



THE UNIVERSITY OF BRITISH COLUMBIA

iSchool (Library, Archival & Information Studies)  
Faculty of Arts

We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmin̓əm̓ speaking Musqueam people.

**The mission of UBC iSchool is to enhance humanity's capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.**

### **ARST 515 Arrangement and Description of Archives – Course Syllabus (3)**

**Program:** MAS

**Year:** Winter 2018-19, Term 1

**Course Schedule:**

Tuesdays, 2:00-4:50pm

**Location:** FNH 6-

**Instructor:** Dr. Jennifer Douglas

**Office location:** IBLC 487

**Office phone:** 604-827-5905

**Office hours:**

Wednesdays, 10:00-noon

**E-mail address:**

jen.douglas@ubc.ca

**Learning Management Site:** <https://canvas.ubc.ca/courses/11039>

**Course Goal:** The goal of this course is to provide students with the fundamental theoretical and methodological knowledge needed for the arrangement and description of archival documents.

**Course Objectives:**

#### **Upon completion of this course students will be able to:**

1. Demonstrate understanding of the characteristics of aggregations of archival documents and their interrelationships. [1.2, 2.1, 5.1]
2. Demonstrate understanding of the principles underlying the arrangement of archival documents and their historical evolution. [1.2, 2.1, 5.1]
3. Undertake the systematic identification and critical evaluation of an archival aggregation and its parts. [1.2, 1.4, 5.1]
4. Demonstrate understanding of the principles and methods of archival description, and apply these according to standards adopted by the archival community. [1.2, 1.4, 5.1]
5. Demonstrate understanding of the principles and methods of establishing name access points to archival descriptions according to standards adopted by the archival community. [1.2, 1.4, 5.1]

**Course Topics:**

- The nature of archival aggregations
- The principles of provenance, respect des fonds and respect for original order



- The concept of fonds, series, file, and item
- The analysis of the internal and external structure of a fonds
- Types of descriptive instruments
- Principles and assumptions underlying the development of archival descriptive standards
- The structure, content and application of *Rules for Archival Description*, Parts I and II
- International descriptive standards

**Prerequisites:** ARST515 is part of the MAS core for MAS and Dual students.

MLIS students: completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser.

**Format of the course:** Classes will consist of lectures, discussion and in-class activities.

**Required and Recommended Reading:**

Refer to the ARST 515 Course Readings by Week handout, available in Connect and passed out in class first day. All readings will be available through the UBC Library or online.

NOTE: You will be required to refer to the Bureau of Canadian Archivists *Rules for Archival Description*, the Canadian archival descriptive standard. The text is available online at <http://www.cdncouncilarchives.ca/archdesrules.html>. You can use this online, print it yourself, and/or order a paper copy of the text for \$40.00 from the Canadian Council of Archives (<http://www.cdncouncilarchives.ca/public.html>) Most students find it helpful to have a paper copy; if you work in Canada at any point in time, a paper copy will continue to be extremely useful!

**Course Assignments:**

Assignment Name	Due Date	Weight	Graduate Competencies
Critical reflection paper #1	September 25, 11:59 pm	15%	1.4, 4.1
Arrangement analysis (group project)	October 23, 1:59 pm	35%	1.4, 2.1, 3.1, 4.1
RAD description exercise	November 20, 1:59 pm	35%	1.2, 1.4, 2.1, 4.1, 5.1
Critical reflection paper #2	December 4, 11:59 pm	15%	1.4, 4.1

Course Schedule [week-by-week]:

Topic	Date
NO CLASS: Orientation day	Week 1: September 4
<ul style="list-style-type: none"> <li>• Introduction to course</li> <li>• Introduction to arrangement and description</li> </ul>	Week 2: September 11



<ul style="list-style-type: none"> <li>• Introduction to characteristics of archival aggregations</li> </ul>	
<ul style="list-style-type: none"> <li>• The principle of provenance (respect des fonds and original order)</li> <li>• Types of control over archives</li> </ul>	Week 3: September 18
<ul style="list-style-type: none"> <li>• Introduction to description-related processes and tools</li> <li>• Accessioning archives</li> </ul>	Week 4: September 25
<ul style="list-style-type: none"> <li>• Analysis of external and internal structure of a fonds</li> <li>• Levels of arrangement</li> </ul>	Week 5: October 2
<ul style="list-style-type: none"> <li>• Principles of description</li> <li>• Development of descriptive standards</li> <li>• <i>Rules for Archival Description (RAD), Part I</i></li> </ul>	Week 6: October 9
<ul style="list-style-type: none"> <li>• <i>Rules for Archival Description (RAD), Part I (cont)</i></li> <li>• RAD Part 1 case studies</li> </ul>	Week 7: October 16
<ul style="list-style-type: none"> <li>• Descriptive standards – the bigger picture (1): ISAD(G), ISAAR(CPF), ISDF, ISDIAH, RiC-CM</li> </ul>	Week 8: October 23
<ul style="list-style-type: none"> <li>• Descriptive standards – the bigger picture (2): DACS; EAD; EAC; metadata standards</li> </ul>	Week 9: October 30
<ul style="list-style-type: none"> <li>• Archival authority control</li> <li>• RAD, Part II</li> </ul>	Week 10: November 6
<ul style="list-style-type: none"> <li>• AtoM descriptive software tutorial</li> <li>• Case studies</li> </ul> <p>**Please bring a laptop to class if you have one.**</p>	Week 11: November 13
<ul style="list-style-type: none"> <li>• Issues in arrangement and description (1): Challenges to the concept of the fonds in organizational, personal and digital fonds</li> </ul>	Week 12: November 20
<ul style="list-style-type: none"> <li>• Issues in arrangement and description (2): Challenges to the concept of original order in organizational, personal and digital archives</li> <li>• Class wrap-up</li> </ul>	Week 13: November 27

**Attendance:** Attendance is expected in all class meetings. If you know you are going to be absent , please let me know beforehand if at all possible. Any penalties imposed for excessive absences will be at my discretion.

**Evaluation:** All assignments will be marked using the evaluative criteria given on the [iSchool web site](#).



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**Access & Diversity:** Access & Diversity works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Access and Diversity unit: [<https://students.ubc.ca/about-student-services/access-diversity>]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

**Religious Accommodation:** The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

## **Academic Integrity**

### Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: [<http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>]

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.