Archives Management introduces students to the basic principles of archival theory and current practices in the field. Students will acquire knowledge of the history and philosophy of archive-keeping, and the evolution of the archives profession in the United States. Students will be introduced to the different aspects of archival work, such as appraisal, arrangement and description of archival materials, accessioning, preservation, and reference. The course will explore a number of different questions, including: What are archives and why are they important? Which principles and concepts guide the work of archivists? How are archival records appraised, arranged and described, and made available for use? What types of education and outreach program can archivists develop to generate use among targeted groups? What are the ethical and legal considerations in the archival profession?

Instructional Methods
Lecture, Class Discussion

Required Texts

Recommended
James O'Toole and Richard Cox, Understanding Archives and Manuscripts (Society of American Archivists, 2006).

Course Goals
The goals of this course are to:
* Introduce the core theories, concepts, and practices of the archival profession.
* Gain understanding of different types of archival repositories, especially as distinguished from libraries and other cultural heritage institutions.
* Gain an understanding of the legal, policy, and ethical issues surrounding archives administration.
* Introduce students to digital archives.
* Introduce students to electronic records management.
* Gain basic knowledge of the history of archives, especially in Europe and the U.S.
* Understand issues facing varieties of archival institutions.
* Gain knowledge of public programming in archival institutions.

**Goals for Student Learning**

At the conclusion of the course, the student will be able to:

* Demonstrate understanding of the core theories, concepts, and principles of archival practice.
* Gain practical experience in processing, arranging and describing records and/or manuscript collections.
* Demonstrate general knowledge of the history of archival practice and the profession.
* Demonstrate knowledge of varieties of archival repositories.
* Demonstrate knowledge of issues faced by archival institutions.
* Gain knowledge of public programming in archives.

**Course Requirements/Expectations**

Class Participation: 20%
Arrangement and Description Reflection Paper: 15%
Website Evaluation Exercise: 15%
Finding Aid Evaluation Exercise: 15%
Final Project: Practicum OR Paper: 35%

Students have option of completing a 50 hour practicum project at the American Catholic History Research Center and University Archives or writing a 20 page archival-issue related paper.

**Academic honesty:** Academic honesty is expected of all CUA students. Faculty are required to initiate the imposition of sanctions when they find violations of academic honesty, such as plagiarism, improper use of a student’s own work, cheating, and fabrication.

The following sanctions are presented in the University procedures related to Student Academic Dishonesty (from [http://policies.cua.edu/academicundergrad/integrityprocedures.cfm](http://policies.cua.edu/academicundergrad/integrityprocedures.cfm)): “The presumed sanction for undergraduate students for academic dishonesty will be failure for the course. There may be circumstances, however, where, perhaps because of an undergraduate student’s past record, a more serious sanction, such as suspension or expulsion, would be appropriate. In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion. ...In the more unusual case, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction.” Please review the complete texts of the University policy and procedures regarding Student Academic Dishonesty, including requirements for appeals, at [http://policies.cua.edu/academicundergrad/integrity.cfm](http://policies.cua.edu/academicundergrad/integrity.cfm) and [http://policies.cua.edu/academicundergrad/integrity.cfm](http://policies.cua.edu/academicundergrad/integrity.cfm).

**Accommodations for students with disabilities:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact Disability Support Services (at 202 319-5211, room 207 Pryzbyla Center) to coordinate reasonable accommodations for students with documented disabilities. To read about the services and policies, please visit the website: [http://disabilitysupport.cua.edu](http://disabilitysupport.cua.edu).

**University grades:**
The University grading system is available at:
http://policies.cua.edu/academicundergrad//gradesfull.cfm#II for undergraduates and http://policies.cua.edu/academicgrad//gradesfull.cfm#iii for graduate students. Reports of grades in courses are available at the end of each term on http://cardinalstation.cua.edu.

Course Schedule

Thursday, September 2:  Course Orientation and Introduction to Archival Work
Review syllabus
Introductions
Practicum/Paper Options presented

Thursday, September 9:  History of Archives
Readings:
Choice of Practicum/Paper option for Final Project Made

Thursday, September 16:  Varieties of Archives
Meet at CUA Archives, Tour CUA Archives
Reading:
Review CUA Archives Website:
http://libraries.cua.edu/achrcua/index.html

Thursday, September 23: Archival Appraisal and Selection
Readings:

Thursday, September 30: Acquisitions and Accessioning
Reading:
Hunter, “Acquisitions and Accessioning,” Developing and Maintaining Practical Archives, chapter. 4, pp. 87-111.

Thursday, October 7:  Arrangement of Archival Records
Meet at CUA Archives
Group Arrangement and Description Exercise at CUA Archives/Reflection Paper due next week.
Readings:

Thursday, October 14: Description of Archival Records
Reading:
Hunter, “Description,” Developing and Maintaining Practical Archives, chapter 6, pp. 131-156.
Arrangement and Description Reflection Paper Due
Thursday, October 21: Reference, Use, and Outreach
Archives Website Evaluation Exercise Handout
Readings:
Hunter, “Access, Reference, and Outreach,” in Developing and Maintaining Practical Archives, chap. 9, pp. 207-235.

Thursday, October 28: Audio Visual Archives
Archives Website Evaluation Exercise Due
Reading:

Thursday, November 4: Preservation and Security
Readings:
Hunter, “Preservation” and “Security and Disaster Planning,” in Developing and Maintaining Practical Archives chapters 7 & 8, pp. 157-206.

Thursday, November 11: No Class/LoC Closed

Thursday, November 18: Records Management & Electronic and Digital Records
Records Management—Leslie Knoblauch, CUA Records Management Archivist, guest speaker
Readings:

Thursday, November 25: Thanksgiving Day, No class

Thursday, December 2: The Archival Profession, Past, Present, and Future
Reading:

Thursday, December 9: Last Day of Class
Practicum/Paper Presentations

Final Papers due: Thursday, December 16