HIST 4490: INTRODUCTION TO ARCHIVES, RARE BOOKS, AND RECORDS MANAGEMENT

CRN 82640, 3 credit hours
Wednesdays, 2:00 – 4:45 pm
SO 2027
Fall 2011

Instructor: Dr. Tamara Livingston
Office: LB 218A (KSU Archives)
Office Hours: By appointment
Phone: 770-423-6989
E-mail: tlivings@kennesaw.edu

Course Description: This course introduces the student to the archival, rare book curatorial and records management professions, principles and practices, collections, preservation issues and legal/ethical challenges. In addition, students will become familiar with the social history and function of archival and rare book institutions and record-keeping agencies, and discuss current challenges and issues.

The course will be a combination of lectures by the instructor and guest lecturers, in-class discussion and problem solving, case studies, and field trips. Students will provide critical readings of course materials, lead discussion groups, and engage in writing and independent research activities. Critical reading of course materials will be essential to stimulate active participation in class discussions.

Note: The museum profession and museum collections are provided by HIST 4430: Museum Studies

Course Outcomes:
At the completion of this course, students are expected to be conversant about:

- basic terminology and concepts used in records management, and archival and rare book administration;
- the similarities and differences between the collections and responsibilities of archivists, records managers and rare book curators;
- the basic components of records management, archival and rare book programs including inventory, selection, appraisal, acquisition, accessioning, arrangement, description, access, use, and outreach;
- social, cultural and historical contexts and influences on collections, management, access and stewardship;
- the primary professional organizations in each area, and their missions;
- legal, policy, and ethical issues in records management, and archival and rare book administration;
- current challenges and issues including security, preservation, disaster recovery and the impact of digital information.

Required Reading: (available at the campus bookstore or order from publisher with discount code)

Supplemental Readings: (excerpts available on Vista)


Additional readings as assigned (available on VISTA and/or Reserve Desk, Sturgis Library)
Expectations and Student Resources:

Attendance: You are expected to attend class, prepare the readings in advance, and participate in class discussions. If you are sick or need to miss class for any reason, you should alert the professor in advance by e-mail or phone. Because this course only meets once a week, after one unexcused absence, your final grade will drop a letter with each subsequent absence.

Participation: You are expected to participate in class discussions. Participation includes asking meaningful questions, contributing to class discussions, and actively engaging in class. All students are expected to be respectful of each other’s opinions and conduct themselves appropriately. It is critical that you complete the readings BEFORE class, arrive on time, and turn off your cell phone.

Student Services: The Office of Disabled Student Support Services (Student Center, Suite 267) offers services to aid disabled students with their academic work. Arrangements for special services should be made at the beginning of the semester so that appropriate accommodations can be made.

Academic Honesty: Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating.

Writing Center: The KSU Writing Center is a free service for all KSU students. Experienced, friendly assistants work with you throughout the writing process on concerns such as topic development, revision, research, documentation, grammar, and mechanics. Rather than edit your paper for you, writing assistants will help you learn strategies to become a better writer on your own. For appointments, visit room 242 English Building, or http://www.kennesaw.edu/english/WritingCenter.

Required Course Activities:

1. Preparation of Reading Discussion Questions: It is essential to the effective functioning of the class that everyone complete each reading assignment and spend time considering what they have read before coming to class each week. Class sessions will be a forum for ideas to be raised, debated, and analyzed for strengths and weaknesses. To this end, each student is responsible for preparing three discussion questions for EACH reading assignment.

2. Group Presentation: You will be assigned to a small group with which you will give a short presentation and lead the class discussion of an assigned reading. Your group should be prepared to lead a 10-15 minute class discussion about your assigned reading and present a short PowerPoint with images illustrating your discussion. You must submit an outline of the presentation and discussion plan to the professor in advance. The day of your presentation you must submit an evaluation of the contribution by each member of your group.

3. Field Trips: We will be taking several field trips throughout the semester to archival, records management and rare book facilities in the Atlanta-metro area. This is a great opportunity to meet with professionals working in these areas and to see a variety of operations. You are expected to show up on time, take notes, and ask questions.

4. Field Trip Paper: You will write a short paper (750 -1000 words) during the semester focusing on one of the field trip site visited by the class. Refer to the Field Trip Paper Guidelines for details regarding form and content. Papers are graded on composition and content.

5. Case Study Paper: Archives/Rare Books/Records Management In The News: You will be required to select a topic from a list provided by the professor of topical events highlighting archives, records management or rare books, and write a 5 – 7 page paper on it. In your paper, you should clearly describe the case, present background research, and discuss professional implications of the new story, making connections to class readings. You will be required to give a
PowerPoint presentation of your findings to the class. Refer to the Case Study Paper Guidelines for details regarding form and content. Papers are graded on composition and content.

6. **Exams**: There will be a mid-term and a final exam. The final exam (take-home) will cover material presented after the mid-term. Exams may include short-answer, identification, and short essay questions.

**Evaluation and Grading:**

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<th>Percentage</th>
<th>Description</th>
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<tr>
<td>10%</td>
<td>Attendance, participation and preparation of discussion questions (3 questions per reading each session)</td>
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<td>15%</td>
<td>Group presentation</td>
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<td>15%</td>
<td>Field Trip Paper</td>
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<td>20%</td>
<td>Case Study Presentation</td>
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<td>20%</td>
<td>Mid-term Exam</td>
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<td>Take Home Final Exam</td>
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**Grading Scale**

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<td>59 and below</td>
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**Course Outline of Topics:**

**Learning Module 1: “Just the Artifacts, Ma’am”: Archives and Rare Book Collections**

8/17   Introduction to Course; Topical Overview; Tour of the KSU Archives
- Types of Materials
- Acquisition
- Stewardship Responsibilities
- Management
- Records Management

3:45   GUEST SPEAKER: Ms. Rita Impey-Imes, Curator, and tour of the KSU Archives and Bentley Rare Book Gallery

8/24   Managing Collections; Archives, Rare Book and Records Management Professions
- Collection Development
- Selection/Appraisal/Acquisition
- The Value of Records
- Accessioning
- Donors
- Record Centers
- Professional Organizations and Competencies

8/31   Description and Access: Different Paths; Same Destination
- Archival Arrangement, Description, Access and Outreach
- Rare Book Arrangement, Description, Access and Outreach
- Records Management Filing systems; Electronic Records Management (ERM) Users, Researchers, Outreach and Advocacy
Learning Module 2: Social and Historical Context of Archives, Rare Book Collections and Records Management; Archives and Memory
9/7  Historical and Cultural Contexts
- History of records and records management
- History of archives
- Archives and Memory
- Archives and Accountability
- Beyond Paper?: Impact of Electronic Records and Digital Information

9/14  Rare Book Collections, Libraries and Curators: Books as Objects
- Bibliography Basics – Describing Rare Books
- Auction and Collection Catalogs
- Research Value of Rare Books
- Rare Book Collectors, Donors

3:45  GUEST SPEAKER: Mr. Robert Williams, Senior Curator and Founder of the Bentley Rare Book Gallery at Kennesaw State University

9/21  FIELD TRIP #1: Georgia Tech Archives & Records Management: Records Center, Guest Speaker: Kirk Henderson, Records Manager, CRM

Learning Module 3: Preserving Collections: Preservation; Security; Business Continuity; Disaster Recovery
9/28  Preserving Collections
- Preservation Challenges:
  - Paper
  - Audio-Visual Materials
  - Digital Objects
  - Rare Books

3:45  GUEST SPEAKERS: Anne Graham, Digital Collections Archivist at KSU; Elizabeth Schulte, Paper Conservator.

10/5  MID-TERM EXAM

10/12  FIELD TRIP #2: Emory University, Manuscripts, Archives and Rare Books Library (MARBL) - Guest Speaker: David Faulds, Rare Book Librarian

10/19  Disasters Big and Small
- Disaster Planning
- Vital Records
- Security
- Disaster Recovery

10/26  FIELD TRIP #3, National Archives at Atlanta, Guest Speaker: Joel Walker, Education and Outreach Coordinator

Learning Module 4: Legal and Ethical Issues
11/2  Case Studies
- Spoliation
- Records Retention and Destruction
- Defining Records: Who Gets to Choose?
- Replevin: Contested Ownership
- Privacy vs. Open Access
- Controversial Materials
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| 8/17 | Introduction to Course; Topical Overview; Tour of the KSU Archives  
- Types of Materials  
- Acquisition  
- Stewardship Responsibilities  
- Management  
- Records Management  
3:30 GUEST SPEAKER: Ms. Rita Impey-Imes, Curator, and Tour of the Bentley Rare Book Gallery and KSU Archives) |
| 8/24 | Managing Collections; Archives, Rare Book and Records Management Professions  
- Collection Development  
- Selection, Appraisal and Acquisition  
- The Value of Records  
- Accessioning  
- Donors  
- Record Centers  
- Professional Organizations and Competencies  
**Group 1 Reading Presentation: SCHELLENBERG**  
1. Hunter, Chapters 3 – 4: “Selection and Appraisal” and “Acquisitions and Accessioning.”  
2. Cave, Chapters 3 - 4: “Acquisition of Materials I,” and “Acquisition of Materials II.”  
3. Robek, Chapters 3 – 4: “Records Retention Programs” and “Records Center Management.”  
(V): Websites of SAA, ARMA, ALA-RBMS |
| 8/31 | Description and Access: Different Paths; Same Destination  
- Archival Arrangement, Description, Access and Outreach  
- Rare Book Description and Cataloging  
- Records Management Filing Systems  
**Group 2 Reading Presentation: MEEHAN**  
3. Cave, Chapter 5: “Processing, Cataloging and Classification.”  
4. Robek, Chapter 5, 8: “Uniform File Classification |
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| 9/7   | **Historical and Cultural Contexts**  
  - History of records and records management  
  - History of archives  
  - Archives and Memory  
  - Archives and Accountability  
  - Beyond Paper?: Impact of Electronic Records and Digital Information  
  
  **Group 3 Reading Presentation: GOMEZ**  
| 9/14  | **Rare Book Collections, Libraries and Curators: Books as Objects**  
  - Bibliography Basics – Describing Rare Books  
  - Auction and Collection Catalogs  
  - Research Value of Rare Books  
  - Rare Book Collectors, Donors  
  
  **Group 4: Reading Presentation: BELANGER (+VANWINGEN, BIDWELL, MORTIMER)**  
  3:45 GUEST SPEAKER: Mr. Robert Williams, Senior Curator and Founder of the Bentley Rare Book Gallery at Kennesaw State University  
<p>| 9/21  | <strong>FIELD TRIP #1: Georgia Tech Records Center (Guest</strong> | (V) Georgia Tech Archives &amp; Records Management website               |</p>
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<tr>
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<tr>
<td></td>
<td>- Rare Books</td>
<td>American Archivist* 72/2 (Fall/Winter 2009): 401-435.</td>
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<td><strong>Group 5: Reading Presentation: GLADNEY</strong></td>
<td>5. Cave, Chapter 6 “The Care and Restoration of Rare Books.”</td>
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<td>3:45 GUEST SPEAKERS: Anne Graham, Digital Collections Archivist at KSU; Elizabeth Schulte, Paper Conservator</td>
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<td>- Vital Records</td>
<td>3. Hunter, Chapter 8 “Security and Disaster Planning.”</td>
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<td>- Disaster Recovery</td>
<td>5. Robek, Chapter 4: “Vital Records Protection and Disaster Recovery Planning.”</td>
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<td><strong>Group 6: Reading Presentation: BASBANES: “The Blumberg Collection”</strong></td>
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Ethics Case Studies:  
|       | Group 7: Reading Presentation: MONTAÑA |                              |
| 11/9  | PRESENTATIONS       |                              |
| 11/16 | PRESENTATIONS       |                              |
| 11/23 | NO CLASS – FALL BREAK |                              |
| 11/30 | PRESENTATIONS – Take Home Exam Due |                              |