



Concentration of Study in Archives and Records Management (ARM)

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This document provides course selection guidance for students in the School of Information and Library Science (SILS) at UNC, Chapel Hill, who are interested in pursuing careers in archives, special collections, records management or digital curation. Completion of these courses will result in a Master’s Degree with a concentration in ARM. Use the separate “Planning and Tracking Sheet for Concentration in Archives and Records Management (ARM)” to ensure that you have completed at least one course in each category.

Adding up the credit hours for the classes, you will find:

Course Area	Number of Credit Hours
A. Required for SILS Degree	24 (MSIS) or 21* (MSLS)
B. Intro to Archives (INLS 556)	3
C. Core Archival Functions (in addition to A)	15 (MSIS) or 18 (MSLS)
D. Electives (including any field experience)	6
Total:	48

Students with an ARM Concentration can pursue either the MSIS or MSLS degree.

Preparation for a career in archives and records management is **not** associated specifically with either one of the masters degrees at SILS.

Introduction to Archives and Records Management (INLS 556) is one of the required classes for the ARM Concentration.

ARM students should complete INLS 556 during the first two semesters of study.

ARM students pursuing the MSLS degree should consider whether to take INLS 520 in place of INLS 521.

SILS allows students seeking the MSLS degree to take INLS 520 (Organization of Information) in place of INLS 521 (Organization of Materials), provided it makes sense for their intended career path and they obtain advisor approval. Both classes are about how to classify and organize materials, but they differ somewhat in content and focus. Students with an ARM Concentration should talk with their advisors about your career goals and identify which class might be a better fit.

* Archival Appraisal (INLS 755) fulfills the “Collection/Retrieval” requirement for the MSLS degree normally satisfied by taking INLS 513 (Resource Selection and Evaluation).

If pursuing the MSLS degree, INLS 755 (Archival Appraisal) fulfills the requirement normally fulfilled by INLS 513 (Resource Selection and Evaluation)

Students with demonstrated expertise in basic computing skills may exempt the requirement to take Information Tools (INLS 461).

Obtaining a waiver for INLS 461 allows you to take an additional elective course (3 credit hours) toward the fulfillment of your degree.

Take at least one class related to each of the core archival functions.

The following list represents 18/18.5 credit hours (MSIS) or 18.5 credit hours (MSLS), but 6 or 3.5 (respectively) of those hours will have been completed as part of the core requirements for the MSIS (INLS 509 and INLS 582) or MSLS (INLS 501) degree.

- **Reference, Access and User Services** - at least one of the following (3 Credits):
 - **Access, Outreach, and Public Service in Cultural Heritage Repositories (INLS 754)** - Explores user needs, information seeking behaviors, and provision of access to primary source materials in archives, manuscript repositories, and museums. User education and outreach are major focuses. (3 Credits)
 - **Information Resources and Services (INLS 501)** - Analysis, use, and evaluation of information and reference systems, services, and tools with attention to printed and electronic modes of delivery. Provides a foundation in search techniques for electronic information retrieval, question negotiation, and interviewing. (3 Credits)
- **Electronic Records Management (INLS 525)** - Explores relationships between new information and communication technologies and organizational efforts to define, identify, control, manage, and preserve records. Considers the importance of organizational, institutional and technological factors in determining appropriate recordkeeping strategies. (3 Credits)
- **Preservation** - at least one of the following (3 Credits):
 - **Digital Preservation and Access (INLS 752)** - Focuses on best practices for the creation, provision, and long-term preservation of digital entities. Topics include digitization technologies; standards and quality control: digital asset management; grant writing; and metadata.
 - **Preservation of Library and Archive Materials (INLS 753)** - An introduction to current practices, issues, and trends in the preservation of materials for libraries and archives with an emphasis on integrating preservation throughout an institution's operations.
- **Archival Appraisal (INLS 755)** - Explores the history, theories, techniques, and methods that archivists use to identify documents and other materials of enduring value for long-term preservation. (3 Credits) If you are pursuing the MSLS degree, INLS 755 fulfills the "Collection/Retrieval" requirement normally satisfied by taking INLS 513 (Resource Selection and Evaluation).
- **Principles and Practices in Archival Description (INLS 757)** - Explores the history, principles, development, and use of archival description with a focus on Encoded Archival Description (EAD) and MARC structures. Presents authority and subject analysis work and description for special formats. (3 Credits)
- **Systems Analysis (INLS 582)** - Introduction to the systems approach to the design and development of information systems. Methods and tools for the analysis and modeling of system functionality (e.g., structured analysis) and data represented in the system (e.g., object-oriented analysis) are studied. (3 Credits)
- **Design and Development of Access and Delivery Systems** – at least one of the following (3 Credits):
 - **iRODS Rule Construction (INLS 490-161)** - prepares students to develop and implement policies for digital repositories and curation of digital collections. (3 Credits)

- **Information Retrieval (INLS 509)** - Study of information retrieval and question answering techniques, including document classification, retrieval and evaluation techniques, handling of large data collections, and the use of feedback.
- **Introduction to Database Concepts and Applications (INLS 523)** - Design and implementation of database systems. Semantic modeling, relational database theory, including normalization, indexing and query construction, SQL.
- **Metadata Architectures and Applications (INLS 720)** - Examines metadata in the digital environment. Emphasizes the development and implementation of metadata schemas in distinct information communities and the standards and technological applications used to create machine understandable metadata.
- **XML (INLS 890-126)** - This class will cover the basics of XML's rules and syntax and then go on to explore related topics like XHTML, RSS, AJAX, OpenDocument, SVG, transforming XML, printing XML, XML for documents, and XML for data. Students should have a basic knowledge of HTML and web page creation, including CSS. Database and scripting experience would be useful, but is not required.

Master's Paper

It is strongly recommended that students with an ARM Concentration choose master's paper topics that are relevant to ARM.

Suggested Electives

The following are other classes that can be very useful in informing thinking and practice in ARM:

- **Understanding Information Technology for Managing Digital Collections (INLS 465)**
- **Advanced Issues & Practices in Archives and Manuscripts Administration (INLS 756)** - Examines issues in the administration of archival, manuscripts, and records programs. Explores how theory relates to professional practice. Students process a collection from appraisal through creation of an electronic finding aid.
- **Digital Libraries: Principles and Applications (INLS 740)** - Research and development issues in digital libraries, including collection development and digitization; mixed mode holdings; access strategies and interfaces; metadata and interoperability; economic and social policies; and management and evaluation.
- **Seminar in Rare Book Collections (INLS 857)** - A study of the nature and importance of rare book collections; problems of acquisition, organization, and service.