



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 573 Archival Systems and the Profession – Course Syllabus (3)**

**Program:** ARST

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

**Course Schedule:**

Wednesdays, 2:00-4:50pm

**Location:** SWNG 107

**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/11041>

**Course Goal:** The goal of this course is to give students a broad understanding of the various components of the Canadian archival system and profession and how they have developed over time in comparison with archival systems and the profession in other countries, as a means of developing a critical appreciation of the contexts in which archivists work.

**Course Objectives:**

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

1. Demonstrate understanding of the origins, broad lines of development, and current state of the institutions and organizations that constitute the Canadian archival system. [1.4]
2. Demonstrate understanding of the broad lines of development of archival systems in countries comparable to Canada. [1.4]
3. Demonstrate understanding of the mandates of Canadian public archival institutions as reflected in the laws establishing them, regulations governing management of public records, and laws governing use and access to public records. [1.4]
4. Demonstrate understanding of the roles, responsibilities, and functioning of archival programs in a variety of settings, including for example, national, provincial and municipal levels of government, universities and colleges, churches, businesses, and other private organizations in Canada, with comparisons to similar programs in other countries. [1.4]
5. Analyze and evaluate the evolution of the responsibilities, values, and culture of the archival profession as a means of assessing its role in contemporary society. [1.4, 5.1, 5.2]



**Course Topics:**

- The concept of an archival system
- The origins and broad development of contemporary archival systems in Europe and North America
- The origins and evolution of the mandate, functions, and structure of Canadian public archives and the “total archives” concept, and comparison with public archives in other countries
- The origins and development of archival programs in educational institutions, churches, businesses, and other private organizations
- Contemporary Canadian archival institutions: their governance, principal policies, programs, and challenges, and comparison to institutions in other countries
- The roles of international, national and regional archival organizations (e.g. the Canadian Council of Archives, regional councils of archives, and professional associations)
- The origins and development of archival education programs
- The archival profession: its history, organization, responsibilities, values and role in contemporary society

**Prerequisites:** MAS and Dual students take this course as part of the MAS core courses  
MLIS students: completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser.

**Format of the course:** Lectures, class discussion and group activities, guest speakers, site visits.

**Required and Recommended Reading:** Refer to ARST 573 Course Readings by Week handout, available on Canvas and distributed first day of class. All readings will be available through the UBC Library.

**Course Assignments:**

Assignment Name	Due Date	Weight	Graduate Competencies
Short paper on a national archival institution	October 3	20%	1.4
Course blog development (1): Short response to course reading (blog post)	TBD, in-class sign up	10%	1.4, 2.1
Annotated bibliography on an archival topic	October 17	30%	4.1
Course blog development (2): Blog post on an archival topic (in pairs)	November 14	20%	1.4, 2.1, 4.1
Course blog development (3): Participation on course blog, part 1	October 17	10%	1.4, 2.1, 5.1



Course blog development (4): Participation on course blog, part 2	November 30 (Note: this is the Friday of the last week of class)	10%	1.4, 2.1, 5.1
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**Course Schedule [week-by-week]:**

Topic	Date
<ul style="list-style-type: none"> <li>• Introduction to course</li> <li>• Introduction to archival system</li> <li>• Origins of archives</li> </ul>	Week 1: September 5
<ul style="list-style-type: none"> <li>• Development of national, provincial and municipal archives in Canada</li> </ul>	Week 2: September 12
<ul style="list-style-type: none"> <li>• Indigenous and First Nations archives</li> <li>• Guest speaker: Melissa Adams, Union of BC Indian Chiefs</li> </ul>	Week 3: September 19
<ul style="list-style-type: none"> <li>• Development of national archives outside of Canada</li> <li>• Archival legislation</li> </ul>	Week 4: September 26
<ul style="list-style-type: none"> <li>• Development of national archives outside of Canada (cont.)</li> <li>• Archival mission, roles and responsibilities</li> </ul>	Week 5: October 3
<ul style="list-style-type: none"> <li>• SITE VISIT: City of Vancouver Archives</li> </ul>	Week 6: October 10
<ul style="list-style-type: none"> <li>• Archival ethics</li> <li>• Guest speaker on university archives (Erwin Wodarczak, UBC Archives)</li> </ul>	Week 7: October 17
<ul style="list-style-type: none"> <li>• Guest panel on corporate archives: Taryn Day (Lululemon), Kelly Homenick (FPInnovations), Greg Kozak (BC Hydro)</li> <li>• Archival associations, roles, and responsibilities in society</li> </ul>	Week 8: October 24
<ul style="list-style-type: none"> <li>• Guest speaker on faith-based archives, archives and the TRC, and archives and social justice – Melanie Delva, Anglican Diocese</li> </ul>	Week 9: October 31
<ul style="list-style-type: none"> <li>• Development of archival education</li> </ul>	Week 10: November 7
<ul style="list-style-type: none"> <li>• Guest panel on community archives: Ron Dutton (BC Gay and Lesbian Archives); Dan Pon (grunt gallery and Making of an Archive project); Lisa Uyeda (Nikkei National Museum &amp; Cultural Centre)</li> </ul>	Week 11: November 14



<ul style="list-style-type: none"><li>• Roles of international, national and regional archival organizations and associations</li></ul>	
<ul style="list-style-type: none"><li>• Archival values and role in contemporary society: evolving priorities</li></ul>	Week 12: November 21
<ul style="list-style-type: none"><li>• The future of the archival system?</li><li>• Course wrap-up</li></ul>	Week 13: November 28

**Attendance:** Attendance is expected in all class meetings. If you know you are going to be absent please inform me 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](#). Please take time to review this criteria at the start of term.

**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/>



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