

MLIS 7710
Spring 2006
Archival Theory and Issues

Instructors:

Professor Bill Richards, M.A., MLIS, CA

Ms. Deborah Davis, CA, MLIS

(guest lecturer for this course, and Head of Archives at Valdosta State Univ.)

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Office: GC&SU Library, Room 233

Office Hours: Tuesday & Thursday 3:00-4:00, and by appointment

Required Texts: *American Archival Studies*. Edited by Randall Jimerson (SAA, 2000); *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*. Edited by Maygene F. Daniels (National Archives and Records Administration, 1984); selected chapters on reserve in the GC&SU library from *Keeping Archives*. 2nd ed. Edited by Judith Ellis (Society of Australian Archivists, 1993).

A number of other books, articles, and documents essential to this course will also be on library reserve.

Course Objectives:

Students will be able to demonstrate a basic understanding of the following:

1. The roles that archives and archivists play in their institutional and societal contexts
2. The history of archives and the archival profession
3. Legal issues and law pertaining to archives
4. Archival standards and ethics
5. Essential terminology and concepts
6. Archival literature and research tools
7. Archival methods and practice (introduction)

Final grades will be determined as follows:

Quizzes (two)	20% (10% for graduate students)
Processing assignment	10%
Term paper	30%
Final exam	30%
Class participation	10%
Presentation/Critique	10% (Graduate Students only)

Attendance:

All students are expected to attend **at least** seven classes **and** participate in online discussions. You will be given a literature review assignment for any class missed. The review should be a one to two page summary (abstract) and critique of the assigned article, including correct bibliographic citation. These summaries will be shared with the entire class and will be factored into the class participation of your grade.