IRLS540 - Introduction to Archives

Updated Mon, 01/10/2011 - 10:19

COURSE NAME, NUMBER AND PREREQUISITES:

Introduction to Archives

IRLS 540 Section 010

[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:


Additional readings to be assigned.

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. This listserv offers a useful snapshot of some of the real-life issues archivists face in their jobs.

COURSE REQUIREMENTS:

Class Participation (15% of grade)

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

Short Paper - Repository Visit (15% of grade)

Arrangement and Description Assignment (15% of grade)

Research paper (40% 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. 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](#). "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](#). 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

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Phone: 480-965-3283
IRLS515-011 Organization of Information (Virtual, Frické)
IRLS517/417 Digital Cultures
IRLS520-010 Ethics for Library and Information Professionals (Virtual Fallis)
IRLS520-011 Ethics for Library and Information Professionals (On Campus Mathiesen)
IRLS523-010 Early Childhood and Public Libraries (Virtual SHiggins)
IRLS532-010 Online Searching
IRLS540 - Introduction to Archives
IRLS551-001 Equity of Access (Virtual -Montiel Overall)
IRLS554-010 DIVERSE CULTURES, COMMUNITIES, AND LIBRARIES
IRLS557-010 Documenting Diverse cultures and Communities
IRLS559 Marketing Library and Information Services to Communities
IRLS562-010 Public Libraries Practice & Administration
IRLS571-010 Introduction to Information Technology, Spring 2011, (Dr. Sun)
IRLS572-010 Government Information ~ Spring 2011
IRLS573-010 Information Technology in Libraries (Virtual, Smith)
IRLS581-010 School Library Administration and Organization (Virtual SHiggins)
IRLS585 Information Literacy Instruction (Spring 2011)
IRLS589 Scholarly Communication
IRLS613-010 Decision Making for Library and Information Professionals
IRLS673 Managing the Digital Information Environment
IRLS674 Preservation of Digital Collections
IRLS696b-001 ISSUES & WRITING SEMINAR: Advanced Research Methods & Statistics (By Heshan Sun)

Fall 10
Summer 10
Winter 10-11
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Winter 09 10
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Spring 09
Winter 08 09
Fall 08
Archive of Old Syllabi

Schedules
Core Courses
Course Delivery Options
Course Descriptions
Distributed Electives
Individual Studies: Internships, Independent Studies & Practica
Registration
Required first course: IRLS504
Suggested Courses by Specialization
Suggested Out of Department Courses
Workload

Guided exploration
Guided keyword