

2016 Fall
INSC 564: Archives and Records Management
The School of Information Sciences
The University of Tennessee
Class Meetings: Thursday, 6:30pm;
<https://tennessee.zoom.us/j/735520177>

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COURSE DESCRIPTION

Objectives and functional elements of records systems, archival programs, management information systems and techniques within various types of organizations. Management of information internal to organizations.

The course will cover the fundamentals of archival and records management practice and professions. We will discuss the theory behind archival and records management practice; application of standards to archival work; learn the functions of an archives, the roles and responsibilities an archivist, and the impact of records management. This includes information on that applies to both analog and digital material. And although this course is not focused on digital content, we will be talking about digital forms and formats alongside discussions of non-digital material as we learn about appraising, accessioning, processing, describing, preserving, and providing access to archives.

STUDENT OUTCOMES:

By the end of this course, students will know and understand foundational information such as:

- The characteristics of records, archives, and manuscripts
- The American archival profession including its ethics, and the responsibilities of archivists
- Ways that Archives protect collections and information for now and the future
- The functions and practice of appraisal and accessioning archival material
- Descriptive and administrative standards to manage and describe Archives
- Strategies for making Archives available and providing reference services
- Using an archival management system to perform the core functions in archives administration such as accessioning; description and arrangement of processed materials; management of authorities (agents and subjects) and rights; and reference service.

+ COURSE DESIGN

The course adopts an active learning approach. Archives and Records Management are applied professions and this course will provide students with hands-on activities in addition to learning through readings, lectures, and written assignments. Students are required to complete all required readings, attend all class lectures, complete graded activities and assignments, and participate in all class activities, including small-group and individual activities. An important part of this course will be completing web-based Lab

activities related to processing an archival collection and producing a Finding Aid. All required readings are listed in the **Course Outline** section of this syllabus (this list may be updated during the semester).

TEXTS:

There is no required text for students to purchase. All readings will be provided by the Instructor or are freely available to students through on-line sources. Recommended Texts are volumes that the Instructor recommends that students acquire because of their ongoing usefulness to archivists.

DACS – Describing Archives: A Content Standard, 2nd edition.

Freely available Web-version <http://www2.archivists.org/standards/DACS#.V7lBJPkrKWg>

RECOMMENDED TEXT: Recommended Texts are volumes that the Instructor recommends that students acquire (or ask their library or employer acquire) because of their ongoing usefulness to archivists. Many course readings will be from these volumes.

Millar, Laura A. (2010). Archives: principles and practices. Facet Publishing.

Info at: <http://www.facetpublishing.co.uk/title.php?id=046732>

O'Toole, James and Richard Cox. (2006). Understanding Archives & Manuscripts. Society of American Archivists. Cost: approximately \$49.00 for purchase. Discount for SAA members.

<http://saa.archivists.org/store/understanding-archives-and-manuscripts-afs-ii/339/>

Roe, Kathleen. (2005). Arranging and Describing Archives & Manuscripts. Society of American Archivists. Cost: approximately \$49.00 for purchase. Discount for SAA members.

<http://saa.archivists.org/store/arranging-and-describing-archives-and-manuscripts-afs-ii/243/>

Boles, Frank. (2005). Selecting and Appraising Archives & Manuscripts. Society of American Archivists. Cost: approximately \$49.00 for purchase. Discount for SAA members.

<http://saa.archivists.org/store/selecting-and-appraising-archives-and-manuscripts-afs-ii/267/>

Pugh, Mary Jo. (2006). Providing Reference Services for Archives. Society of American Archivists.

Cost: approximately \$49.00 for purchase. Discount for SAA members.

<http://saa.archivists.org/store/providing-reference-services-archives-and-manuscripts-afs-ii/244/>

All readings and video recordings listed in the Course Outline section of this syllabus are available through BlackBoard Learn, the Open Web, or the Univ. Tennessee Library. If you have challenges accessing these readings, please let the professor know as soon as possible. Be sure to orient yourself to the services and resources of the Library, including document delivery and course reserves.

COMMUNICATION

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don't wish to check both accounts.

***COMPUTING REQUIREMENTS**

You must connect to class through a computer with a reliable connection. The device should have a keyboard for typing, camera, microphone and speakers. You should have Adobe PDF reader software to access course readings. You should have a Web browser to read assigned material that are on Web pages along with a program to play audio and video files (VLC Player is a free video/audio player.) You should use the Chrome web-browser for the ArchivesSpace Lab assignments.

You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Blackboard, and Collaborate software. You must learn how to submit your assignments using Bb. The [Office of Information Technology \(OIT\)](#) provides training classes in using varied technologies for students at no charge (advance registration is required).

You must obtain a UT email account and subscribe to the SIS student listserv. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Blackboard.

***CLASS ATTENDANCE POLICY**

It is assumed that each student be present and speak in class -- the equivalent of a "B" grade for "participation." Missing more classes or failing to participate will lower your grade; frequent participation will raise the grade.

Regular attendance is required and necessary. A substantial portion of your grade will be based on in-class work and participation. Unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you will be absent from class, you must:

- Inform me in advance or as soon as possible after class
- Submit any work due from the missed class period
- Listen to class recording
- Obtain notes, handouts, etc. from Bb
- Check with classmates for notes, announcements, etc.

Acceptable reasons for absence from class include:

- Illness
- Serious family emergencies,
- Special curricular or job requirements (e.g., judging trips, field trips, professional conferences),
- Military obligation,
- Severe weather conditions,
- Religious holidays
- Participation in official university activities such as music performances, athletic competition or debate
- Obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.

INCLEMENT WEATHER

"The chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the front page at <http://utk.edu>. (Hilltopics, p. 55)(<http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf>). SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

DISABILITIES THAT CONSTRAIN LEARNING

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.

***CIVILITY**

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

***CCI DIVERSITY STATEMENT**

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

***ACADEMIC INTEGRITY**

Students should be familiar and maintain their *Academic Integrity* described in <http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf>, p. 15 as: "*Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.*"

Students should abide by the **Honor Statement** described in the same Hilltopics, p. 73:

"An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

***PLAGIARISM**

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

Specific examples of plagiarism are:

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor's approval;
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at <http://www.lib.utk.edu/instruction/plagiarism.>)

Infractions of academic integrity are penalized according to the severity of the infraction but **may include a course grade of "F."**

+ASSIGNMENTS AND GRADING

Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received. All sources must be cited, quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.

+PREPARATION OF WRITTEN WORK

- I prefer that you provide footnotes instead of endnotes in your written assignments.
- All sources must be cited, quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.
- Grades for assignment submissions that include incomplete in-text citations or reference lists will be lowered by one-half grade level (e.g., an assignment that would have received 17/20, or an 85/100: B, will be lowered to 16/20, 80/100: B-).
- All assignments must be word-processed and **include your name**, date, assignment reference, and class number (INSC 564).

***DUE DATES AND LATE ASSIGNMENTS**

Assignments should be submitted to the "assignments" area of Bb and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the submissions from Bb early the next morning. **I will ONLY download assignments from Blackboard ONCE.** Therefore, if your assignment is not ready by the deadline...

- You must send me an email informing me that your assignment will be late. **Not doing so will result in a one-point deduction for each day I don't hear from you.**
- When it's ready, you must submit it to me via email, as an attachment
- One point will be deducted for each 24-hour hour period the assignment is not turned in.

+INCOMPLETES

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of *I* (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to insure sufficient time to complete the required work.

For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

*ASSIGNING GRADES

Please note that I do not assign letter grades for individual assignments, but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment. If you'd like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the scale on pp. 5-6 of the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be $92/100=B+$. Your final grade will be based on total points earned/100 possible points over the course of the semester.

*EVALUATION

+Semester grades will be assigned according to the following scale:

A	90≤	(4 quality points per semester hour) superior performance.
B+	88- 89.75	(3.5 quality points per semester hour) better than satisfactory performance.
B	80- 87.75	(3 quality points per semester hour) satisfactory performance.
C+	78- 79.75	(2.5 quality points per semester hour) less than satisfactory performance.
C	70- 77.75	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60- 69.75	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	59.75≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I		(no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the <i>Graduate Catalog</i> . The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

+COURSE EVALUATION

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I also invite your comments throughout the course and will read all comments, suggestions, and recommendations.

***ASSIGNMENTS: DESCRIPTION**

+This table provides a brief summary of assignments and due dates. A fuller description of each assignment in on the BBLearn site for this course.

Assignment	Points possible	Due Date
Class participation Participate in discussions and activities during each class session	14 1 pt /class	8/25 - 12/1
Short paper Write a 5 page paper on a topic of your choice related to topics raised in the first three weeks of class	10	Sept 22, 2016
Brief annotated bibliography Find key resources related to a class topic of your choice, indicate the resources are significant and write a brief summary to introduce the topic	10	Oct 13, 2016
Accessioning an archival collection <ul style="list-style-type: none">- Write an accession report- Create an ArchivesSpace accession record	20 10 10	Oct 20, 2016
Create Agent and Subject records in ArchivesSpace	6	Nov 3, 2016
Describing an archival collection <ul style="list-style-type: none">- Contribute to a Resource record- Describe and Arrange one Series	15 5 10	Nov 30, 2016
Research Paper <ul style="list-style-type: none">- Select a research topic and submit a proposal- Write a 12-15 page research paper	25	Dec 5, 2016
TOTAL	100	

+DISCLAIMER

Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within may be subject to change.

This syllabus uses the Template provided by SIS and linked from at **UTK Syllabus, Provost's Office:**

<http://tenntlc.utk.edu/the-syllabus/>

Week / Date	Topic
Lesson 1 Aug 18, 2016	Course Introduction and Basic Concepts **Synchronous portion 6:30 – 8:00pm
Lesson 2 Aug 25, 2016	Setting the Stage --History of the archival profession and types of archival institutions. Terminology use in the archival and RM professions. **Synchronous portion 6:30 – 8:00pm
Sept 1, 2016	No Class – UTK Administrative closing
Lesson 3 Sept 8, 2016	Discuss the archival profession, specifically the American archival tradition. Training for archivists and records managers and how this is similar and different from allied professions such as librarianship and digital curation.
Lesson 4 Sept 15, 2016	Discuss approaches to collecting, appraising, and describing archives using information drawn from the readings for class. Discussion and in-class work will be centered around understanding popular approaches and issues for consideration when implementing them.
Lesson 5 Sept 22, 2016	Continue discussing collection development, appraisal and description. Take a look at Archives Space collections management system. Introduction to the Bancroft Camp Records collection.
Lesson 6 Sept 29, 2016	Appraisal and Accessioning. Mission statements, records management, and collection development policies. **Recorded Lecture
Oct 6, 2016	Fall Break – No Class
Lesson 7 Oct 13, 2016	Metadata for archival collections and administration of material. Understand what an Appraisal report is and how to write one. Arrangement and Description
Lesson 8 Oct 20, 2016	Intellectual Property Rights and other legal considerations for archives. Discussion about other Archival collections management systems
Lesson 9 Oct 27, 2016	Reference, Public Services, and Outreach for archives and special collections **Recorded Lecture
Lesson 10 Nov 3, 2016	Digital Archives, digital records, and digital forensics. Intro to digital preservation and its relationship to digital archives
Lesson 11 Nov 10, 2016	Digital forensics for archives and records. Preserving and making available digital archives. Reference and Outreach with digital archives
Lesson 12 Nov 17, 2016	Managing Archives and manuscripts. Archival Administration, including Facilities, staffing, security and professional activities. Public Programs and connecting with local communities.
Lesson 13 December 1, 2016	Final Class Publish the Finding Aids, Wrap up, and celebration!