



**The University of Western Ontario  
HISTORY 9806A**

**Understanding Archives  
Fall/Winter 2018-19**

**Monday, 6:30 – 9:30, StVH 3166 (to be confirmed)**

**Instructor: Don Spanner, PhD, MLIS**

Office Hours: TBA

Department of History, Office: Lawson Hall

Email: [dspanner@uwo.ca](mailto:dspanner@uwo.ca)

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**Course Description:**

This course is designed to introduce students to the fundamentals of professional archival work. Class sessions will primarily be lecture driven, but combine discussion, practical exercises, and demonstrations. Students will gain a solid grounding in the history of the profession, an understanding of basic archival terminology, principles, theory, as well as an appreciation of current practices and how digital technologies have impacted both archival management and public programming. **Optional for Public History students; open to other graduate students with the instructor's permission.**

**Course Syllabus:**

1. To understand the nature of archival documents, as recorded information, and the institutions responsible for preserving them;
2. To understand the principles of archival science;
3. To explore methods of retrieving information from archival records, bearing in mind their organization and preservation;
4. To examine management systems for the intellectual and physical control of archival records;
5. To examine the impact of digital technology on archival management and outreach initiatives.

**Calendar of Topics**

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|---------|--|
| Week 1. | Introductions and Review of Course Outline, Expectations, etc.                           |
| Week 2. | Understanding Archives and the Archival Profession: History, Types, and Archival Culture |
| Week 3. | History & Development of Archival Principles and Theory                                  |
| Week 4. | Appraisal "Theory" and Practice; Models, Frameworks, and Collection Development          |
| Week 5. | Arrangement & Description: Fundamental Principles & Procedures                           |
| Week 6. | Issues in the Preservation of Archival Records   |

Week 7.	Users of Archives: Identifying Services & Needs
Week 8.	Uses of Archives: Understanding the Research Potential of Archival Records
Week 8.	Archives Field Trip
Week 9.	Traditional Public Programming
Week 10.	Web-based Reference Tools and the Re-Animation of Records
Week 11.	Digital Outreach: On-line Exhibits and Digital Classrooms
Week 12.	A Case Study on Planning & Marketing Strategies: The Veterans Project

### Course Materials:

All readings for this course are either available online or will be found on reserve in the Weldon Library. There is no general text required.

### Methods of Evaluation:

This course was developed and designed primarily for Public History students. While non-Public History students can enroll, Public History students have priority for entry into the course. Due to limited resources, RAD (Rules for Archival Description) inventory projects will be assigned to Public History students only; non-Public History students will be required to write a research paper on a topic of their choice pertaining to archival studies. The mark breakdown is as follows:

	Number	Unit Value	Total	Due Date
Team RAD Inventory Project /Essay	1	30%	30%	Week 12
Digital Resource Presentation and follow-up essay term: Presentations	1	25%	25%	Various dates throughout the TBD and essay to be submitted in the following week.
Exercises	3	15%	45%	Weeks 3, 6, and 11
Total		n/a	100%	

All assignments will be assessed on the basis of the following criteria:

1. Mastery of sources;
2. Quality of thought and expressive force;
3. Factual accuracy, clarity, conciseness and comprehensiveness.

Readings will be assigned for each week. Attendance is mandatory.

## **Additional Statements**

### **Academic Offences:**

Scholastic Offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitute a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com ( <http://www.turnitin.com> ).

### **Accessibility Options:**

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519 661-2111 x 82147 for any specific question regarding an accommodation.

Information regarding accommodation of exams is available on the Registrar's website:

[www.registrar.uwo.ca/examinations/accommodated\\_exams.html](http://www.registrar.uwo.ca/examinations/accommodated_exams.html)

### **Medical Issues**

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Please go to:

[https://studentservices.uwo.ca/secure/medical\\_accommodations\\_link\\_for\\_OOR.pdf](https://studentservices.uwo.ca/secure/medical_accommodations_link_for_OOR.pdf)

to read about the University's policy on medical accommodation. This site provides links the necessary forms. In the event of illness, you should contact Academic Counselling as soon as possible. The Academic Counsellors will determine, in consultation with the student, whether or not accommodation should be requested. They will subsequently contact the instructors in the relevant courses about the accommodation. Once the instructor has made a decision about whether to grant an accommodation, the student should contact his/her instructors to determine a new due date for tests, assignments, and exams.

Students must see the Academic Counsellor and submit all required documentation in order to be approved for certain accommodation: [http://counselling.ssc.uwo.ca/procedures/medical\\_accommodation.html](http://counselling.ssc.uwo.ca/procedures/medical_accommodation.html)

### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offense (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be

included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

The following rules pertain to the acknowledgements necessary in academic papers.

A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of Publication and page number. Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

B. In adopting other writer's ideas, you must acknowledge that they are theirs.

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source; these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks is necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction, your instructor very likely will do so for you, and they will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases, in their suspension from the University.

### Scholastic Offences

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## Support Services

Students who are in emotional/mental distress should refer to Mental Health@Western, [http://uwo.ca/health/mental\\_wellbeing/](http://uwo.ca/health/mental_wellbeing/) for a complete list of options about how to obtain help.

## Use of Electronic Devices

Tablets and laptops are allowed in class. Cellphones are to be turned off during class-time (breaks excepted).

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 661-2111 x 82147 for any specific question regarding an accommodation.

If you have any further questions or concerns please contact, Heidi Van Galen, Administrative Officer, Department of History, 519-661-2111 x84963 or e-mail [vangalen@uwo.ca](mailto:vangalen@uwo.ca).