

**Archival Theory and Issues**  
**GCSU Hist 4025/5025**

**Valdosta State Univ. MLIS 7710**

Instructor:

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

Email: [bill.richards@gcsu.edu](mailto:bill.richards@gcsu.edu)

Voice: 478.445.0977

Office: GC&SU Library, Technical Services

Office Hours by appointment

**Required Texts:**

*American Archival Studies*. Edited by Randall Jimerson (SAA, 2000)

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

*Handbook for Archival Certification, Including the Official Role Delineation, Study Guide, and Reading List*

available online at:

<http://www.certifiedarchivists.org/>

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

**Some Important Websites:**

Society of American Archivists:

<http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>

Society of Georgia Archivists:

<http://soga.org/index.php>

National Archives and Records Administration:

<http://www.archives.gov/>

## **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, as outlined in the Academy of Certified Archivists *Handbook for Archival Certification*
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:

### **Undergraduates:**

Quizzes (two)	40%
Final Exam	50%
Class Participation	10%

### **Graduate Students:**

Quizzes (two)	20%
Bibliographic Essay	30%
Final exam	30%
Class participation	10%
Presentation/Critique	10%

## **Attendance:**

Class attendance is expected and necessary. Nevertheless, I realize that emergencies and illnesses happen. So, you are allowed two unexcused absences without a grade penalty. Three or more unexcused absences will lower your final grade substantially. In any event, you are still responsible for the work covered in class as well as any assignments that are due on the day of your absence. **If you miss a class, do not ask me what was covered the day of your absence, or if you missed anything important.**

## **Statement on Plagiarism:**

Plagiarism is an egregious form of academic dishonesty. Simply put, it is tantamount to both stealing and lying. It is stealing because plagiarism takes and uses the **words** or **ideas** of someone else without proper attribution. It is lying because plagiarism entails the presentation of the ideas or words of someone else as your own. The following link provides an excellent tutorial on plagiarism. I encourage you to complete it.

<http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>

Any work submitted with instances of plagiarism will receive a zero grade. “I didn’t know that was plagiarism” is not an acceptable excuse. Indeed, there are no acceptable excuses for stealing someone else’s work.