Syllabus
This course provides an introductory overview of the archival profession. Throughout the course of the semester students can expect to:
• Develop an understanding of the historical development of the field of archives.
• Understand the concepts and vocabulary of archives and records management.
• Engage with current issues, trends, and theories that are shaping the profession.
• Consider the role of the archivist and the use of archives and historical collection by a range of users.
• Become familiar with the theoretical considerations that underlie the core functions of archival administration.
• Explore the legal and ethical responsibilities, as well as the codes of conduct that have been developed and debated within the profession.

Overview of Semester

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<tr>
<th>Date</th>
<th>Focus</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>September 11</td>
<td>First Day of Class Introduction</td>
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<tr>
<td>September 18</td>
<td>Basic Concepts</td>
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<td>September 25</td>
<td>History of Archives and Archival Theory</td>
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<td>October 2</td>
<td>Current Trends in the Archival Profession</td>
<td>Archives Web Presence</td>
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<td>October 9</td>
<td>No Class</td>
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<td>October 16</td>
<td>Acquisitions, Accessioning, and Appraisal</td>
<td>Final Paper Proposal</td>
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<td>October 23</td>
<td>Ethics: Collecting and Access</td>
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<td>October 30</td>
<td>Arrangement and Description</td>
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<td>November 6</td>
<td>Making, Using, and Critiquing Finding Aids</td>
<td>Finding Aid Critique</td>
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<td>November 13</td>
<td>Reference and Outreach</td>
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<td>November 20</td>
<td>Users and Uses of Archives</td>
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<td>November 27</td>
<td>Copyright, Law, and Policy</td>
<td>Reference Reflection</td>
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<td>December 4</td>
<td>Special Event</td>
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<td>December 11</td>
<td>Preservation: Analog and Digital</td>
<td>Final Paper Due</td>
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<td>December 18</td>
<td>Wrap-Up, Presentations</td>
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**Special Accommodations**
Academic accommodations are available for students with disabilities. Please contact the Moses Center for Students with Disabilities (212-998-4980 or mosecsd@nyu.edu) for further information. Students who are requesting academic accommodations are advised to reach out to the Moses Center as early as possible in the semester for assistance.

**Academic Integrity**
You are expected to adhere to the Policy for Academic Integrity for Students at New York University regarding plagiarism and cheating.

**Classroom and Grading Policies**
You are expected to attend all classes, complete all readings, and participate in large and small group class discussions. If you are going to be absent, notify me prior to class. If you are going to be absent for a class session for any reason, excepting religious observance, you will be responsible for submitting a 4-5 page paper that analyzes the readings for that week, due the following class session.

**Grading Scale**

<table>
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<tr>
<th>Class Participation</th>
<th>Includes Discussion Leadership</th>
<th>25%</th>
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<tr>
<td>Written Assignment</td>
<td>Archives Web Presence Analysis</td>
<td>15%</td>
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<tr>
<td>Written Assignment</td>
<td>Finding Aid System Critique</td>
<td>15%</td>
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<tr>
<td>Written Assignment</td>
<td>Reference Reflection</td>
<td>15%</td>
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<tr>
<td>Written Assignment</td>
<td>Final Paper &amp; Presentation</td>
<td>30%</td>
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**Assignments**
This course has four written assignments and three in-class assignments, which require pre-class preparation. Only the written assignments are graded, but the in-class assignments are required and count towards your participation grade. Additional information on the assignments will be provided in the NYU Classes course shell under the assignments tab. Assignments that are submitted late with no negotiated extensions will receive a reduced grade. Assignments are due at the beginning of class on the dates listed above. All assignments must be submitted in hard copy at the start of class. Assignments must be formatted as 12-point font and double spaced.

Please observe page limits, pay attention to comments on written work, and take those comments into consideration when completing subsequent assignments.
Written Assignments

Archives Web Presence Analysis
Compare and contrast the mission, program, holdings, and services of three archival repositories based solely on information from their Web presence.

Finding Aids Critique (see associated In-class assignment)
Analyze and critique three or four finding aids, measuring them against professional standards OR assess three or four implementations of ArchivesSpace.

Reference Reflection
Conduct original research in an archival repository (not one of the NYU repositories) and write a three to four page reflection on the reference process and procedures.

Final Paper
Choose a topic relevant to current trends in the field, critically discuss the issues and debates surrounding your topic: actively summarize and analyze debates and differences of opinion.

In-Class Assignment
Discussion Leader (Due as assigned)
Discussion leaders formulate three to five questions pertaining to the reading assignment and lead a 20 – 30 minute discussion of the class.

Finding Aid/ArchivesSpace Implementation (see associated written assignment)
Select one of the finding aids or ArchivesSpace implementations from your written assignment to discuss in class.

Final Paper Presentation
Prepare a five-minute lightning talk based on your final paper.
Readings
Most of the class readings are freely available articles from online journals, scanned excerpts from books that are available in the course shell, and online links. There is no required textbook for this course, but students who want a general primer on archives may find one of the following two books of use.

James M. O’Toole and Richard J. Cox, Understanding Archives and Manuscripts, (Society of American Archivists, 2006).

All readings are labeled to help you find them. If the reading is labeled NYU CLASSES, it is posted in the course shell. If it is labeled E-JOURNAL or E-BOOK, it is available online via the NYU Library. Other readings have posted links that take you straight to the reading.

September 11: Introduction
Review professional websites with information about archives and records management:

- Society of American Archivists (http://archivists.org/)
- ARMA International (http://www.arma.org/)
- International Council on Archives (http://www.ica.org/)
- National Association of Government Archives and Records Administrators (https://nagara.org/)
- National Archives and Records Administration (http://www.archives.gov/)
- New York State Archive or another state archives (http://www.archives.nysed.gov/)

September 18: Basic Concepts


ARMA International. Generally Accepted Recordkeeping Principles.
(http://www.arma.org/docs/sharepoint-roadshow/the-principles_executive-summaries_final.doc)


September 25: History of Archives and Archival Theory
Alex Poole, “The Strange Career of Jim Crow Archives: Race, Space, and History in the Mid-20th Century Jim Crow South,” American Archivist 77:1 (Spring/Summer, 2014), pp. 23-63. (NYU CLASSES)

October 2: Current Trends in the Archival Profession
Mario H. Ramirez, “Being Assumed Not to Be: A Critique of Whiteness as an

**October 16: Acquisitions, Accessioning, and Appraisal**
Doris J. Malkmus, “Documentation Strategy: Mastodon or Retro-Success?” *American Archivist* 71:2 (Fall/Winter 2008), pp. 384-409 (E-JOURNAL);
Anne-Marie Schwirtlich and Barbara Reed, “Managing the Acquisition Process,” in Judith Ellis (ed.), *Keeping Archives* (Thorpe, 1993), pp. 137-156. (NYU CLASSES)

**October 23: Ethics: Collecting and Access**

Jarrett Drake, “Expanding #ArchivesforBlackLives to Traditional Archival Repositories,” https://medium.com/on-archivy/expanding-archivesforblacklives-to-traditional-archival-repositories-b88641e2daf6#ca8n44bi

James O’Toole, “Archives on Trial: The Strange Case of the Martin Luther King, Jr. Papers,” In Richard J. Cox and David A. Wallace, eds., *Archives and the Public Good: Accountability and Records in Modern Society* (Quorum, 2002), pp. 21-35. (BOBST E-BOOK)


**October 30: Arrangement and Description**


*Describing Archives: A Content Standard* (DACS), Second Edition. Read introductory material in order to understand basic concepts and skim remainder of book. Available for purchase or as a free PDF from SAA online bookstore:


EAC-CPF Tag Library. http://eac.staatsbibliothek-berlin.de/tag-library.html. Read the about page and explore the tags and schemas.

**November 6: Making, Using, and Critiquing Finding Aids**

“Using Finding Aids: A tutorial from the SDCU library” (San Diego State University, 2011) [https://library.sdsu.edu/guides/tutorial.php?id=8](https://library.sdsu.edu/guides/tutorial.php?id=8)

**November 13: Reference and Outreach**
George Bain, John Fleckner, Kathy Marquis, and Mary Pugh, “Reference, Access, and Outreach: An Evolved Landscape, 1936-2011 (Session 406),” *American Archivist* 74 (Supplement 1), pp. 1-40. (E-JOURNAL)

**November 20: Users and Uses of Archives**
Interview with Laurel Thatcher Ulrich about her research for A Midwife’s Tale [http://dohistory.org/book/100_interview.html](http://dohistory.org/book/100_interview.html)

**November 27: Copyright, Law, and Policy**
Christine Anne George, “Archives Beyond the Pale: Negotiating Legal and Ethical Entanglements after the Belfast Project,” American Archivist 76:1 (Spring/Summer 2012), pp. 47-67 (E-JOURNAL)

Optional Reading
Kevin L. Smith, “Copyright Risk Management: Principles and Strategies for Large-Scale Digitization Projects in Special Collections,” Research Library Issues no. 279 (June 2012) http://publications.arl.org/rli279/17

December 11: Preservation: Analog and Digital

December 18: Wrap-Up and Presentations
Final paper presentations and wrap-up with a discussion about the semester as a whole.