LIB 409: Archival Theory and Practice
Winter Semester 2023
3 credits

Course Description
An introduction to the theory and practice of managing archival documents, such as personal papers, institutional records, photographs, electronic records, and other unpublished material. Topics covered include manuscript and records acquisition and appraisal, arrangement and description, conservation and preservation, reference, and access.

Course Workload
Success in this course is based on the expectation that the student will spend, for each unit of credit, a minimum of 30 hours over the length of the course (normally 3 hours per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities.

Instructional time may include but is not limited to:
Working on posted modules or lessons prepared by the instructor; discussion forum interactions with the instructor; making presentations and getting feedback from the instructor; attending office hours or other synchronous sessions with the instructor and SCUA staff.

Student time outside of class:
In any seven-day period, a student is expected to be academically engaged through submitting an academic assignment; posting responses to case studies; attending roundtable discussions with SCUA staff on operational issues; reading articles; conducting research on the collection assigned for the practicum.

Course Goals
Use the basic concepts and principles related to the selection, evaluation, organization, and preservation of physical and digital information items.

Demonstrate understanding of basic principles and standards involved in organizing information such as classification and controlled vocabulary systems, cataloging systems, metadata schemas or other systems for making information accessible to a particular clientele.

Evaluate and analyze an assigned collection to understand the role of the creator, the scope and content of the collection, and apply the theories and principles of archival management.

Course learning Objectives
Upon successful completion of the course, students will be able to:

- Demonstrate an understanding of basic archival principles and practices.
- Describe the variety of functions performed by archives and archivists, and the range of environments in which archival professionals work.
- Identify the issues involved in acquiring, processing, and making records available to researchers.
• Identify the similarities and differences between the roles of archivists and related information professionals.
• Define the challenges facing the archives profession today and in the future.

LIB 409: Archives Practicum
Spring Semester
3 Credits

Practicum Goals

Student will apply archival theory and principles learned in the Winter Semester to the John F. Finerty papers (AX 525) to process, arrange and describe the collection. The student will create and publish a finding guide to the papers, identify specific documents to be digitized, create an online exhibition reflecting the scope and content of the collection, write a blog about the practicum, and make a public presentation about the practicum.