January

12 (Tues.) - Introduction to Archives & Society
Explain “Records and Archives in the News (RAIN)” and “Digital Imaging” semester assignments.
Reading: Hunter, Chapter 1, pp. 1-17 and the 69th SAA Presidential Address “Embracing the Power of Archives” online at:
http://www.archivists.org/governance/presidential/jimerson.asp

14 (Thurs.) - Archives in Society/ The Creation of Records

19 (Tues.) – History of Archives
Reading: Hunter, Chapter 4, pp. 87- 101.

21 (Thurs.) – Acquisition/Collection Policies
Reading: Hunter, Chapter 3, Selection and Appraisal

26 (Tues.) – Appraisal
Reading: Hunter, Chapter 4, pp. 101- 111.

28 (Thurs.) - Accessioning
Reading: Hunter, Chapter 5

February

2 (Tues.) – Arrangement
Reading: Hunter, Chapter 7, pp. 157-162.

4 (Thurs.) – Processing & Preservation
Reading: Hunter, Chapter 7, pp. 163-177.
Students not going on upcoming field trip should view the DVD Regional History Preserved: The Central Rappahannock Heritage Center, 2008 (on reserve).

6 (Sat.) – Field Trip
Students will meet at 10:30 at the Central Rappahannock Heritage Center in the old Maury Elementary School Building at Barton and George Streets.

9 (Tues.) – The Storage Environment
Guest Speaker, Jean Foster, Collections Maintenance and Book Repair
Reading: Hunter, Chapter 8, pp. 187 - 204
11 (Thurs.) – Disaster Planning

16 (Tues.) – Midterm
Reading: Trachtenberg, Reading American Photographs: Images as History, Chapter 2, Albums of War or Chapter 4, Camera Work/Social Work

18 (Thurs.) – 23 (Tues.) - Special Formats - Visual Records
Scanning & Digital Imaging Basics
View Episode 3 of “American Photography”

25 (Thurs.) – **Digital Imaging Projects Due/Presentations**
View Guides on Virginia Heritage: Guides to Manuscripts & Archival Collections in Virginia http://www.lib.virginia.edu/small/vhp/
Reading: Hunter, Chapter 6, pp. 131-142

March

2 (Tues.) –Spring Break

4 (Thurs.) –Spring Break

9 (Tues.) – Description
**Processing and Description Project Assigned

11 (Thurs.) – Women’s History Month presentation
Guest Speaker, Jennifer McDaid, Library of Virginia’s Local Records Appraisal Archivist and Deputy Coordinator of the State Historical Records Advisory Board (SHRAB).
Unraveling the Stories of the Past: Women as Archivists in "Virginia's Historical Laboratory"

16 (Tues.) – Description and Digital Collections
Reading: Hunter, Chapter 6, pp. 146 -152, Encoded Archival Description Section

18 (Thurs.) – Encoded Archival Description Section
Guest Speaker, Jami Bryan, Library Manager, CGPS Library

23 (Tues.) – Developing an Archival Exhibition

25 (Thurs.) – Scrapbooks
Ethics case studies (to be provided).
30 (Tues.) – Oral Histories
Guest Speaker, Mike Miller, Senior Archivist, Alfred M. Gray Marine Corps Research Center, Marine Corps University; The Veterans Oral History Project
Reading: Hunter, Chapter 11, pp. 292 -310

April

1 (Thurs.) - Sound & Audio Recordings/ Archival Ethical Concerns

6 (Tues.) – Electronic Records & New Technologies
Guest Speaker, Jim Groom, Instructional Technology Specialist
“Organizing Your Personal Archives”

8 (Thurs.) - No Class – Makeup Day for Field Trip

13 (Tues.) - Preservation & Security
View “The Library”
**Processing and Description Project Due **

15 (Thurs.) – Copyright
Reading: Hunter, Chapter 9

17 (Sat.) – Field Trip to the Library of Congress’ Packard Campus for Audio-Visual Conservation, Culpeper, Virginia

20 (Tues.) – Access & Reference
“Bringing History to Life: Research in Archival Collections”
Panel discussion with Mike Hill, primary researcher for historians David McCullough, Jon Meacham, and Michael Beschloss, and Reference & Humanities Librarian Jack Bales, author of numerous books and articles and a long-time user of archives.
Reading: Hunter, Chapter 13, pp. 359-371.

22 (Thurs.) - Archives as a Profession
Summary for Exam

27 (Tues.) - Final Exam – 7:00 – 9:30 PM