

**LIB 409/509: Archival Theory and Practice**  
**Winter Term 2024**  
**4 credits**

**Course Description**

An introduction to the theory and practice of archival arrangement, description, and preservation of material such as personal papers, institutional records, photographs, electronic records, and other unpublished material. Topics covered include preservation and conservation, description, reference, access, and outreach.

**Course Workload**

Student time in SCUA:

Instructional time may include but is not limited to: Lectures or lessons prepared by the instructor; discussion sessions; presentations by the student; attendance at office hours or meetings with the instructor and/or SCUA staff and faculty.

Student time outside of class:

In any seven-day period, a student is expected to be academically engaged through reading articles; conducting research on the collection assigned for the practicum; submitting academic assignments; preparing discussion questions, responses, and presentations on course content; conducting a collection survey; and preparing a work plan. Collection survey and archival processing work on the assigned collection will occur during standard business hours, between 10am and 4pm, Monday-Friday.

**Evaluation**

Student will be evaluated on participation in discussions, submission of short written reflections, completion of informational interviews with SCUA faculty and staff, a survey of the assigned collection, and the completion of a proposed processing work plan. Success in this course is based on the expectation that the student will spend, for each unit of credit, a minimum of 30 hours over the length of the course on instruction and course-related activities.

**Course Goals and Learning Objectives**

Upon successful completion of this course, the student will be able to:

- Demonstrate an understanding of basic archival principles and practices, as well as the role of ethics in the profession;
- Demonstrate an understanding of basic principles and standards involved in organizing information and making it accessible;
- Describe the variety of functions performed by archives and archivists, and the range of environments in which archives professionals work;
- Evaluate and analyze the role of the creator, scope, content, and historical context of an assigned collection;
- Identify issues involved in processing and making records available to researchers;
- Understand the role of the archivist in the production of research;
- And, define challenges facing the archives profession today and in the future.

## **LIB 409/509: Archives Practicum**

**Spring Term 2024**

**4 Credits**

### **Course Description**

The application of principles learned in LIB 409: Archival Theory and Practice in archival projects.

### **Course Workload**

Instructional time may include but is not limited to:

Regular check-ins with Lead Processing archivist on project progress, questions, and issues; attendance at meetings; presentations.

Student time outside of class:

Archival arrangement and description of the assigned collection will occur during standard business hours, between 10am and 4pm, Monday-Friday. Outside of archival processing, in any seven-day period, the student is expected to be academically engaged through the preparation of a public presentation of the project and associated research, and the composition of blog articles and other outreach.

### **Evaluation**

Student will be evaluated on participation in regular check-ins with SCUA faculty/staff in the archival processing unit, completion of the arrangement and description of the assigned collection, publication of a finding aid, participation in the Undergraduate Research Symposium, presentation of project and research to OHC and UO Library community, and the completion of blog articles and/or other social media material. Success in this course is based on the expectation that the student will spend, for each unit of credit, a minimum of 30 years over the length of the course on instruction and course-related activities.

### **Practicum Goals and Learning Objectives**

Student will apply archival theory and principles learned in the Winter Term toward the processing, arrangement, and description of the assigned collection.

Upon successful completion of this course, the student will be able to:

- Apply basic archival principles and practices to analog collection materials;
- Apply basic principles and standards involved in organizing information, preserving the collection materials, and making it accessible;
- Identify the needs of the researcher and apply an understanding of said needs to decisions made during archival processing;
- Contextualize and articulate the importance of the collection contents and creator;
- And publish a completed Finding Aid in various local, regional and national information silos.