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 575K/ LIBR 539H Personal Archives – Course Syllabus (3)

Program: MAS/MLIS
Year: Winter 2018-19, Term 2
Course Schedule: Wednesdays,
2:00-4:50 pm
Location: IBLC 461
Instructor: Dr. Jennifer Douglas
Office location: IBLC 487
Office phone: 604-827-5905
Office hours:
Tuesdays, 10:00am-noon
E-mail address:
jen.douglas@ubc.ca
Learning Management Site:
https://canvas.ubc.ca/courses/17909

Course Goal: This course will introduce students to the theoretical and methodological knowledge necessary for the management of archives created by individuals, families and communities. After completing the course, students will understand the particular challenges posed by such archives and will have gained knowledge and strategies necessary to meet these challenges.

Course Objectives:

Upon completion of this course students will be able to:

1. Demonstrate a clear understanding of the theoretical and methodological issues related to the archives of individuals, families and communities.
2. Demonstrate the ability to analyze personal archives and to make decisions about how best to treat them.
3. Demonstrate an understanding of how non-organizational archives both strengthen and challenge traditional archival ideas.
4. Demonstrate an understanding of the topics below.

Course Topics:

- The nature and characteristics of individual, family and community archives.
- Issues related to the appraisal and acquisition of personal archives.
- Issues related to the arrangement and description of personal archives.
- Issues related to digital personal archives.
- Ethical and legal issues related to personal and community archives.
- Community archives projects and goals.
- The relationship between community archives and established archival institutions.

Prerequisites:
ARST 575K: Completion of MAS core courses and ARST 520
LIBR 539H: Completion of MLIS core courses and LIBR 579G
Dual students must meet the prerequisites for the section [ARST or LIBR] in which they are registered.

Format of the course:
The course will consist of a combination of short lectures, class discussion, in-class activities, guest speakers and site visits. Active participation is expected.

Required and Recommended Reading:
A full list of required and recommended readings will be available on Canvas and circulated in the first class. All course readings will be available through the UBC Library and/or in Library Online Course Reserves (LOCR) in Canvas.

Course Assignments:

Assignment Name	Due Date	Weight	Graduate Competencies
Group presentation on a community archives	February 6	20%	2.1, 3.1, 4.1
Group presentation on a record type	March 20	25%	2.1, 3.1, 4.1
Personal OR Community archives case study	April 4	35%	4.1, 4.2, 5.3
Participation – Part 1 • To be calculated based on participation in class discussion, in-class activities, and responses to readings	Calculated based on activities and discussions up to February 13	10%	1.4, 2.1, 3.1, 4.1
Participation – Part 2 • To be calculated based on participation in class discussion, in-class activities, and responses to readings	Calculated based on activities and discussions up to April 4	10%	1.4, 2.1, 3.1, 4.1

Course Schedule: Please note that this schedule is subject to change before the start of class; changes will not involve the topics covered, but the order in which they are covered. This is primarily to accommodate guest speakers' schedules.

Topic	Date
Introduction to course What are personal archives? What are community archives? Studies in documents #1	WEEK 1: January 2
Personal archives: their nature, characteristics and archival value Emerging theme: The personal in the organizational	WEEK 2: January 9
Community archives: their nature, characteristics and archival value Studies in documents #2	WEEK 3: January 16
The principle of provenance in personal and community archives Emerging theme: Place and space	Week 4: January 23
The principle of provenance in personal archives lab • The first half of this class will take place in the seminar room at UBC Rare Books and Special Collections. Please arrive 15 minutes early to register and put your belongings in a locker	Week 5: January 30
Community archives presentations	WEEK 6: February 6
Personal digital archives	WEEK 7: February 13
READING WEEK NO CLASS	WEEK 8: February 20
Ethics and access in personal and community archives	WEEK 9: February 27
Relationships (1): Working with donors – Guest panel Emerging Theme and Studies in Documents #3: Affect and intimacy	WEEK 10 March 6
Relationships (2): Working with community – Guest panel	WEEK 11: March 13
Presentations on record types	WEEK 12: March 20
Emerging theme: Working with difficult records Studies in documents #4	WEEK 13: March 27
Course wrap up: Considering the ways in which non-organizational archives both encode *and* challenge 'traditional' archival ideas	WEEK 14: April 4

Attendance:
Attendance is expected in all class meetings. If you cannot attend a class, it is your responsibility to ensure that you acquire any missed materials and understand concepts or methods discussed in class. Please be aware that penalties may be imposed for excessive absences.

Evaluation: All assignments will be marked using the evaluative criteria. This grading scale will be reviewed in class, and you are encouraged to also review it on your own.

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.