

**SCHOOL OF LIBRARY AND INFORMATION SCIENCE  
UNIVERSITY OF KENTUCKY  
SPRING SEMESTER, 2008**

**COURSE OUTLINE FOR ARCHIVES AND MANUSCRIPTS MANAGEMENT LIS 643**

**I. COURSE DESCRIPTION**

This course is designed to cover the management, care, arrangement and description and servicing of manuscript and archival material. Attention will also be given to criteria for building an archival/manuscript collection in a repository and to the description and interpretation of its holdings in guides and on-line systems for use by researchers.

**II. COURSE OBJECTIVES**

By the end of the course students will be able to:

- a. Explain the environment, role, and work of archivists and manuscript curators;
- b. Explain the technological, ethical, and legal issues they routinely face;
- c. Recognize and define the basic concepts fundamental to the full range of activities included in the management of archives and manuscripts collections;
- d. Possess the ability to demonstrate and apply the theories of arrangement and description which have received international acceptance;
- e. Achieve an awareness of the use of oral history and audio-visual archives programs in an archival setting.

**III. REQUIRED TEXTS**

Hunter, Gregory S. *Developing and Maintaining Practical Archives*, 2<sup>d</sup> edition, New York: Neal-Schuman Publishers Incorporated, 2003.

Ritchie, Donald A. *Doing Oral History: A Practical Guide*. 2d ed, N.Y.: Oxford University Press, 2003.

Photographic Archives CD (provided in class)

Ritzenthaler, Mary Lynn, et al. *Photographs: Archival Care and Management*. Chicago: Society of American Archivists, 2006. (provided in class)

**IV. CLASS SCHEDULE**

Thurs. Jan. 10 - Introduction (archives paper assigned).

Tues. Jan. 15 - Archival development in Kentucky; Manuscripts (terms and background I)

Thurs. Jan. 17 - Manuscripts (terms and background II)

Tues. Jan. 22 - Manuscripts (acquisitions I)

Thurs. Jan. 24 - Manuscripts (acquisitions II)

Friday Jan. 25 - Keeneland Association Library trip (arr. 9:00)

Tues. Jan. 29 - Archives (terms and history I) (Archives paper due)

- Thurs. Jan. 31 - Manuscripts (Jim Birchfield – the Peal Collection and 19<sup>th</sup> Century Manuscript Collecting)**
- Tues. Feb. 5 - Archives (history II)  
(Manuscripts Project Assigned)**
- Thurs. Feb. 7 - Archives (appraisal and transmittal, records management)**
- Tues. Feb. 12 - Archives and Manuscripts (arrangement and description I)**
- Thurs. Feb. 14 - Archives and Manuscripts (arrangement and description II)**
- Fri. Feb. 15 - Kentucky Underground Storage (High Bridge) trip (arr. 9:30)**
- Tues. Feb. 19 - Archives and Manuscripts (arrangement and description III)**
- Thurs. Feb. 21 - Archives and Manuscripts (Kentucky Guide Project, etc. - w/Mary Margaret Bell and Valerie Edgeworth)**
- Fri. Feb. 22 - EKV/Berea trip (arr. 9:00 am)**
- Tues. Feb. 26 - Special Collections and Archives (management)**
- Thurs. Feb. 28 - Archives and Manuscripts (the digital information age)**
- Tues. Mar. 4 - Archives and Manuscripts (reference service and web sites) - w/Rob Aken  
(Evaluation of web site project assigned) (Manuscripts Project due)**
- Thurs. Mar. 6 - Archives and Manuscripts ( Encoded Archival Description -- EAD and the  
Kentucky Digital Library) w/Eric Weig**
- March 10-15 - Spring Break**
- Tues. Mar. 18 - Modern Political Archives  
(Evaluation of web site project due)**
- Thurs. Mar 20 - Archives and Manuscripts (reference service)**
- Fri. Mar. 21 - KDLA/Ky. Historical Society Frankfort trip (arr. 9:00)**
- Tues. Mar. 25 - Richard Belding -- Public Records issues**
- Thurs. Mar. 27 - Archives and Manuscripts (preservation)**
- Fri. Mar. 28 - U of L/Filson Historical Society Louisville trip (arrive at 9:00 am)**
- Tues. Apr. 1 - Audio Visual Archives**
- Thurs. Apr. 3 - Photographic Archives I (Photographic Archives Project Assigned)**
- Tues. Apr. 8 - Photographic Archives II**
- Thurs. Apr. 10 - Photographic Archives III**

Fri. Apr. 11 - Comps.

Tues. Apr. 15 - Oral History I (Oral History Project assigned) (Photo Archives Project)

Thurs. Apr. 17 - Oral History II

Tues. Apr. 22 - Oral History III (oral history project due)

Thurs. Apr. 24 - Oral History IV (general discussion, etc.)

April 28 – May 2 – Final Exams (no exam)

#### V. REQUIRED READINGS

Jan. 15 Marshall, William. "Preservationist," 103-125 in Kleber, John, ed. Thomas D. Clark of Kentucky: An Uncommon Life in the Commonwealth. Lexington: University Press of Kentucky, 2003.

Jan. 17 Nickell, Pen, Ink, and Evidence - Chapters 11-16, 115-194 (reserve item).  
Hunter, Developing and Maintaining Practical Archives (hereinafter cited as Hunter), 1-17, 87-109.

Jan. 22 Hirtle, Peter B. "Archives or Assets? American Archivist (hereinafter cited as AA), vol. 66 (Fall/Winter, 2003), 235-247.

Jan. 29 Ambrosini, Luisa. The Secret Archives of the Vatican. Boston: Little, Brown & Co., 3-21, 297-316 (reserve item); Hunter, 21-49.

Feb. 5 Stout, Leon J. "Reimagining Archives: Two Tales for the Information Age," AA, vol 65 Spring/Summer, 2002), 9-23, Hunter, 51-82

Feb. 12 Hunter, 87-154; SAA. Describing Archives: A Content Standard. Chicago: SAA, 2004, v-xxi; Light, Michelle and Hry, Tom. "Colophons and Annotations: New Directions for the Finding Aid, AA vol. 65 (Fall/Winter, 2002), 216-230.

Feb. 14 Greene, Mark A. and Meissner, Dennis. "More Product, Less Process: Revamping Traditional Archival Processing," AA vol. 68 (Fall/Winter, 2005), 208-263.

Feb. 26 Hunter, 325-355

Feb. 28 Hunter, 237-278; David Bearman and Margaret Hedstrom. "Reinventing Archives for Electronic Records: Alternative Service Delivery Options," in Jimerson, Randall C. American Archival Studies: Readings in Theory and Practice. Chicago: SAA, Oct., 2003., 549-567.

- Mar. 18 Faye Phillips, "Congressional Papers: Collection Development Policies," AA. vol. 58 (Summer, 1995), 258-269.
- Mar. 20 Hunter, 207-232; Finch, Elsie Freeman. "In the Eye of the Beholder: Archives Administration from the User's Point of View," AA. vol. 47 (Spring, 1984), 111-123; Yakel, Elizabeth and Torres, Deborah A. "AI: Archival Intelligence and User Expertise," AA. vol. 66 (Spring/Summer, 2003), 51-78.
- Mar. 25 Hunter, 157-204.
- Apr. 3 Photo Archives CD; Ritzenthaler, et al. Photographs. All!
- Apr. 15 Ritchie, Doing Oral History. All!

## VI. REQUIRED COURSE EXERCISES

A. Paper on topics related to Archives and Manuscripts Management: 12-15 double-spaced typewritten pages of text. Bibliography and footnotes required (at the end of the paper if you wish). Please use Turabian form.

SUGGESTED TOPICS (You may alter the title or take the topics in any direction you wish).

1. Genealogy, local and family history and the archives.
2. A look at appraisal trends in the 21<sup>st</sup> century.
3. Cooperative Conservation--what role does it play in the archival world?
4. Audio-Visual Archives--are they worth the hassle?
5. Archival strategies documenting women.
6. Access and Privacy: archival incompatibility?
7. Archival Training and the Accreditation Process.
8. Archives and Ethics
9. The problems of authentication: The Hitler Diaries and the great Mormon Hoax.
10. The Nixon Library: the unwanted orphan.
11. Saving electronic records—a preservation disaster?
12. Career Opportunities for Archivists: A survey.
13. How much processing is enough? A matter of description!
14. All or nothing: Collection Policies in the archives.
15. Controversy at the Smithsonian: Archivists and the Enola Gay Exhibit.
16. The Web site: an entree into the world or an archival nightmare?
17. Selling the archives. Do we need to market our wares?
18. Get it in writing! The legal aspects of archives.
19. Business archives: a necessity or a luxury?
20. War and Remembrance: how should archives document WWII?
21. Disaster preparedness in the archives. "Luck is the residue of design."
22. Archival reference service: what should researchers expect?
23. Opening Pandora's box: the Library of Congress and the Thurgood Marshall Papers.
24. Archives, scanning, and digitization--where are we headed?
25. State Archives; Have They Come of Age?
26. The NHPRC—an oasis in a funding desert.
27. George W. Bush and presidential privilege—national security or archival mockery?
28. Tsunamis and hurricanes—How would you handle such archival conflagrations?
29. Google and digitization—archival dream or disaster?
30. Secrecy in Government—what is the archivist's role?
31. Dick Cheney, Vice Presidential Papers, and the National Archives.

**32. Archival Theft - The Transylvania Story.**

**B. Manuscript Project:**

You will be assigned an unprocessed manuscript collection to arrange and describe. You will be expected to prepare a calendar, inventory sheet, and a MARC record for the collection suitable for entry into electronic data bases.

**C. Web Site Project:**

Students will be asked to critique specific web sites relating to archives and manuscripts holdings.

**D. Photographic Archives Project:**

Students will be assigned several photographic images and will be expected to identify their photographic processes. In addition, students will be given one photograph to describe in detail (both content and process).

**E. Oral History Project**

Students will be given two oral history interviews to critique (details later).

**VII. STUDENT ASSESSMENT:**

(1) Class discussion, based on the readings and on any other sources introduced by the instructor during the course of the semester, will be worth 5 points.

**(2) VALUE OF EXERCISES AND DUE DATES: ASSIGNED      DUE**

Paper	30 pts	Jan. 10	Jan. 29
Mss./MARC project	30 pts	Feb. 5	Mar. 4
Web Site Evaluations	5 pts	Mar. 4	Mar.18
Photo Archives Project	15 pts	Apr. 3	Apr. 15
Oral History Critique	15 pts	Apr. 15	Apr. 22
plus class discussion	5 pts		
<b>TOTAL</b>	<b>100 pts</b>		

**GRADE SCALE:**

92-100 points = A  
 83-91 points = B  
 74-82 points = C

**BILL MARSHALL'S OFFICE HOURS:**

Students may drop by my office anytime during the week (401B) or make an appointment by leaving a message at 257-8371 if I cannot be located. I can also be contacted by e-mail at [wjmars01@uky.edu](mailto:wjmars01@uky.edu) or by telephone at 257-8371 or 272-8880 (home).

