

**UNIVERSITY OF TORONTO
FACULTY OF INFORMATION
WINTER TERM 2016-2017
INF 1331H
ARCHIVAL ARRANGEMENT AND DESCRIPTION
COURSE SYLLABUS**

9 January 2017

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Class time/location: Tuesdays, 9:10 am to noon/BL507

Office hours: Tuesdays, noon to 1:30 pm or by appointment

Course objective: The objective of this course is to provide students with the theoretical, methodological, and practical knowledge necessary for the arrangement and description of archival documents.

Course learning outcomes: By the end of this course students should understand and be able to apply in real world situations:

- the principles and levels of archival arrangement and their application to the analysis and representation of an archival fonds and its parts;
- the intellectual framework for the systematic identification and critical evaluation of an archival fonds and its parts.
- the principles and methods of describing an archival fonds and its parts according to standards adopted by the Canadian archival community;

Relationship of course objectives to MI Program Learning Outcomes: INF 1331H is intended to meet three of the six learning outcomes of the MI Program, i.e.,

1. Students understand and are conversant with fundamental concepts, theories, practices and the diverse horizons of information disciplines, and can respond to changing information practices and needs of society.
2. Students develop an understanding of the development of theory concerning information, where it is found and how it is used.
3. Students develop an understanding of the application of new technological developments to the preservation and communication of information, and in the identification of the impact of such developments on society.

Course format: Lectures; labs; class discussion

Required and recommended readings: These are listed in the weekly course schedule; additional readings may be assigned throughout the term.

Online repository of course-related documents and announcements: The course syllabus, assignments, instructor handouts and announcements are available on Blackboard. For assistance in accessing course material on Blackboard go to <https://portal.utoronto.ca/webapps/portal/frameset.jsp> *Note about accessing course readings: once you login to Blackboard, from My Page at the bottom you will see a link under Library Course Reserves. You click on it and the list of readings will appear.*

Course assignments, due dates and weight in relation to final course mark

Assignment	Due Date	Weight
Report on archival finding aids	Feb. 15, 2017	25%
Deadline for sign-up	Jan. 20, 2017	
In-class examination	Mar. 7, 2017	40%
Short research paper	Apr. 7, 2017	25%
Class participation		10%

Description of course assignments

1. REPORT ON ARCHIVAL FINDING AIDS: This assignment provides you with an opportunity to familiarize yourselves with the arrangement and description practices of archival repositories. You will organize yourselves into groups of two (2) and write a report on the arrangement and description of two fonds (1 personal, 1 organizational) housed in one of the following archival repositories:

- Archives of Ontario (4 groups)
- City of Toronto Archives (3 groups)
- York University Archives and Special Collections (3 groups)
- University of Toronto Archives (3 groups *not in Archeion but has fonds descriptions)
- William Ready Division of Archives and Research Collections, McMaster University Library (2 groups)
- University of Toronto Media Commons (2 groups)
- Trinity College Archives (1 group)
- University of St. Michael's College Archival and Manuscript Collections (1 group)
- Art Gallery of Ontario Research Library and Archives (2 groups)
- Canadian Lesbian and Gay Archives (2 groups)
- Ontario Jewish Archives (2 groups)
- Guelph Public Library Archives (2 groups)
- Canadian National Exhibition Archives (1 group)
- City of Vaughan Archives (2 groups maximum)
- Dundas Museum and Archives (1 group)

Except where otherwise noted, all of these repositories are represented in *ARCHEION (the Ontario Archival Information Network)* located at <http://www.archeion.ca> so *ARCHEION* is the starting point for this assignment. [Browse archival institutions]

A few things to keep in mind:

1. If you prefer to work alone you are free to do so; however, please keep in mind the requirements for the assignment are the same whether you work alone or with someone else.
2. At least one of the fonds should be a minimum of 1.0 linear metres in extent and the other should be a minimum of 0.5 linear metres.
3. If you wish to write a report on the arrangement and description of two fonds from an archival repository that is not included on the list above you will need to clear it with me first.

Each group will write a report that synthesizes and summarizes information about the following:

1. *The description(s) of each fonds on ARCHEION and/or on the repository's own website, e.g.,*
 - Data elements included in the description(s)
 - Levels of arrangement represented in the description(s)
 - Amount of detail provided in the description(s)
 - Links to supplementary finding aids to the fonds (e.g., file lists, inventories)
 - Links to digitized images of all or part of each fonds
 - Other relevant information and observations about the descriptions, e.g., if the fonds is described in both ARCHEION and on the repository's own website, indicate whether and how the descriptions differ.
2. *The arrangement and description of the records within each of the fonds, based on an onsite examination of the records e.g.,*
 - Physical arrangement of the records
 - Intellectual arrangement of the records
 - Existence and nature of onsite finding aids associated with the fonds, e.g., file lists, inventories and whether they replicate or augment online finding aids associated with the fonds
 - Other relevant information and observations about the descriptions
3. *Reflections on the assignment, e.g.,*
 - Insights about the theory and practice of archival arrangement and description gleaned from the experience
 - Connections between the experience and the archival literature read to date [this last section should constitute at least 25% of the report]
4. *A statement of responsibility for the contribution made by each group member to the assignment. Both group members should sign off on the statement of responsibility.*

Evaluation criteria: The paper will be evaluated on the basis of the report's accuracy, clarity and coherence, informativeness, and incisiveness.

Please note: in grading the group reports I reserve the right to assign individual grades rather than a group grade if there is a significant disparity in the quality of the work completed by each group member.

Weight of report in relation to final grade: 25%

Length of report: 2800-3000 words, excluding any appendices and bibliography. Papers should be double-spaced and in 12 pt. font.

Due dates: Each group will sign up for a particular repository using the sign-up sheet **on or before Jan. 20, 2017.**

Reports are due **Feb. 15, 2017 at midnight.** Electronic submission of this assignment to Blackboard is required. To upload your term paper please follow the instructions provided under "Assignment 1: Finding Aid Report" in the *Syllabus and Assignments* section of the course website.

2. IN-CLASS EXAMINATION: You will be asked to provide essay-type answers to questions based on the material covered in lectures and readings for the course between weeks 1 and 8.

Weight of examination in relation to final grade: 40%

Date: Mar. 7, 2017

Duration: 3 hours

3. SHORT RESEARCH PAPER: In this assignment, you are given an opportunity to explore one of the following topics:

1. Fonds and series based approaches to archival intellectual control
2. Development and implementation of archival description standards in Canada and the US or Canada and the UK (or some variation of same)
3. Development of international description standards (ISAD(G), ISAAR(CPF), ISDF)
4. Descriptive practices across libraries, archives, and museums: points of convergence and divergence (or some variation of same, e.g., in archives and libraries; archives and museums)
5. Treatment of personal and/or organizational records in the theory and practice of archival arrangement and description
6. New ways of thinking about archival arrangement and description

Evaluation criteria: The research paper will be evaluated on the basis of the **effectiveness** of its use of relevant sources drawn from the required, recommended, and recommended reading lists (and any additional relevant sources) to explore the topic, the **sophistication** of its analysis, and the **clarity** and **coherence** of its written articulation.

Weight of essay in relation to final grade: 25%

Length of paper: 3000-3200 words, excluding endnotes and bibliography and any appendices. Papers should be double-spaced and in 12 pt. font.

Due date: Apr. 7, 2017 by midnight. *When submitting this assignment, please follow the instructions provided under “Assignment Submission” in the Syllabus and Assignments section of the course website.*

Weekly course schedule

Week/Date/Topic	Required and Recommended Readings
<p>1. Jan. 10</p> <p>Overview of the course and assignments</p>	<p>SUGGESTED BACKGROUND READING</p> <p>Douglas, Jennifer. “Origins: Evolving Ideas about the Principle of Provenance.” In Terry Eastwood and Heather MacNeil (eds.), <i>Currents of Archival Thinking</i>. Santa Barbara: Libraries Unlimited, 2010, pp. 23-43. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: CD972 .C87 2010 – Course Reserves - check availability]</p> <p>Duranti, Luciana. “The Origin and Development of the Concept of Description.” <i>Archivaria</i> 35 (Spring 1993): 47-54. [e-article] http://journals.sfu.ca.myaccess.library.utoronto.ca/archivar/index.php/archivaria/article/view/11884</p> <p>Parker, David W. “Some Problems in the Classification of Departmental Archives.” In <i>American Historical Association Annual Report 1</i> (1922): 164-72. [Available in Blackboard – Library Online Course Reserves Page, and Robarts: E172 .A6 – check availability]</p> <p>Yeo, Geoffrey. “Debates about Description.” In Terry Eastwood and Heather MacNeil (eds.), <i>Currents of Archival Thinking</i>. Santa Barbara: Libraries Unlimited, 2010, pp. 89-114. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: CD972 .C87 2010 – Course Reserves - check availability]</p>
<p>2. Jan. 17</p> <p>Introduction to description-related processes and tools; administrative and intellectual control over archival holdings</p> <p>Lab: preliminary walk-through of <i>RAD</i> parts 1 and 2</p>	<p>REQUIRED TEXT (for lab)</p> <p>Bureau of Canadian Archivists. Planning Committee on Descriptive Standards. <i>Rules for Archival Description</i> [July 2008 version]. Ottawa: Bureau of Canadian Archivists, 1990- . [Hereafter <i>RAD</i>] Available at http://www.cdncouncilarchives.ca/archdesrules.html.</p> <p>In preparation for walkthrough, browse RAD table of contents; chapters; chapter 1 areas and elements; part 2 chapters</p> <p>REQUIRED READING</p> <p>Brunton, Paul and Tim Robinson. “Accessioning.” In Judith Ellis (ed.), <i>Keeping Archives</i>. 2nd ed. Port Melbourne: Thorpe, 1993, pp. 207-221. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: CD950 .K44 1993 – Course Reserves – check availability]</p> <p>Examples of institutional accessioning guidelines (guidance to creating agencies)</p> <p>National Archives UK. Accessioning Your Records, at http://www.nationalarchives.gov.uk/information-management/manage-information/selection-and-transfer/how-we-accession-your-records/</p> <p>US National Archives and Records Administration, Accessioning Guidance and Policy, at</p>

	<p>https://www.archives.gov/records-mgmt/accessioning</p> <p>RECOMMENDED READING AIMS Work Group. "Accessioning." <i>AIMS Born Digital Collections: An Inter-Institutional Model for Stewardship</i>. 2012, 21-30 + relevant appendices. Available at: http://webcache.googleusercontent.com/search?q=cache:H_iL-Pzmmd0J:https://dcs.library.virginia.edu/files/2013/02/AIMS_final_text.pdf+&cd=1&hl=en&ct=clnk&gl=ca&client=firefox-a</p> <p>Edgecombe, Jennifer. "Finding Aids." In Judith Ellis (ed.), <i>Keeping Archives</i>. 2nd ed. Port Melbourne, Australia: Thorpe, 1993, pp. 248-72. [Inforum: CD950 .K44 1993 – Course Reserves – check availability]</p> <p>Roe, Kathleen D. <i>Arranging and Describing Archives and Manuscripts</i>. Chicago: Society of American Archivists, 2005. [Inforum: CD950.R64 2005 – Course Reserves – check availability]</p>
<p>Jan. 20</p>	<p>DEADLINE FOR SIGNING UP FOR ARCHIVAL FINDING AID REPORT</p>
<p>3. Jan. 24 Principles and levels of arrangement; principles of description</p> <p>Lab: introduction to RAD, chapter 1, areas 1-5 Introduction to area 5 (chapters 3 and 4)</p> <p>Preparation of multi-level description, areas 1-5</p>	<p>REQUIRED TEXTS (for lab) <i>RAD</i>, pt. 1: pp. xxii-xxv; rule 1.0A2(a)-(d) Browse chapter 1, areas 1-5; chapters 3 and 4, areas 1-5</p> <p><i>Basic RAD: An Introduction to fonds- and series-level descriptions using the Rules for Archival Description</i>, at http://lib74123.usask.ca/scaa/rad/</p> <p>RECOMMENDED TEXT (for lab) Duff, Wendy and Marlene van Ballegooie. <i>RAD Revealed: A Basic Primer on the Rules for Archival Description</i>. Ottawa: Canadian Council of Archives, 2001. [Inforum: Z695.2 .D84 2001 – Course Reserves – check availability]</p> <p>REQUIRED READING Cook, Michael. "Archival Arrangement." In <i>The Management of Information from Archives</i>. 2nd ed. Brookfield, Vermont: Gower, 1999, pp. 101-27. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: Z695.2 .P76 2000 – Course Reserves – check availability]</p> <p>Horsman, Peter. "The Last Dance of the Phoenix, or The De-discovery of the Archival Fonds." <i>Archivaria</i> 54 (Fall 2002): 1-23. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12853/14076</p> <p>Miller, Frederic M. "Arrangement: Levels of Control." In <i>Arranging and Describing Archives and Manuscripts</i>. Chicago: Society of American Archivists, 1990, pp. 57-68. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: Z695.74 .M55 1990 – Course Reserves - check availability]</p> <p>RECOMMENDED READING Horsman, Peter. "Dirty Hands: A New Perspective on the Original Order." <i>Archives and Manuscripts</i> 26, 1 (May 1999): 42-53. [Available in Blackboard – Library Online Course Reserves Page, and</p>

	<p>Downsview: May be requested – check availability]</p> <p>Trace, Ciaran. “Archival Arrangement.” In Luciana Duranti and Patricia C. Franks (eds.), <i>Encyclopedia of Archival Science</i>. Lanham: Rowman and Littlefield, 2015, pp. 21-24. [Inforum: CD945 .E53 2015 – Reference – check availability]</p> <p>Thibodeau, Sharon. “Archival Description.” In Luciana Duranti and Patricia C. Franks (eds.), <i>Encyclopedia of Archival Science</i>. Lanham: Rowman and Littlefield, 2015, pp. 39-42. [Inforum: CD945 .E53 2015 – Reference – check availability]</p>
<p>4. Jan. 31</p> <p>Analysis of external and internal structure of a fonds and their representation in the <i>Rules for Archival Description (RAD)</i></p> <p>Lab:</p> <p>Preparation of multi-level description, areas 7 and 8</p>	<p>REQUIRED TEXT (for lab)</p> <p><i>RAD</i>, pt. 1</p> <p>Browse chapter 1, area 7 and 8</p> <p>Basic RAD: <i>An Introduction to fonds- and series-level descriptions using the Rules for Archival Description</i>, at http://lib74123.usask.ca/scaa/rad/</p> <p>RECOMMENDED TEXT (for lab)</p> <p>Duff, Wendy and Marlene van Ballegooie. <i>RAD Revealed: A Basic Primer on the Rules for Archival Description</i>. Ottawa: Canadian Council of Archives, 2001. [Inforum: Z695.2 .D84 2001 – Course Reserves – check availability]</p> <p>REQUIRED READING (EXTERNAL STRUCTURE)</p> <p>Duchain, Michel. “Theoretical Principles and Practical Problems of Respect des fonds in Archival Science.” <i>Archivaria</i> 16 (Summer 1983): 64-82. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12648/13813</p> <p>REQUIRED READING (INTERNAL STRUCTURE)</p> <p>Russell, Bill. “Indian Department Headquarters Records, 1844-1861: A Case Study in Recordkeeping and Archival Custody.” <i>Archivaria</i> 75 (Winter 2013): 187-223. [e-article] http://journals.sfu.ca.myaccess.library.utoronto.ca/archivar/index.php/archivaria/article/view/13438</p> <p>RECOMMENDED READING (EXTERNAL STRUCTURE)</p> <p>Cook, Terry. “The Concept of the Archival Fonds: Theory, Description, and Provenance in the Post-Custodial Era.” In Terry Eastwood (ed.), <i>The Archival Fonds: From Theory to Practice</i>. Ottawa: Bureau of Canadian Archivists, 1992, pp. 31-85. [Inforum: CD950 .A72 1992 – Course Reserves – check availability]</p> <p>Duff, Wendy and Kent Haworth. "The Reclamation of Archival Description: The Canadian Perspective." <i>Archivaria</i> 31 (Winter 1990-1991): 26-35. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11717/12666</p> <p>RECOMMENDED READING (INTERNAL STRUCTURE)</p> <p>Cook, Terry. "Paper Trails: A Study in Northern Records and Northern Administration, 1898-1958." In Tom Nesmith (ed.), <i>Canadian Archival Studies and the Rediscovery of Provenance</i>. Chicago: Scarecrow</p>

	<p>Press, 1993, pp. 269-96. [Inforum: CD3621 .C36 1993 – Course reserves – check availability]</p> <p>Eastwood, Terry. "Introduction." In Terry Eastwood (ed.), <i>The Archival Fonds: From Theory to Practice</i>. Ottawa: Bureau of Canadian Archivists, 1992. [Inforum: CD950 .A72 1992 – Course Reserves – check availability]</p> <p>Speidelsbach, Annelie. "Subgroup vs. Series Arrangement: The William Irvine Papers." <i>Archivaria</i> 23 (Winter 1986-87): 107-118. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11369/12310</p>
<p>5. Feb. 7</p> <p>Students carry out site visits to their chosen archives to view finding aids onsite for assignment 1</p>	

<p>6. Feb. 14 Issues/complications in arranging and describing archives I</p>	<p>REQUIRED READING Eastwood, Terry. "Putting the Parts of the Whole Together: Systematic Arrangement of Archives." <i>Archivaria</i> 50 (Fall 2000): 93-116. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12767/13959</p> <p>Krawczyk, Bob. "Cross Reference Heaven: The Abandonment of the Fonds as the Primary Level of Arrangement for Ontario Government Records." <i>Archivaria</i> 48 (Fall 1999): 131-53. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12720/13899</p> <p>Wagland, Mark and Russell Kelly. "The Series System: A Revolution in Archival Control." In Sue McKemmish and Michael Piggott (eds.), <i>The Records Continuum: Ian Maclean and the Australian Archives First Fifty Years</i>. Clayton, Australia: Ancora Press, 1994, pp. 131-149. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: CD2503 .R43 1994 – Course Reserves – Check availability]</p> <p>Yeo, Geoffrey. "Bringing Things Together: Aggregate Records in a Digital Age." <i>Archivaria</i> 74 (Fall 2012): 43-91. [e-article] http://journals.sfu.ca.myaccess.library.utoronto.ca/archivar/index.php/archivaria/article/view/13407</p> <p>RECOMMENDED READING Evans, Max J. "Authority Control: An Alternative to the Record Group Concept." <i>American Archivist</i> 49, 3 (Summer 1986): 249-261. [e-article] http://www.jstor.org.myaccess.library.utoronto.ca/stable/40293028</p> <p>Horsman, Peter. "Taming the Elephant: An Orthodox Approach to the Principle of Provenance." In <i>The Principle of Provenance: Report from the First Stockholm Conference on the Archival Principle of Provenance, 2-3 September 1993</i>. (Stockholm: Swedish National Archives, 1994), pp. 51-63. [Inforum: Z827 .A1 P75 1994 – Course Reserves – check availability]</p>
<p>Feb. 15 MIDNIGHT</p>	<p>REPORT ON ARCHIVAL FINDING AIDS DUE</p>
<p>7. Feb. 21</p>	<p>Feb. 21-24 is reading week; no classes</p>
<p>Feb. 27</p>	<p>LAST DATE TO DROP CLASSES WITHOUT ACADEMIC PENALTY</p>
<p>8. Feb. 28 Issues/complications in arranging and describing archives II</p>	<p>REQUIRED READING Hurley, Chris. "Personal Papers and the Treatment of Archival Principles." In Peter Biskup et al. (ed.), <i>Debates and Discourses: Selected Australian Writings on Archival Theory, 1951-1990</i>. Canberra: Australian Society of Archivists, 1995, pp 143-158. [Inforum: CD950 .D43 1995 – Course Reserves – check availability]</p> <p>Powell, Graeme T. "Archival Principles and the Treatment of Personal Papers." In Peter Biskup et al. (ed.), <i>Debates and Discourses: Selected Australian Writings on Archival Theory, 1951-1990</i>. Canberra: Australian Society of Archivists, 1995, pp 132-142. [Inforum: CD950 .D43 1995 – Course Reserves – check availability]</p>

	<p>Douglas, Jennifer. "What We Talk About when We Talk About Original Order in Writers' Archives." <i>Archivaria</i> 76 (Fall 2013): 7-25. [e-article] http://journals.sfu.ca.myaccess.library.utoronto.ca/archivar/index.php/archivaria/article/view/13456</p> <p>Meehan, Jennifer. "Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description." <i>American Archivist</i> 72, 1 (Spring/Summer 2009): 72-90. [e-article] http://www.jstor.org.myaccess.library.utoronto.ca/stable/40294596</p> <p>RECOMMENDED READING</p> <p>Douglas, Jennifer. "The Archiving 'I': A Closer Look at the Archives of Writers." <i>Archivaria</i> 79 (Spring 2015): 53-89. [e-article] http://archivaria.ca/index.php/archivaria/article/view/13527/14874</p> <p>Douglas, Jennifer and Heather MacNeil. "Arranging the Self: Literary and Archival Perspectives on Writers' Archives." <i>Archivaria</i> 67 (Spring 2009): 25-39. [e-article] http://journals.sfu.ca.myaccess.library.utoronto.ca/archivar/index.php/archivaria/article/view/13206</p> <p>Fisher, Rob. "In Search of a Theory of Private Archives: The Foundational Writings of Jenkinson and Schellenberg Revisited." <i>Archivaria</i> 67 (Spring 2009): 1-24. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13205/14480</p> <p>Invitational Meeting of Experts on Arrangement. <i>Final Report and Recommendations</i>. Ottawa: Canadian Council of Archives, 2005. Available at: http://www.cdncouncilarchives.ca/IMEAreportEN.pdf</p> <p>Wiesenthal, Christine. "The Archives of Pat (and Roy) Lowther." <i>Journal of Canadian Studies</i> 40, 2 (Spring 2006): 29-41. [e-article] http://muse.jhu.edu.myaccess.library.utoronto.ca/journals/journal_of_canadian_studies/v040/40.2wiesenthal.html</p> <p>Yeo, Geoffrey. "Custodial History, Provenance, and the Description of Personal Records." <i>Libraries and the Cultural Record</i> 44, 1 (2009): 50-64. [e-article] http://muse.jhu.edu/journals/libraries_and_culture/v044/44.1.yeo.html</p> <p>Zhang, Jane. "Original Order in Digital Archives." <i>Archivaria</i> 74 (Fall 2012): 167-194. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13410</p>
9. Mar. 7	IN-CLASS EXAMINATION
10. Mar. 14 Descriptive standards: the bigger picture	<p>REQUIRED READING</p> <p>Dancy, Richard. "RAD Past, Present, and Future." <i>Archivaria</i> 74 (Fall 2012): 7-41. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13406/14711</p> <p>Williams, Caroline. "Archival Arrangement and Description." In Caroline Williams, <i>Managing Archives: Foundations, Principles and Practice</i>. Oxford: Chandos Publishing, 2006, pp. 71-116. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: CD950 .W55 2006 –</p>

Course Reserves– [check availability](#)]

RECOMMENDED READING

Standards and guidelines

Describing Archives: A Content Standard (DACS). Chicago: Society of American Archivists, 2013. [e-book, and Inforum: Z695.2 .D47 2013 – Course Reserves - [check availability](#)]

International Council on Archives Experts Group on Archival Description. *Records in Contexts: A Conceptual Model for Archival Description*. Consultation draft v0.1. Sept. 2016, available at: www.ica.org/en/egad-ric-conceptual-model

International Council on Archives. *ISAD(G): General International Standard Archival Description*, 2nd ed. (ICA, 2000). Available at: [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

International Council on Archives. *International Standard Archival Authority Record for Corporate Bodies, Persons and Families*. 2nd ed. (ICA: Canberra, Australia, 2003): available for free download at <http://www.icacds.org.uk/eng/ISAAR%28CPF%292ed.pdf>

International Council on Archives. *International Standard for Describing Functions* (ICA: Dresden, Germany, 2007): available for free download at http://www.ica.org/sites/default/files/CBPS_2007_Guidelines_ISDF_First-edition_EN.pdf

MacNeil, Heather. "Trusting Description: Authenticity, Accountability and the *General International Standard for Archival Description*." *Journal of Archival Organization* 7:3 (2009): 89-107.

Proctor, Margaret and Michael Cook. *Manual of Archival Description*. 3rd ed. Aldershot and Vermont: Gower, 2000. [Inforum: Z695.2 .P76 2000 – Course Reserves – [check availability](#)]

Authority control

Durance, Cynthia. "Authority Control: Beyond a Bowl of Alphabet Soup." *Archivaria* 35 (Spring 1993): 38-46. [e-article] <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11883/12836>

Canadian Committee on Archival Description. "Canadian Archival Authority System [discussion paper]." June 2000. Available at: <http://www.cdncouncilarchives.ca/archdesreport.html>.

Dooley, Jackie M. "Subject Indexing in Context," *American Archivist* 55, 2 (Spring 1992): 344-354. [e-article] <http://www.jstor.org.myaccess.library.utoronto.ca/stable/40293647>

Dryden, Jean E. "Subject Headings: the PAASH Experience." *Archivaria* 24 (Summer 1987): 173-180. [e-article] <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11442>

Gagnon-Arguin, Louise. *An Introduction to Authority Control for Archivists*. Ottawa: Bureau of Canadian Archivists, 1989. [Available in Blackboard – Library Online Course Reserves Page, and Inforum: 025.3222 G135I – Downsview – [check availability](#)]

Reid, Lydia J. E. and C. Jerry Simmons. "Authority Control at the National Archives and Records Administration." *Journal of Archival Organization* 5, 1/2 (January 2008): 95-120. [e-article] http://dx.doi.org/10.1300/J201v05n01_06

	<p>Thibodeau, Sharon. "Archival Context as Archival Authority Record: the ISAAR (CPF)." <i>Archivaria</i> 40 (Fall 1995): 75-85. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12097</p>
<p>11. Mar. 21 Automated descriptive tools</p> <p>Guest lecture on ICA AtoM: Emily Sommers and Amanda Tome</p>	<p>REQUIRED READING</p> <p>Bushey, Jessica. "ICA-AtoM: Open-source Software for Archival Description." Available at https://www.ica-atom.org/download/ICA-AtoM_JBushey.pdf</p> <p><i>ICA AtoM manual</i> at https://www.ica-atom.org/doc/User_manual</p> <p>Van Garderen, Peter. "The ICA-AtoM Project and Technology." Presentation to the Association of Brazilian Archivists (Rio de Janeiro, Brazil), 2009. Available online at https://www.ica-atom.org/download/VanGarderen_TheICA-AtoMProjectAndTechnology_AAB_RioDeJaniero_16-17March2009.pdf</p>
<p>12. Mar. 28 New directions for archival description</p>	<p>RECOMMENDED READING</p> <p>Douglas, Jennifer. "Toward More Honest Description." <i>American Archivist</i> 79, 1 (Spring/Summer 2016): 26-55. Available at: http://dx.doi.org/10.17723/0360-9081.79.1.26</p> <p>MacNeil, Heather and Jennifer Douglas, "Generic Evolution and the Online Archival Catalogue." <i>Archives and Records</i> 36:2 (2015): 1-21</p> <p>MacNeil, Heather. 'What Finding Aids Do: Archival Description as Rhetorical Genre in Traditional and Web-based Environments.' <i>Archival Science</i> 12, 4 (2012): 485-500. [e-article] http://search.proquest.com.myaccess.library.utoronto.ca/docview/1197065244?pq-origsite=summon&accountid=14771</p> <p>Theimer, Kate, ed. <i>Description: Innovative Practices for Archives and Special Collections</i>. Lanham, Maryland: Rowman & Littlefield, 2014. [Inforum: Z695.2 .D47 2014 – Course Reserves – check availability]</p>
<p>13. Apr. 4</p>	<p>Course wrap-up*</p> <p><i>*alternatively, this final class could be cancelled to allow time for finishing up short research paper.</i></p>
<p>Apr. 7 MIDNIGHT</p>	<p>SHORT RESEARCH PAPER DUE</p>
<p>Apr. 17</p>	<p>Internal Faculty Deadline for Submitting Grades for Graduating Students.</p>

[Reading List Service provided and links accessed by the Information Services Unit at the Inforum: Winter term, 2016-2017]

Statement of Acknowledgement of Traditional Land

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

Course Policies

Attendance: Regular on-time attendance in class is an important part of this course. If you miss a class it is your responsibility to find out what you missed from your fellow students.

Course Conduct and Courtesy: Punctual arrival at classes contributes to the smooth operation of the class and to the quality of individual and group learning experiences. Late arrivals, early departures, wandering in and out of the classroom, and engaging in sidebar conversations while others are speaking are disruptive, discourteous, and unprofessional. Please advise the instructor if you know you will be unavoidably late or must leave early. Cell phones and other audio-enabled devices are to be turned off during class time as a courtesy to others. Mutual respect is understood to be a given throughout the conduct of the course.

Grading: Please consult the iSchool's Grade Interpretation Guidelines (<http://current.ischool.utoronto.ca/grade-interpretation>) and the University Assessment and Grading Practices Policy (<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policiess/PDF/grading.pdf>). These documents will form the basis for grading in the course.

Late assignments: A penalty of **2%** per day will be imposed on assignments that are not handed in by the due date. Papers that are still outstanding **five (5)** days after the due date will not be accepted. **Extensions without penalty will only be granted in cases of legitimate illness (documented) or emergencies. Such extensions will not be granted for requests made on or after the due date for the assignment.** This policy is to ensure fairness to all students.

Citations: Citations should be complete, consistent throughout an assignment, and in a style suited to the topic. A humanities style is preferred for essays. Chicago Manual of Style, Turabian, or APA are acceptable. Please note: All references, notes, and citations to publications, web sites, e-resources, manuscripts, and records must be full and complete. It is the students' responsibility to ensure accuracy and completeness.

Writing Support: As stated in the iSchool's Grade Interpretation Guidelines, "work that is not well written and grammatically correct will not generally be considered eligible for a grade in the A range, regardless of its quality in other respects". With this in mind, please make use of the writing support provided to graduate students by the SGS Office of English Language and Writing Support (<http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx>). The services are designed to target the needs of both native and non-

native speakers and all programs are free. Please consult the current workshop schedule (<http://www.sgs.utoronto.ca/currentstudents/Pages/Current-Years-Courses.aspx>) for more information.

Academic integrity: Please consult the University's site on Academic Integrity (<http://academicintegrity.utoronto.ca/>). The iSchool has a zero-tolerance policy on plagiarism as defined in section B.I.1.(d) of the University's Code of Behaviour on Academic Matters (<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf>). You should acquaint yourself with the Code. Please review the material in Cite it Right and if you require further clarification, consult the site How Not to Plagiarize (<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>). Cite it Right covers relevant parts of the U of T *Code of Behaviour on Academic Matters (1995)*. It is expected that all iSchool students take the Cite it Right workshop and the online quiz. Completion of the online Cite it Right quiz should be made prior to the second week of classes. To review and complete the workshop, visit the orientation portion of the iSkills site: uoft.me/iskills

Accommodations: Students with diverse learning styles and needs are welcome in this course. If you have a disability or a health consideration that may require accommodations, please feel free to approach me and/or the Accessibility Services Office (<http://www.studentlife.utoronto.ca/as>) as soon as possible. The Accessibility Services staff are available by appointment to assess needs, provide referrals and arrange appropriate accommodations. The sooner you let them and I know your needs, the quicker we can assist you in achieving your learning goals in this course.