

## **LIS 651 Archival Representation, Access & Use - Dr. Tonia Sutherland**

**Primary Student Learning Outcome:** SLO 3 Resources (Core-eligible)

**Prerequisites:** LIS 654 Records, Archives & Memory

**Last ran:** Spring 2020

**Meeting days and location:** Mondays, 1:00-3:30pm; HL 003F

### **Course objectives:**

- Identify, examine, and explain the concept of archival representation and its historical development
- Evaluate and assess the research literature in archival description, access, and use
- Explain the principles of provenance and original order and the contemporary theoretical discussions about these two concepts
- Arrange and describe archival collections of varied formats and forms
- Construct finding aids according to current archival standards and translate them into electronic form using Encoded Archival Description
- Construct policies for access to archival collections and archives' reading rooms
- Apply access policies to address concerns such as the security and reproduction of materials

### **Required texts:**

- Hensen, Stephen and the Society of American Archivists. *Describing Archives: A Content Standard*, Second Edition. Chicago: Society of American Archivists, 2013. Available here: <http://www2.archivists.org/groups/technical-subcommittee-on-describing-archives-a-content-standard-dacs/dacs>

### **Required technology:**

- Computer with a reliable internet-connection or mobile device with a high-speed connection, at least one up-to-date modern browser, and office productivity software
- Use of Laulima

### **Teaching methods:**

- Lectures, guest lectures, discussion of required readings, class exercises and project, and lab instruction in Encoded Archival Description

### **Research methods:**

- N/A

### **Major assignments:**

- Processing plan
- Finding aid
- Advocacy paper
- Mini grant proposal

**ePortfolio-eligible assignment:** Finding aid and mini grant proposal [Individual project]