Position within the hierarchy of a complex organization, including parents and subsidiaries
 - Internal organization of the university (major units, by hierarchy or size)
 - Principal officers
 - Places of operation

Admin History

- Get to know Super Serious University Archives
- Examples: (See D2L)
- Complete “rough admin” history for Super Serious Archives (See D2L)
- https://claytonstateuniversity-my.sharepoint.com/personal/jkitchens6_clayton_edu/layouts/15/guestaccess.aspx?docid=12ac279e698f64a0aaf960a6205659045&authkey=AVN2gie_dE5RIMpe4Yq2zbnk&expiration=2018-01-09T05%3A00%3A00.000Z&e=ndhll9

2 Reviews

- Due Feb 3 and Mar 24
- 3– 5 pages
- Analyzing a readings argument
 - Veracity
 - Complexity
 - Fit within scholarly, practical understandings
- **DO NOT JUST SUMMARIZE!!!!!!!**

16 Jan
No Class

See Discussion board for Discussion
Topics for Week 1 and Week 2