

Course Type: Online

Instructor: Patti Bannister

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COURSE DESCRIPTION

This course will provide an overview of the issues and practices of archival science, with an emphasis on Canadian approaches. It will consider principles of acquisition, appraisal, arrangement, description, reference, and use of archival records, along with the management of archives and the relationship between archival work and other information professions.

COURSE PRE-REQUISITES

None

LEARNING OUTCOMES

The objective of this course is to foster an appreciation of the role of archives in our society and to introduce students to the core functions of professional archivists, including acquisitions, appraisal, arrangement and description, preservation, and public service and outreach. Course outcomes include:

- 1) To develop an understanding of the core archival functions and how they are practiced in contemporary Canadian archives;
- 2) To develop an understanding of terminology and forms of professional writing used in Canadian archives;
- 3) To develop an understanding of the documentary formats found in archives;
- 4) To examine the various roles played by archives in an organizational setting as a key component of information management and as a repository for research;
- 5) To explore the differences between organizational records and personal papers and the requirements of each from an archival perspective;

- 6) To develop an understanding of the relationship of archives to their communities and to other repositories such as manuscript and historical centres, libraries, museums, and documentation centres; and
- 7) To develop an understanding of the fundamental differences between archives and libraries and the interdependence of records management and archives in managing records.

TECHNOLOGY USED

The course makes use of Dalhousie's online learning environment, Brightspace. Classes will be held via Microsoft Teams. Information systems used in routine archival functions will be discussed, demonstrated, and used during seminars and in-class exercises. The reading list is primarily comprised of articles published in online journals, some of which may be accessed through the Dalhousie Libraries' electronic journal databases.

INSTRUCTIONAL METHODS

The course will be delivered through a variety of instructional methods, including seminars, in-class discussions, in-class activities, assigned readings, and assignments. A high level of student participation is expected.

LEARNING MATERIALS

All learning materials are available for download through the course website (available to registered students). The course syllabus lists the readings for each week. Most readings are freely available online, but online full-text access to some of the readings is only available through the course Brightspace site. The course Brightspace site contains handouts that explain assignments and in-class exercises. News articles, current events in the archival community, and other freely available online resources may also be shared and discussed throughout the semester. Most of the learning materials are freely available online through the course Brightspace site

METHODS OF EVALUATION

Assignments will be evaluated based on three or four equally-weighted criteria. I will provide a breakdown of your mark for each assignment and in-text comments on the style and substance of your written work. Detailed instructions regarding each assignment will be provided. Assessment of all assignments is directly related to attention to the instructions, clarity of expression and presentation, and evidence of significant analysis and reflection.

Please feel free to consult me if you have any questions about the grading of your work.

ASSIGNMENTS

Seminar Presentation (15%) – Due dates throughout the semester

Archival Appraisal Report (20%) – Due February 10, 2021

Description Assignment (25%) – Due March 10, 2021

Core Function Annotated Bibliography (20%) – Due March 31, 2021

Participation and In-class Exercises (20%)

Detailed instructions for each assignment and in-class exercise will be posted on the course website. **Assignments are due at the beginning of class. Assignments must be submitted via e-mail. Assignments submitted via any other method will not be marked.** Marks will be returned via e-mail. See also the [SIM Grading Policy](#).

COMPONENT	DETAILS	DUE DATE	VALUE
SEMINAR PRESENTATION	<p>Presentations will take the form of a 500- to 750-word summary (approx. 2-3 double spaced pages maximum), which will be presented in class, and questions to facilitate a class discussion led by the presenter.</p> <p>Comprehension (5 points) Evidence of your understanding of the major concepts addressed in the reading will be assessed. This will include your ability to provide an informed discussion of the theoretical and practical aspects of your topic and your ability to analyze and interpret key points raised by the author(s).</p> <p>Presentation (5 points) This component assesses your presentation and in-class discussion, including preparation, clarity, and ability to engage and lead the class in a discussion. The quality of your discussion questions will be assessed in terms of their relevance to the topic and potential for opening meaningful discussion.</p> <p>Expression (5 points) Your essay will be assessed for grammar, punctuation, diction, spelling, and your ability to clearly and concisely convey arguments and ideas.</p>	Due dates throughout the semester	15%
ARCHIVAL APPRAISAL REPORT	Conduct an archival appraisal on a small unprocessed fonds. Write an appraisal report that includes a summary of the materials, recommendations on which materials should be discarded and which materials should be retained, and an explanation of the appraisal criteria used.	Wednesday February 10, 2021	20%

	<p>Expression (5 points) Your appraisal report will be assessed for grammar, punctuation, diction, spelling, and your ability to clearly and concisely document the archival appraisal.</p> <p>Comprehension (10 points) Evidence of your understanding of archival appraisal will be assessed. This will include your understanding of archival appraisal methodology and your ability to develop and apply appropriate retention criteria.</p> <p>Structure (5 points) The appraisal report will be assessed in terms of its adherence to the instructions. This will include an assessment of the structure and completeness of the report as the quality and accuracy of the information provided.</p>		
DESCRIPTION ASSIGNMENT	<p>Analyze the information provided on a selection of records and conduct the necessary research to gather information about them. Prepare a RAD-compliant fonds level archival description for the records.</p> <p>Expression (5 points) Your fonds level description will be assessed for grammar, punctuation, diction, spelling, and your ability to clearly and concisely describe the records.</p> <p>Comprehension (10 points) Evidence of your understanding of archival processing will be assessed. This will include an assessment of your arrangement structure, adherence to the Rules for Archival Description, and your ability to follow instructions.</p> <p>Overall Presentation (10 points) This component assesses the overall quality of your fonds level description, including structure, formatting choices, layout, attention to detail, and its potential usability as a tool for archival discovery.</p>	Wednesday March 10, 2021	25%
CORE FUNCTION ANNOTATED BIBLIOGRAPHY	Choose one core function of archives (e.g., appraisal, archival description, preservation, etc.). Conduct a review of literature on the core function and prepare an annotated bibliography.	Wednesday March 31, 2021	20%

	<p>Expression (5 points) Your annotations will be assessed for grammar, punctuation, diction, spelling, clarity, and your ability to provide concise and critical summaries of each source.</p> <p>Comprehension (10 points) Evidence of your understanding of the major concepts in each source will be assessed. This will include your ability to provide an informed summary of the theoretical and practical aspects of each source and your ability to analyze and interpret key points raised by the authors.</p> <p>Structure (5 points) The structure of your annotated bibliography will be assessed in terms of its adherence to the instructions. The structure of your annotations will be assessed in terms of the flow and organization of your ideas. This will include sentence and paragraph structure. The citations will be assessed in terms of their adherence to the chosen style guide.</p>		
<p>PARTICIPATION AND IN-CLASS EXERCISES</p>	<p>Attendance and participation in seminars and in-class exercises is mandatory. Simple attendance is not enough to guarantee a passing participation mark.</p> <p>Attendance (10 points) Your attendance will be recorded each week. It is very important that you ensure your name is added to the attendance register each week. Illnesses must be supported by a physician's note to be submitted to the MLIS Program Coordinator. See the course syllabus for guidance on class attendance policies.</p> <p>Expression (5 points) This component assesses your ability to articulate comments and discussion questions in class seminars and in-class exercises. This includes preparation, clarity, and your ability to engage the class in a discussion. The quality of your comments and discussion questions will be assessed in terms of their relevance to the topic and potential for opening meaningful discussion.</p> <p>Comprehension (5 points) Evidence of your understanding of the major concepts addressed in each class will be assessed. This will include your ability to provide an informed discussion of the theoretical and</p>	<p>Ongoing throughout the semester</p>	<p>20%</p>

	practical issues under discussion and your ability to analyze and interpret key points raised in the class discussions and in-class exercises.		
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INTEGRATION OF MI Competencies

PROGRAM COMPETENCY	COURSE LEARNING OUTCOME	COURSE ASSESSMENT
Information Management Leadership	1,3,5 and 6	Seminar Presentation Archival Appraisal Report Description Assignment
User-centred Information Services	1 and 2	Seminar Presentation Core Function Annotated Bibliography
Management of Information Technology	2,5 and 6	Seminar Presentation Archival Appraisal Report Description Assignment
Research and Evaluation	1,3 and 4	Seminar Presentation Description Assignment Archival Appraisal Report
Risk Management	3,5 and 6	Seminar Presentation Core Function Annotated Bibliography
Change Management	3,5 and 6	Seminar Presentation Core Function Annotated Bibliography
Workplace Skills & Attributes:		
Collaborate & communicate	3,5 and 6	Seminar Presentation
Organize, Plan & Manage	3 and 4	Seminar Presentation Archival Appraisal Report
Develop Personally & Professionally	1,5 and 6	Seminar Presentation Core Function Annotated Bibliography

CLASS POLICIES

Attendance

Class attendance is required in all MI courses and is included in the participation mark. Attendance records will be kept by the instructor.

Citation Style

SIM courses use APA as the default standard citation style. Unless the instructor provides alternative written instructions, please use the APA citation style in your assignments to briefly identify (cite) other people's ideas and information and to indicate the sources of these citations in the References list at the end of the assignment. For more information on APA style, consult Dalhousie Library website at <https://libraries.dal.ca/help/style-guides.html> or the APA's Frequently Asked Questions about APA

Late penalties for assignments

A penalty for late assignments will be assessed, unless prior permission has been given by the instructor to submit an assignment late, which normally will be for extended illness, medical, or family emergencies only (see below). Late submissions will be assessed a penalty of five percent per day, including weekends. Assignments will not normally be accepted seven days or more after the due date; in such cases the student will receive a grade of zero.

Missed or Late Academic Requirements due to Student Absence:

Dalhousie University recognizes that students may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect their ability to attend required classes, tests, exams or submit other coursework.

Dalhousie students are asked to take responsibility for their own short-term absences (3 days or less) by contacting their instructor by phone or email prior to the academic requirement deadline or scheduled time **AND** by submitting a completed [Student Declaration of Absence form](#) to their instructor in case of missed or late academic requirements. Only 2 separate Student Declaration of Absence forms may be submitted per course during a term.

SIM GRADING POLICY

A+	90-100	Demonstrates original work of distinction.
A	85-89	Demonstrates high-level command of the subject matter and an ability for critical analysis.
A-	80-84	Demonstrates above-average command of the subject matter.
B+	77-79	Demonstrates average command of the subject matter.
B	73-76	Demonstrates acceptable command of the subject matter.
B-	70-72	Demonstrates minimally acceptable command of the subject matter.
F	<70	Unacceptable for credit towards a Master's degree.

ACCOMMODATION POLICY FOR STUDENTS

The Student Accessibility Centre is Dalhousie's centre of expertise for student accessibility and accommodation. The advising team works with students on the Halifax campus who request accommodation as a result of: a disability, religious obligation, or any barrier related to any other characteristic protected under Human Rights legislation (NS, NB, PEI, NFLD).

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion please contact the Student Accessibility Centre. Please visit www.dal.ca/access for more information and to obtain the Request for Accommodation form.

A note taker may be required as part of a student's accommodation. Visit https://www.dal.ca/campus_life/academic-support/accessibility/accommodations-/classroom-accommodation.html for more details.

Please note that your classroom may contain accessible furniture and equipment. It is important that these items remain in the classroom, undisturbed, so that students who require their use will be able to fully participate.

ACADEMIC INTEGRITY

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect. As a student, you are required to demonstrate these values in all of the work you do. The University provides [policies and procedures](#) that every member of the university community is required to follow to ensure academic integrity.

The commitment of the Faculty of Management is to graduate future leaders of business, government and civil society who manage with integrity and get things done. This is non-negotiable in our community and it starts with your first class at Dalhousie University. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management's Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the [Faculty of Management Professor and Student Contract on Academic Integrity](#), and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being "information literate." Information literacy is taught by Dalhousie University Librarians in classes and through Dalhousie Libraries' online [Citing & Writing](#) tutorials.

Do not plagiarize any materials for this course. For further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please consult the University Secretariat's [Academic Integrity](#) page.

Please note that Dalhousie subscribes to plagiarism detection software that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course; students should read the [Policy on Academic Dishonesty](#) contained in the Calendar.

Furthermore, the University's Senate has affirmed the right of any instructor to require that student assignments be submitted in both written and computer readable format, e.g.: a text file or as an email attachment, and to submit any paper to a check such as that performed by the plagiarism detection software. As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The result of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Finally:

If you suspect cheating by colleagues or lapses in standards by a professor, you may use the confidential email: ManagementIntegrity@dal.ca which is read only by the Assistant Academic Integrity Officer.

Faculty of Management clarification on plagiarism versus collaboration:

There are many forms of plagiarism, for instance, copying on exams and assignments. There is a clear line between group work on assignments when explicitly authorised by the professor and copying solutions from others. It is permissible to work on assignments with your friends but only when the professor gives you permission in the specific context of the assignment. University rules clearly stipulate that all assignments should be undertaken individually unless specifically authorised.

Specific examples of plagiarism include, but are not limited to, the following:

- Copying a computer file from another student, and using it as a template for your own solution
- Copying text written by another student
- Submitting the work of someone else, including that of a tutor as your own

An example of acceptable collaboration includes the following:

- When authorised by the professor, discussing the issues and underlying factors of a case with fellow students, and then each of the students writing up their submissions individually, from start to finish.

UNIVERSITY STATEMENTS

This course is governed by the academic rules and regulations set forth in the [University Calendar](#) and the Senate.

ACCESSIBILITY

The Advising and Access Centre serves as Dalhousie's Centre for expertise on student accessibility and accommodation. Our work is governed by Dalhousie's Student Accommodation Policy, to best support the needs of Dalhousie students. Our teams work with students who request accommodation as a result of: disability, religious obligation, an experienced barrier related to any other characteristic protected under Canadian Human Rights legislation.

STUDENT CODE OF CONDUCT

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution.

DIVERSITY AND INCLUSION

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. Dalhousie is strengthened in our diversity and dedicated to achieving equity. We are committed to being a respectful and inclusive community where everyone feels welcome and supported, which is why our university prioritizes fostering a culture of diversity and inclusiveness.

RECOGNITION OF MI'KMAQ TERRITORY

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people. For more information about the purpose of territorial acknowledgements, or information about alternative territorial acknowledgements if your class is offered outside of Nova Scotia, please visit <https://native-land.ca/>.

The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at elders@dal.ca or 902-494-6803 (leave a message).

FAIR DEALING POLICY

The Dalhousie University Fair Dealing Policy provides guidance for the limited use of copyright protected material without the risk of infringement and without having to seek the permission of copyright owners. It is intended to provide a balance between the rights of creators and the rights of users at Dalhousie.

COURSE SCHEDULE

***Please Note: This schedule is subject to minor changes throughout the semester.**

Week One (January 06, 2021) Introduction	
Objectives:	<ul style="list-style-type: none"> • Understand course goals, objectives, and expectations • Review assignments and course practices
Week Two (January 13, 2021) Basic Archival Concepts	
Objectives:	<ul style="list-style-type: none"> • Become familiar with basic archival concepts and functions • Explore the relationships between archives, libraries, museums, and records management
Activities:	Sign up for seminar presentations
Week Three (January 20, 2021) – Acquisition & Accessioning	
Objectives:	<ul style="list-style-type: none"> • Discuss the challenges with acquiring archival materials • Examine donation agreements and accession forms • Explore the relationships between donors, users and archival repositories • Examine mandates, collection policies and acquisitions strategies
Activities:	Seminar presentations
Week Four (January 27, 2021) – Archival Appraisal	
Objectives:	<ul style="list-style-type: none"> • Introduces key concepts of appraisal theory • Explore implications of selection and assigning value to archival materials • Examine the documentation of archival appraisal
Activities:	Seminar presentations

Week Five (February 03, 2021) – Archival Appraisal	
Objectives:	<ul style="list-style-type: none"> • Introduce various archival appraisal methods • Examine practical challenges presented by archival appraisal • Discuss new developments in appraisal theory and practice • Apply appraisal theory to actual archival records
Activities:	Seminar Presentations. Archival Appraisal Exercise
Week Six (February 10, 2021) – Arrangement and Description	
Objectives:	<ul style="list-style-type: none"> • Introduce theoretical concept of respect des fonds • Explore practical challenges presented by arranging archival materials • Introduce best practices and standards for archival arrangement and description
Activities:	Seminar Presentations Archival Arrangement Exercise
Due:	Archival Appraisal Report
February 17 – Break Week – No Class	
Week Seven (February 24, 2021) – Arrangement and Description	
Objectives:	<ul style="list-style-type: none"> • Examine current and emerging practices for archival processing • Become familiar with information systems used to create multi-level archival descriptions • Understand the similarities and differences between organizational archives and personal archives • Understand the current debates on provenance and their impact on archival description and other core functions
Activities:	Seminar presentations Archival Description Exercise
Week Eight (March 03, 2021) – Preservation Akins Room, NS Archives	
Objectives:	<ul style="list-style-type: none"> • Introduce basic concepts in preservation management planning • Discuss current equipment used in preservation • Discuss preservation vs access
Activities:	Seminar presentations

Week Nine (March 10, 2021) – Archives as a Workplace and a Profession	
Objectives:	<ul style="list-style-type: none"> • Explore the relationship between archival facilities and core archival functions • Become familiar with the various settings in which archives can be found (e.g., Governments, universities, churches, private sector, etc.) • Survey the various formats of archival records (e.g., textual records, graphic materials, audio, moving images, etc.) • Discuss the current Canadian archival scene
Activities:	Seminar presentations
Due:	Description Assignment
Week Ten (March 17, 2021) – Access, Privacy and Outreach	
Objectives:	<ul style="list-style-type: none"> • Understand practical issues involved with archival reference and access services • Explore the role of archives in shaping collective memory • Discuss strategies for archival outreach • Introduce access, copyright, and privacy legislation
Activities:	Seminar presentations
Week Eleven (March 24, 2021) – Ethics	
Objectives:	<ul style="list-style-type: none"> • Introduce basic concepts surrounding archival ethics • Examine professional codes of ethics • Become familiar with ethical challenges facing contemporary archivists
Activities:	Seminar presentations
Week Twelve (March 31, 2021) – Archives Management and Emerging Issues	
Objectives:	<ul style="list-style-type: none"> • Become familiar with current and emerging issues in the archival community • Discuss aspects of archival management (ex. grant writing, budgeting, etc.) • Revisit course goals and learning objectives
Due:	Annotated Bibliography Assignment