HIST-GA 1010: Introduction to Archives  
Fall 2019

Class Hours: Mondays, 4:55-7:35pm  
Office Hours: By appointment  
Prerequisites: None  
Location: KJCC- Room 607

Description
This course provides an introductory overview of the archival profession. Throughout the semester, students develop an understanding of the historical development of the field of archives and engage with current issues, trends, and theories that are shaping the profession. Students also consider the role of the archivist and the use of archives and historical collections by a range of users and become familiar with the theoretical considerations that underlie the core functions of archival administration. The course explores the legal and ethical responsibilities of archivists, as well as the codes of conduct that have been developed and debated within the profession. Students gain an understanding of the ways that new technologies and digital records are shaping the way that archivists do their work and the skills they must develop to perform the core archival functions with digital records.

Course Goals
This course will cover the basic underlying principles and practices necessary for becoming an archivist. It will also provide a basic groundwork for future classes in the program. By the end of the course, students will be able to:

- Develop an understanding of the historical development of the field of archives.
- Understand the social function of archives, and how they differ from and intersect with libraries and museums.
- Demonstrate understanding of core archival principles and practices, such as collection development, appraisal, donor relations, arrangement and description, legal/ethical issues, and access/reference.
- Engage with current issues, trends, and theories that are shaping the profession.
- Think critically about the role of archives for sustaining personal and societal memory.
Course Schedule and Readings

September 9: Course Introduction

September 16: Introduction to Archives

Due
- Sign-up for at least one Society of American Archivists (SAA) listserv: http://www2.archivists.org/listservs
- Topical Presentation 1

Required Reading

September 23: Reference and Access

Due
- Topical Presentation 2

Required Reading

• Read through the following documents from the Archives of the American Field Service and AFS Intercultural Programs, available through course e-reserves:
  - Researcher Registration Form
  - Rules Governing Use of Archival Material
  - Guidelines for Remote Use of Archival Material

**September 30: Collection Development**
*Due*

• Reference Reflection
• Topical Presentation 3

**Required Reading**

**October 7: Appraisal**
*Due*

• Topical Presentation 4

**Guest speaker**
• Dennis Riley (Appraisal Archivist, New York State Archives)

**Required Reading**
• Read the three appraisal case studies available in the course e-reserves.

**October 15 (TUESDAY CLASS): Arrangement**
*Due*

• Final Project Topic
• Topical Presentation 5

**Required Reading**


**October 21: Archival Ethics**

*Due*

• Topical Presentation 6

**Guest speaker**

• Christopher Barth (Librarian and Associate Dean, United States Military Academy at West Point)

**Required Reading**


October 28: Description

Due
- Topical Presentation 7

Guest speaker
- Alexis Antracoli (Interim Assistant University Librarian for Rare Books and Special Collections, Princeton University)

Required Reading

November 4: Preservation

Due
- Finding Aid Analysis
- Topical Presentation 8

Required Reading

November 11: Donor Relations and Legal Issues

Due
- Topical Presentations 9 and 10

Required Reading


November 18 - Outreach and Advocacy

Due

• Topical Presentation 11

Guest Speakers

• Kerri-Anne Burke (Global Curator for the Citi Heritage Collection, Citi)
• Robert Clark (Director of Archives, Rockefeller Archive Center)
• Bonnie Marie Sauer (Archivist, Lincoln Center for the Performing Arts)

Required Reading


• Browse opportunities available through the National Historical Publications and Records Commission (https://www.archives.gov/nhprc/announcement)

• Read introduction to “Federal Funding Impact Stories” and one blog entry (of your choice) at https://archivesaware.archivists.org/impactstories/
November 25: Diversity, Inclusion, and Social Justice

Due

- Topical Presentation 12

Guest speaker

- Dominique Luster (Teenie Harris Archivist, Carnegie Museum of Art)

Required reading


December 2: Site Visit

Special Collections and College Archives (SPARC)
Fashion Institute of Technology

December 9: Presentations

Due

- Promotional Plan and Presentations

Textbooks, Readings, and Materials

Four books are required for this course:

One copy is on course reserve at the NYU library, or you can purchase it online at https://mysaa.archivists.org/productdetails?id=a1B0b00000el1AcEAI.

  One copy of Rights in the Digital Era is on course reserve at the NYU library. You can purchase the McKay module (digital only) or full book of three modules (digital or hard copy) online at https://mysaa.archivists.org/productdetails?id=a1B0b00000el1AtEAI.

  One copy is available on course reserve at the NYU library, or you can purchase it online at https://mysaa.archivists.org/NC__Product?id=a1B0b00000faLDWEA2.

  One copy is available on course reserve at the NYU library, or you can purchase it online at https://mysaa.archivists.org/productdetails?id=a1B0b00000el1AgEAI.

All other readings are available online or in the course e-reserves.

Course Requirements
1. Class Participation (25%)
2. Topical Presentation and Discussion Leader (15%)
3. Reference Reflection (15%)
4. Finding Aid Analysis (15%)
5. Promotional Plan and Presentation (30%)

All assignments are due by the start of class on the dates listed above.

Class Participation (25%)
Students are expected to be prepared and contribute to discussions and activities each week with scholarly analyses and insights. Students are encouraged to reflect on the readings and engage in a lively discussion each week. Participation will be evaluated on quality, not quantity. Students should also be prepared to come with questions for special presenters, weekly topical presentations, and site visit guides.

Forms of digital distraction (working on email, social media, etc.) will be interpreted by the instructor as reduced participation in the course.

Topical Presentation and Discussion Leader (15%)
Each week one student will give a 10-minute PowerPoint presentation (with visuals) on the topic of the readings for the week. The presentation should not be a summary of the class readings, but rather place the topic in context. This is an opportunity to consolidate your understanding of the readings, to present your perspective, to make
connections to other areas, and to relate the topic to real-world examples in archives in the United States and abroad. Presenters will formulate discussion questions in advance (shared at the end of the PowerPoint presentation) and will actively assist the instructor in leading the class discussion on the topic.

**Reference Reflection (15%)**
Conduct original research in an archival repository (not at NYU or a place of previous employment), and write a 5 page reflection on the in-person reference process and procedures, the experience of finding information for the research visit on the repository’s website, and any related digital access to the collection online. Cite the weekly readings to help place the experience into context. You will be expected to share your experience in class.

**Finding Aid Analysis (15%)**
Complete one 5 page paper that analyzes and critiques two to three finding aids you locate online from different repositories, measuring them against professional standards. Cite the weekly readings as part of your analysis and critique. You will be expected to share your findings in class.

**Promotional Plan and Presentation (30%)**
Complete a 10 page promotional plan describing proposed outreach and advocacy efforts for an archival collection, including citations to the course readings from the semester. Additionally, write an article or two curated items (with visuals). Share your collection and plan with the class in a PowerPoint presentation (with visuals). This project will also involve checkpoints throughout the semester regarding your project. More information about this project and presentation will be shared in class.

**Absences and Evaluation**
1. All assignments must be completed in order to receive a passing grade in the course.
2. Assignments are due at the beginning of class on the dates listed above.
3. Assignments must be formatted as 12-point font, double spaced, with 1-inch margins, and should follow Chicago Manual Style.
4. Due date extensions must be discussed with and approved by the instructor in advance.
5. Students are expected to attend class during the entire session each week.
6. If you are absent for a class session, you will be responsible for submitting a 4 page paper that analyzes and cites the readings for that week, due the following class session.

**Additional Assistance**
Academic accommodations are available for students with disabilities. Please contact the Moses Center for Students with Disabilities (212-998-4980 or mosescsd@nyu.edu)
for further information. Students who are requesting academic accommodations are advised to reach out to the Moses Center as early as possible in the semester for assistance.