

History 596
ARRANGEMENT AND DESCRIPTION
OF ARCHIVES

Winter 2001
261 Humanities
Office hours: Tu 10-12; W 2-4

Rand Jimerson
650-3139 (W); 650-1637 (H)
rand.jimerson@wwu.edu

COURSE REQUIREMENTS

Practicum: In addition to scheduled class meetings, students will complete a 30-hour practicum project, working with the staff of the Center for Pacific Northwest Studies (or another repository). You will be expected to log your hours at the Archives and, for the time you are working on the practicum, you will be treated as volunteer staff members--with all the rights and privileges, etc. During the term you will need to keep a **weekly journal** summarizing your work on the project, any questions or problems that arise, and how you have responded to them. Beginning with the week of January 29, your practicum journal should be submitted to me each week, preferably by e-mail. This will be a good basis for communication about your progress and any questions that may arise, and for a **written practicum report** of 4 to 5 pages at the conclusion of your 30 hour project. Practicum report is due **March 20**.

MARC assignment: Following class sessions on archival description and cataloging, an exercise will be assigned to provide practice in tagging MARC fields. This will provide experience in applying the MARC format in archival description. MARC cataloging records assignment is due **February 13**.

EAD assignment: A follow-up to the MARC assignment will be an exercise in converting the finding aids previously cataloged as MARC records into the SGML-based Encoded Archival Description (EAD) format. Due **March 13**.

Analytical essays: Two analytical essay (5-7 pp.) will be required, analyzing any of the topics covered in this course. Essays should comment on the assigned readings and class discussion; no additional reading is expected. The essays should be submitted **January 30** and **February 27**.

GRADING

Course grades will be calculated on the following basis:

- practicum project and report, 20 %
- MARC assignment, 20 %
- EAD assignment, 20 %
- analytical essays, 30 %
- class/discussion participation, 10 %.

CLASS SCHEDULE AND READINGS

- Jan. 9 **Archival arrangement and processing**
Read: Fredric Miller, *Arranging and Describing Archives and Manuscripts* (SAA, 1990), chapters 1-7.
 Frank Boles, "Disrespecting Original Order" *American Archivist* [AA] 45:26-32 (Winter 1982).
- Jan. 16 **Description and finding aids**
Read: Miller, *Arranging and Describing Archives and Manuscripts*, ch. 8-10.
 Richard H. Lytle, "Intellectual Access to Archives," Part I: AA 43:64-75 (Winter 1980); Part II: AA 43:191-205 (Spring 1980).
 David Bearman and Richard Lytle, "The Power of the Principle of Provenance." *Archivaria* 21 (Winter 1985-86), 14-27. [Also reprinted in Jimerson, *American Archival Studies*, ch. 14.]
 Avra Michelson, "Description and Reference in the Age of Automation" AA 50: 192-208 (Spring 1987). [Also reprinted in Jimerson, *American Archival Studies*, ch. 14.]
 Margaret Hedstrom, "Descriptive Practices for Electronic Records: Deciding What is Essential and Imagining What is Possible." *Archivaria* 36 (Fall 1993), 53-63. [Also reprinted in Jimerson, *American Archival Studies*, ch. 14.]
- Jan. 23 **Standards for archival description and the MARC format**
Read: "Report of the Working Group on Standards for Archival Description," AA 52 (Fall 1989), pp. 440-61.
 Steven L. Hensen, *Archives, Personal Papers, and Manuscripts: A Cataloging Manual . . .* (2nd edition; SAA, 1989), pp. v-ix, 3-31.
 Richard P. Smiraglia, ed., *Describing Archival Materials: The Use of the MARC AMC Format* (New York, 1990), pp. 1-34.
- Jan. 30 **Introduction to MARC field tagging exercise**
Reference: Handouts on MARC fields and tagging will be distributed.
DUE: First analytical essay
- Feb. 6 **Cataloging as a component of archival description**
Read: Hensen, *Archives, Personal Papers, and Manuscripts*, pp. 35-140.
- Feb. 13 **Application of field tagging with the MARC format**
DUE: MARC cataloging records exercise
- Feb. 20 **Markup languages (SGML, HTML) and Encoded Archival Description (EAD)**
Read: SGML Web Page: www.oasis-open.org/cover/ (browse links)
 "A Gentle Introduction to SGML," at www.uic.edu/orgs/tei/sgml/teip3sg/
 Daniel V. Pitti, "Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids," in Jimerson, *American*

Archival Studies, ch. 17.

Library of Congress EAD Web Page: <http://lcweb.loc.gov/ead> (browse

links:

Background Information on EAD; Overview of the EAD Structure).

Feb. 27

Converting cataloging records to EAD

Read: Kris Kiesling, "EAD as an Archival Descriptive Standard," AA 60 (Summer 1997), pp. 344-54.

Encoded Archival Description Application Guidelines (SAA, 1999), xi-

xvi,

Ch. 1, 2, and 6.

DUE: Second analytical essay

Introduction to EAD exercise

Reference: *Encoded Archival Description Tag Library* (online at: lcweb.loc.gov/ead/tglib/tlhome.html).

March 6

No class meeting

March 13

Creating finding aids with EAD

Read: Michael Fox, "Implementing Encoded Archival Description: An Overview of Administrative and Technical Considerations," AA 60 (Summer 1997), pp. 330-43.

Encoded Archival Description Application Guidelines, ch. 3-4.

DUE: EAD finding aids exercise

March 20

The future of archival description; Discussion of EAD finding aids

(Exam week)

Read: Elizabeth H. Dow, "EAD and the Small Repository," AA 60 (Fall 1997), pp. 446-55.

DUE: Practicum project report