

HISP 303: Archives & Society
Syllabus
Spring 2010

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

Reading: Jimerson, *American Archival Studies: Readings in Theory & Practice*, Chapter 21, “On the Idea of Permanence,” pp. 475 – 494.

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

Reading: Buckler, Patricia P., Katherine Ott, and Susan Tucker, eds. *The Scrapbook in American Life*, 2006, pp. 1-25.

25 (Thurs.) – Scrapbooks

Reading: Society of American Archivists, *Code of Ethics for Archivists*.

http://www.archivists.org/governance/handbook/app_ethics.asp

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

Reading: “Diaries, On-Line Diaries, and the Future Loss to Archives; or Blogs and the Blogging Bloggers Who Blog Them,” *American Archivist*, Vol. 68, No. 1, pp. 53 – 73, (on reserve).

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