

School of Information Management

INFO534 ARCHIVAL SYSTEMS

Trimester 2, 2016

COURSE OUTLINE

Prescription

Theory, systems and strategies for the determination of those records worthy of long-term preservation and their management in the digital age.

Course Learning Objectives

By the end of the INFO 534 course, a student should:

1. Gain an overview of the basic concepts and theories of recordkeeping, and its historical development, with an emphasis on archives administration.
2. Be aware of the relationships between the archivist's work and the work of records managers and other information professionals.
3. Be able to define the distinctive characteristics of records/archives in relation to other forms of recorded information.
4. Develop an introductory knowledge of the major archives management functions, principles, and techniques.
5. Demonstrate an understanding of the major considerations, tools, and processes involved in organising and managing an archives programme
6. Explain tikanga in an archival management context.

Course Content

Module	Topic
1	Theory and concepts – 1
2	Theory and concepts- 2
3	Societal context
4	Appraisal - 1
5	Appraisal – 2
6	Acquisitions
7	Arrangement & description of archives – 1
8	Arrangement & description of archives – 2
9	Digital repository management
10	Physical repository management
11	Access – 1
12	Access – 2

Trimester Dates

From 11 July –16 October

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 22nd July 2016.
2. The standard last date for withdrawal from this course is Friday 23rd September 2016. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks or [online](#).

Names and Contact Details

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Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow

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Class Times and Room Numbers

INFO534 will be taught over a twelve week period on Thursdays, from 5.00 pm to 6.30 pm. On campus classes will be held in Room RWW128 each week, in conjunction with online internet conference sessions (SABA).

Course Delivery

Course materials

Powerpoints, readings and other materials will be made available on Blackboard.

Online discussion

The Blackboard online discussion board will be used to discuss course topics. Information relating to the Information Studies Programmes will be found in the Blackboard *Information Studies* Community, and through the IST-students email list.

iConferencing

iConferencing sessions will be conducted using the interactive SABA Classroom platform. You will need an Internet-connected device, microphone, headphones/speakers (webcam is optional). Further information about using the iConferencing software and the platform requirements are available in the *Information Studies* Community on Blackboard. If a scheduled session does not run, please check Blackboard for an announcement of any alternative arrangements that the lecturer may make. iConferencing session recordings will also be available on Blackboard.

Readings

The following textbook is required for this course:

Millar, L. (2010). *Archives: Principles and Practices*. Facet Publishing, London.

The following texts are not required but are strongly recommended:

McKemmish, S., Piggott, M., Reed, B. & Upward, F. (Eds.). (2005). *Archives: Recordkeeping in society*. Wagga Wagga: Centre for Information Studies.

Australian Society of Archivists. (2008). *Keeping archives* (3rd ed). Virginia, QLD: ASA. (Digital copy on CD-Rom)

The following is a provisional list of the readings for the course. The finalised list of required and optional readings for each week's class will be available on Talis via the course Blackboard page.

Module 1.

Millar, L. (2010). "What are archives?" in *Archives: principles and practices*. Facet Publishing, London

Module 2.

Millar, L. (2010). Provenance, original order and respect des fonds. In *Archives: Principles and Practices*. pg. 97. Facet Publishing, London.

Cook, T. (1997). What is past is prologue: A history of archival ideas since 1898 and the future paradigm shift. *Archivaria*, 43 (Spring), 17-63.

Module 3.

Colquhoun, D. (2005). "The pioneers are steadily passing to the great beyond": Early collecting and the national historical collection. *Archifacts*, (October), 1-17.

Winiata, W. (2005). Survival of Māori as a people and Māori archives. *Archifacts*, (April), 9-19.

Goulding, G. (2013). Archives New Zealand: Twenty First Century Archives. *Archifacts*, (April), 11-24.

Module 4.

Millar, L. (2010). Appraising and acquiring archives. In *Archives Principles and Practices* p. 15. Facet Publishing, London.

Bettington, J. (2008). Appraisal and Disposal. In *Keeping Archives*. 3rd Edition. (Edited by Bettington, J., Eberhand, K., Loo, R. & Smith, C.). Australian Society of Archivists.

Bearman, D. (1989). Archival methods. *Archives and Museum Informatics Technical Report #9*. (Online)

Bearman, D. (1995). Archival strategies. *American Archivist*, 58 (Fall), 380-413. (Online)

Module 5.

Roberts, J. (2005). Macroappraisal Kiwi style: Reflections on the impact and future of macroappraisal in New Zealand. *Archival Science*, 5, 185-201.

Shilton, K. & Srinivasan, R. (2007). Participatory appraisal and arrangement for multicultural archival collections. *Archivaria*, 63, 87-101.

Module 6.

Shapley, M. (2008). Accessioning. In Jackie Bettington, Kim Eberhard, Rowena Loo & Clive Smith (Eds.), *Keeping archives* (3rd ed., pp. 226-251). Dickson, ACT: Australian Society of Archivists.

Phillips, R. (1994). Developing collecting policies for manuscript collections. *American Archivist*, 47(1), 30-42.

Module 7.

Millar, L. (2010). Arranging and Describing Archives. In *Archives Principles and Practices*. Facet Publishing. London.

Scott, P. J. (1966). The record group concept: A case for abandonment. *The American Archivist*, 29(4), 493-504.

Millar, L. (2002). The death of the fonds and the resurrection of provenance: Archival context in space and time. *Archivaria*, 53, 1-15.

Module 8.

Duff, W. M. & Harris, V. (2002). Stories and names: Archival description as narrating records and constructing meanings. *Archival Science*, 2, 263-285.

Hurley, C. (2008). Parallel provenance. (If these are your records, where are your stories?) Originally published in *Archives and Manuscripts*, 33(1) 2005 and 33(2), 2005

Nesmith, T. (2005). Reopening archives: Bringing new contextualisation into archival theory. *Archivaria*, 60, 259-274.

Module 9.

Lavoie, B. (2004). *The Open Archival Information System Reference Model: Introductory guide*. London: Digital Preservation Coalition.

Module 10.

Forde, H. (2007). Managing archival storage. In *Preserving archives* (pp. 83-112). London: Facet.

Module 11.

Reed, B. (2014) Reinventing Access. *Archives and Manuscripts* 42(2), 123-132

Trace, C. (2006). For the love of the game: An ethnographic analysis of archival reference work. *Archives and Manuscripts*, 34(1), 124-143.

Module 12.

Bradley, C. (2006). Meditate, mediate, celebrate: Public programming in a post-modern world. *Archives and Manuscripts*, 34(2), 172-186.

Expected Workload

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO 534 (including time spent in the weekly session). This includes up to one and a half hours per week engaged in the weekly seminar, and you will be expected to contribute to discussion both in class and on Blackboard. The balance of your time should be spent reading material on Blackboard, and doing your preparation work for the weekly session and assignments.

Assessment

The Assessment Handbook will apply to all VUW courses: see

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

1. Series of blog postings	20%	various, see Blackboard	400 (max.) words each
<i>Assessment 1 assesses learning objectives 1, 2, 3, 6</i>			
2. Appraisal case study	40%	21st August	1500 words
<i>Assessment 2 assesses learning objectives 3, 4, 5</i>			
3. Arrangement and Description Report	40%	16th October	1500 words
<i>Assessment 3 assesses learning objectives 4, 5</i>			

If you cannot complete an assignment or sit a test or examination, refer to

www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Materials and Equipment

The INFO534 Blackboard course pages will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, course readings, assignment information and submission links and course announcements etc. You should read the appropriate module pages weekly.

You should prepare any work listed in the relevant Blackboard section before the relevant tutorial or seminar sessions. The tutorial/seminar sessions should not be regarded as a time to catch up on reading and/or exercises not done. Active participation in these sessions will be expected.

All students will also be automatically enrolled in the Information Studies community under 'My Organizations' on Blackboard. General announcements and information will be posted here, and students should check this site regularly. If you have any difficulties logging on to the Blackboard site please contact the ITS Help Desk, at: its-service@vuw.ac.nz

Internet conferencing

Distance tutorial sessions are conducted using Voice-over-IP software; in order to participate, you will need an Internet-connected device, microphone, and headphones/speakers. Further information about using the iConferencing software is available in the Information Studies Community on Blackboard.

If, for some reason a scheduled class session does not run, check on Blackboard for an announcement of any alternative arrangements that the lecturer is making. Recordings of all distance sessions are also available for downloading from Blackboard.

Student feedback

There is a new course coordinator for INFO534 this year, which means that access to qualitative feedback on the previous offering has not been possible. The aggregated data relating to INFO534 may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

Class Representative

The IST programmes have a student committee which provides a communication channel to liaise with the Programme Director and course coordinators on behalf of students.

Communication of Additional Information

Further details about the course, and additional information, will be made available through Blackboard

Link to general information

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.
