IRLS540 - Introduction to Archives

Updated Mon, 08/24/2009 - 19:00

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)

Research paper (50% 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. The papers must be submitted by 11:59pm Pacific time on August 9, 2009. 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. '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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**Fall 09**

- IRLS515-001 Organization of Information
- IRLS520 Ethics for Library and Information Professionals
- IRLS521-001 Children's and Young Adult Literature in a Multicultural Society
- IRLS540 - Introduction to Archives
- IRLS541-001 Preservation
- IRLS560 Information Resource Development
- IRLS564 The Organization and Administration of a Corporate Library
- IRLS571-001 Introduction to Information Technology (Smith)
- IRLS582: Young Adults and Public Libraries
- IRLS588-001 - Issues in Information Resources: Health Information in Ethnic-Cultural Communities and Environments
- IRLS608 Planning and Evaluation of Libraries and Information Centers
- IRLS651 Information Policy & Cultural Perspectives
- IRLS672 Introduction to Applied Technology
- IRLS688 Marketing Library and Information Services to Communities

**Spring 09**

- IRLS608 Planning and Evaluation of Libraries and Information Centers

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### Guided exploration

Click a term to initiate a search.

**Audience**

- for Students (92)
- for Faculty (28)
- for Alums (24)
- for Staff (17)
- for Prospective Students (7)

**Course**

- IRLS417 (2)
- IRLS418 (1)
- IRLS432 (1)
- IRLS470 (2)