Course Profile: Archival Administration

Course Number: LIS 7710 and HIS 7840

Credits: 3 credits

Prerequisite(s): None

Rationale for Inclusion in Curriculum:

This course provides a broad introduction to archival administration and the various functions of archival institutions. This includes the development of archival institutions in the western world, terminology, differences between library and archival techniques, the arrangement and description of archival materials, security, acquisitions, outreach, reference, and appraisal.

Learning Outcomes:
By the end of the course students will be able to:
1. Explain the history of archival institutions.
2. Apply the basic methods of arrangement, description and reference services.
3. Understand the theories and practices related to the appraisal and acquisition on archival materials.
4. Understand how to provide a safe environment for archival materials.
5. Understand how to provide basic preservation to archival materials.
6. Identify the bibliographic sources on archives.

Content:

1. Historical development of archival institutions.
2. National Archives and Records Administration.
3. Presidential libraries.
4. Private collectors.
5. State and local public archives.
6. Institutional and organizational archives.
7. Specialized archival collections.
8. Archival terminology.
9. Internal archival controls.
10. Principles of arrangement.
11. Descriptive practices.
12. Reference services.
13. Archival security and theft.
14. Appraisal theories and acquisitions processes.

Course Methodology:

Lectures, discussions, field trips, seminar papers and oral presentations, individual sessions with instructor and specialists on archives staff.

Bases for Evaluation of Student Performance:

Class discussions, presentations, seminar paper, final exam.

Text: To be determined

Approved: 1/12
Updated: 4/17