

LIS 658 Archival & Special Collection Management - Dr. Andrew Wertheimer

Primary Student Learning Outcome: SLO6 Management (Core-eligible)

Prerequisites: None

Last ran: Spring 2020

Meeting days and location: Thursdays, 5:00-7:30pm; HL 002K

Course objectives:

- Have an understanding of management theories, terms, and techniques, as well as their development with an emphasis on application in libraries, archives, and other information centers
- Appreciate the interrelationship between information and organizational processes, in particular, planning, decision-making, and evaluation within the context of applied organizational theory
- Become familiar with professional standard practices, techniques relating to personnel, budgeting, organizational communication, and decision-making
- Gain experience and confidence in making professional written and oral presentations and other aspects of administration work
- Understand administrative perspectives governing archive and special services, and how to communicate these to the public
- Be prepared for employment at the entry-level, but also equipped with a managerial philosophy and "management toolbox" for future advancement
- Be able to create a newsletter or publication for public relations and other purposes
- Using the aforementioned skills, and skills from other courses, you should be ready to become an active and engaged part of an organization and profession. Understand the various types of archival repositories; and their historical development in Hawaii and elsewhere
- Become familiar with basic resources and standards related to archival management
- Gain experience in defining and solving challenges in archival management
- Understand issues faced by a variety of archival institutions
- To identify and assess accurately the needs of archive users and nonusers
- To become familiar with the role that archives serve to society and their parent organizations
- To help prepare students for a career in archival management and special collections
- To gain a general overview and a working knowledge of legal and social frameworks for archival administration
- To gain experience in critical and persuasive writing, and public speaking on relevant professional concerns
- To become more familiar with management principles, and to be able to use them to advocate for archive services
- To understand various aspects involved with archives and special collections, including the importance of relevant standards and practices

Required texts:

- No textbook.

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

Teaching methods:

- Combination of lectures, guest lectures, student presentations and group discussions

Research methods:

- Action research, case study, critical incident analysis, ethnographic, interview, naturalistic inquiry, needs assessment, usability studies

Major assignments:

- Lulima postings (introduction, response to readings/case study)
- Presentation on archive architecture
- Leadership/management applied - Service learning project
- Mock job interview and cv/cover letter peer critique

ePortfolio-eligible assignment: Leadership/management applied - Service learning project [Group project]