COURSE NAME, NUMBER AND PREREQUISITES:

Introduction to Archives
IRLS 540 Section 001

[Prerequisite: IRLS 504 or consent of the instructor.]

Instructor: Susan Irwin

COURSE DESCRIPTION:

This course provides an introduction to the archival profession. It will focus on theory and especially practice in the areas of appraisal and acquisition, arrangement and description, reference, preservation, exhibitions, outreach, and electronic resource development. Emphasis will be placed on the holistic nature of archival work, and how all the areas are inextricably linked. Students will also learn about different types of archival institutions and how one becomes an archivist.

COURSE OBJECTIVES:

Successful completion of this course will help students achieve the A1, A2, A3, B1, B2, B3, B4, C1, C2 and C3 competencies outlined at http://sirls.arizona.edu/about/studentCompetencies. More specifically, by the end of the semester, students will be able to:

By the end of the course students will:

- Understand the basic elements of the archival profession.
- Understand both theory and practice in the archival functions of appraisal and acquisition, arrangement and description, reference, preservation, exhibitions, outreach, and electronic resource development.
• Understand how archives fit into the larger world of information resources.

REQUIRED COURSE MATERIALS:


The Archives & Archivists listserv: [http://forums.archivists.org/read/?forum=archives](http://forums.archivists.org/read/?forum=archives)

Before and during the week of class students should review the variety of messages posted to this listserv by archivists and select topics for discussion in class. This listserv offers a useful snapshot of some of the real-life issues archivists face in their jobs.

Additional readings to be assigned.

COURSE REQUIREMENTS:

Class Participation (20% of grade)

Short Paper - Archives in the News (15% of grade)

Short Paper - Repository Visit (15% of grade)

Arrangement and Description Exercise (15% of grade)

Research paper (35% of grade)

Each student will complete a research paper of 3,000-5,000 words (which comes out to approximately 10-15 pages) on an archival topic of their choice. We will discuss potential topics in class. Late papers will not be accepted.

Further details will be provided through the course site.

COURSE, SCHOOL, AND UNIVERSITY POLICIES:

Academic Code of Integrity

Students are expected to abide by The University of Arizona [Code of Academic Integrity](http://tech.sbs.arizona.edu/node/2294). 'The guiding principle of academic integrity is that a student's submitted work must be the student's own.' If you have any questions regarding what is acceptable practice under this Code, please ask an Instructor.

Accommodating Disabilities

The University has a [Disability Resource Center](http://tech.sbs.arizona.edu/node/2294). If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me, the Instructor, official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Assignment Policies

• How to submit your assignments: Assignments should be submitted using the D2L dropbox.

• Late Policy: Late assignments will not be accepted.

Incompletes

The current Catalog reads
The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term ... If the incomplete is not removed by the instructor within one year the I grade will revert to a failing grade.

GRADING:

Grading Scale:

90-100=A
80-89=B
70-79=C
60-69=D
Below 60=E

INSTRUCTOR NAME AND CONTACT ADDRESSES:

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Tempe, AZ 85287

Email: susan.irwin@ahfweb.org

Phone: 480-965-3283
- IRLS506 Research Methods (Spr10)
- IRLS515-010 Organization of Information (Spring 2010 Virtual, Cui)
- IRLS515-011 Organization of Information (Virtual, Frické)
- IRLS520-010 Ethics for Library and Information Professionals (Virtual Fallis)
- IRLS520-011 Ethics for Library and Information Professionals
- IRLS530 Cataloging and Metadata Management
- IRLS540-001 Introduction to Archives
- IRLS550-001 Equity of Access (Montiel Overall)
- IRLS544-001 Diverse Cultures, Communities & Libraries
- IRLS559 Marketing Library and Information Services to Communities
- IRLS560 Information Resource Development (Malone)
- IRLS562 Public Libraries Practice and Administration
- IRLS571 Introduction to Information Technology (Atkinson)
- IRLS571-010 Introduction to Information Technology (Spr10)
- IRLS574-010 Introduction to Copyright
- IRLS585 Information Literacy Instruction (Montiel Overall)
- IRLS588-013 Great Libraries and Librarians Through the Ages
- IRLS589 Scholarly Communication
- IRLS610 Planning and Evaluation of Libraries and Information Centers
- IRLS611-010 Decision Making for Library and Information Professionals
- IRLS640 Preservation of Digital Collections
- IRLS696 Information Structures and Retrieval Tools
- Winter 09 10
- Fall 09
- Summer 09
- Spring 09
- Winter 08 09
- Fall 08
- Archive of Old Syllabi

Guided exploration

Click a term to initiate a search.

Audience

- for Students (92)
- for Faculty (28)
- for Alums (24)
IRLS540-001 Introduction to Archives | School of Information Resources ...

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Related categories

Course: IRLS540
People: Adjunct Faculty » Irwin
Semester: Spring 10

Guided keyword

for Staff (17)
for Prospective Students (7)
more...

Course
IRLS417 (2)
IRLS418 (1)
IRLS432 (1)
IRLS470 (2)
IRLS488 (6)
more...

People
Adjunct Faculty (152)
Faculty (150)
Staff (17)
Friends (6)

Semester
Fall 11 (29)
Summer 11 (27)
Spring 11 (30)
Winter 10 11 (1)
Fall 10 (20)
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Task
Choosing Courses (27)
Advising (5)
Applying (5)
Registering (2)
Submitting Final Paperwork (2)
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Topic
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Masters (33)
Research (20)
Knowledge River (16)
News (14)
more...

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