

INLS 757-1 Principles and Practices of Archival Description Spring 2015

Time and Place: 12:30 - 1:45 pm T/Th 14 Manning

Instructor: Denise Anthony, 07A Manning Hall, anthonyd@email.unc.edu

Office Hours: M,T, W 2-3 pm and by appointment

Description from the SILS website:

This course explores the principles of archival description as expressed in Describing Archives: A Content Standard. Implementation of those principles through Encoded Archival Description (EAD) and MARC structures will form the largest portion of the semester. Other practices will include authority and subject analysis work. Topics, issues, and technologies include related standards, the history and development of archival description, the uses of description, and description for special formats.

Remarks:

Description is the application of metadata regardless of the physical format of the material. Consequently, the increasing amount of digital materials in archives has brought a variety of metadata schemas and structures that archivists need to deal with. So, although the largest portion of the class will be devoted to understanding DACS (a metadata content standard), other metadata structures in addition to EAD and MARC will be explored, such as metadata for digital preservation and repository management along with the intersection of record keeping metadata with archival description. This exploration of metadata standards will be presented within the framework of archival workflows for both analog and digital materials.

Additionally, the decisions that archivists must make in balancing arrangement and description needs of collections, the perceived needs of users, and the pressures to intelligently manage human and financial resources available for processing archival collections will be discussed throughout the course.

Schedule of Topics and Readings: See the Resources section

Complete syllabus:

INLS 757 Principles and Practice of Archival Description

Schedule of Topics and Readings

Week 1: Introduction

January 8, Introduction and Overview

- Personal introductions
- Review of syllabus, topics and course expectations
- Discussion of readings

Readings:

Stephen Stowe "Story upon Story." Presented at Southern Sources: A Symposium Celebrating Seventy-Five Years of the Southern Historical Collection, 18-19 March 2005, Wilson Library, University of North Carolina at Chapel Hill.

dc.lib.unc.edu/cgi-bin/showfile.exe?CISOROOT=/scholarly&CISOPTR=2

Week 2: What is Description?

January 13

Readings:

Duranti, Luciana. "The Origin and Development of the Concept of Archival Description." *Archivaria* 35 (1993): 47-54
<http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11884/12837>

David Bearman and Richard Lytle. "The Power of the Principle of Provenance" *Archivaria*, Volume 1 Number 21 (1 January 1985)

Millar, Laura. An Obligation of Trust. *The American Archivist*. (2006) Volume 69, Number 1 / Spring-Summer 2006
<http://archivists.metapress.com/content/v88w11m57382087m/fulltext.pdf>

January 15

Readings:

Wallace, David A. "Managing the Present: Metadata as Archival Description." *Archivaria* 39 (1995): 11-21.
<http://journals.sfu.ca/archivar/index.php/archivaria/article/download/12064/13037>

MacNeil, Heather. "Metadata Strategies and Archival Description: Comparing Apples and Oranges." *Archivaria* 39 (1995): 11-21.

<http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/12065/13039>

Zhang, J., & Mauney, D. (2013). When Archival Description Meets Digital Object Metadata: A Typological Study of Digital Archival Representation. *American Archivist*, 76(1), 174–195.

WEEK 3: What is a finding aid?

January 20

Readings:

Papenfuse, E. (1973). The Retreat from Standardization: A Comment on the Recent History of Finding Aids. *American Archivist*, 36(4), 537–542.

<http://archivists.metapress.com/content/n0q739k608g7k022/fulltext.pdf>

Meissner, D. (1997). First Things First: Reengineering Finding Aids for Implementation of EAD. *American Archivist*, 60(4), 372–387.

<http://archivists.metapress.com/content/6405275227647220/fulltext.pdf>

January 22

Researcher Assignment #1 Due: to be reviewed and discussed in class

Readings:

Krause, M., & Yakel, E. (2007). Interaction in Virtual Archives: The Polar Bear Expedition Digital Collections Next Generation Finding Aid. *American Archivist*, 70(2), 282–314. <http://archivists.metapress.com/content/lpq61247881t10kv/fulltext.pdf>

Schaffner, Jennifer. The Metadata is the Interface: Better Description for Better Discovery of Archives and Special Collections, Synthesized from User Studies, report produced by OCLC Research, 2009, and available online at <http://www.oclc.org/research/publications/library/2009/2009-06.pdf>

Nichols, Margaret F "The Cataloger and the Archivist Should Be Friends: or, Herding vs. Milking Special Collections." *RBM* 12.1 (2011): 25-33. (also in Readings folder in Sakai)

Week 4 Users and Finding Aids

January 27: Users and Finding Aids

Readings:

Joyce Celeste Chapman, "Observing Users: An Empirical Analysis of User Interaction with Online Finding Aids," *Journal of Archival Organization* 8, no. 1: 13.

Christopher J. Prom, "User Interactions with Electronic Finding Aids in a Controlled Setting," *American Archivist* (Vol 67 No 2) Fall/Winter 2004: 234- 268.

Cory Nimer and J. Gordon Daines III, "What Do You Mean It Doesn't Make Sense? Redesigning Finding Aids from the User's Perspective." *Journal of Archival Organization* 6, no 4 (2008): 217.

Michelle Light, *The Endangerment of Trees*, presentation at the EAD @ 10 symposium, 31 August 2008, and available online at <http://www.archivists.org/publications/proceedings/EAD@10/Light-EAD@10.pdf>.

January 29 Meet at the Wilson Library for 2nd part of researcher assignment

Researcher assignment part II due by 5 pm Friday, January 30th

Week 5 Processing and Arranging Materials

February 3 Processing/Arrangement

Readings:

Jennifer Meehan, "Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description," *American Archivist* (Vol 72 No 1) Spring/Summer 2009: 72-90.

How to Proceed: A Procedures Manual for the Southern Historical Collection and General Manuscripts University of North Carolina at Chapel Hill. Available online at http://www.lib.unc.edu/wikis/archproc/index.php/How_to_Proceed

- *How to Proceed: Preparing to Process*
- *How to Proceed: Arranging*

February 5 Processing Digital materials

Readings:

Prom and Frusciano (2013), *Archival Arrangement and Description*. "Digital Processing: Practices and Procedures," p. 111 – 143.

Week 6 Getting to Know DACS

February 10 Describing Archives: A Content Standard (DACS)

Readings:

DACS 2013, Statement of Principles (pp. xi-xv), Overview of Archival Description (xvii-xxi), Introduction, Chapter 1 and Chapter 2

Related Reading:

Michael Rush, Lynn Holdzkom, Prudence Backman, Daniel A. Santamaria, and Andrea Leigh, "Applying DACS to Finding Aids: Case Studies from Three Diverse Repositories," *American Archivist* (Vol 71 No 1) Spring/Summer 2008: 210-227.

February 12 DACS in Context

Readings:

Beth M. Whittaker, "DACS and RDA: Insights and Questions from the New Archival Descriptive Standard," *Library Resources and Technical Services* (Vol 51 No 2) 2007: 98-105.

William E. Landis, "Plays Well With Others: DACS and CCO as Interoperable Metadata Content Standards," *Visual Resources Association Bulletin* (Vol 34 No 1) Spring 2007: 97-103.

Skim: General International Standard Archival Description (ISAD(G)) (International Council on Archives, 2000), **pages 7-38**. Available online at [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

WEEK 7

February 17 Snow Day

February 19

DACS assignments due

WEEK 8 Name authority and subject access

February 24 Describing creators and name authority

Readings

DACS 2013, Section 2.6 and 2.7; Part II (skim)

International Standard Archival Authority Record or Corporate Bodies, Persons and Families (ISAAR-CPF). International Council on Archives, 2004. Available online at: http://www.icacds.org.uk/eng/isaar2ndedn-e_3_1.pdf

R. V. Szary, Encoded archival context (EAC) and archival description: Rational and background. *Journal of Archival Organization*, 2006 3(2-3), 217-227.

February 26

WEEK 9 Other descriptive standards

March 3

Access points: subject analysis and use of controlled vocabulary

Readings:

DACS 2013 *Access Points* p. xxiii- xiv

Avra Michelson, "Description and Reference in the Age of Automation," *American Archivist* (Vol 50 No 2) Spring 1987: 192-208.

Jackie M. Dooley, "Subject Indexing in Context," *American Archivist* (Vol 55 No 2) Spring 1992: 344-354

Prom and Frusciano (2013). *Archival Arrangement and Description*. "Data Value Standards," p. 44-47

March 5

Dublin Core

Readings:

Dublin Core Element Set: <http://dublincore.org/documents/dces/>

Weibel, S. (1995). Metadata: The Foundations of Resource Description. D-Lib Magazine: <http://www.dlib.org/dlib/July95/07weibel.html>

<http://dublincore.org/resources/faq/>

You are welcome to read the entire page, but it is only necessary for the purposes of our discussion to look at: #5-18, 23, 29 and 30.

What is OAI-PMH and why is it useful?

<http://www.openarchives.org/OAI/openarchivesprotocol.html>

<http://www.openarchives.org/service/listproviders.html>

Beall, J., jeffrey.beall@ucdenver.edu. (2014, October). Dublin Core is still dead. *Library Hi Tech News*, 31(9), 11–13.

WEEK 10 Spring Break

March 10 No class

March 12 No class

WEEK 11

March 17 EAD

XML Tutorial <http://www.w3schools.com/xml/> (just the Basics)

Combs, Michele, Mark A. Matienzo, Merrilee Proffitt, and Lisa Spiro. 2010. Over, Under, Around, and Through: Getting Around Barriers to EAD Implementation. Report produced by OCLC Research in support of the RLG Partnership. <http://www.oclc.org/research/publications/library/2010/2010-04.pdf>

Optional:

Daniel Pitti, "Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids," *American Archivist* (Vol 60 No 3) Summer 1997: 268-283.

March 19 Using OXYGEN to create EAD documents

To Do:

Please download Oxygen to your computer and bring the computer with you to class. The software can be found at:

<http://ils.unc.edu/downloads/oxygen>

Username: sils

Passsword: oxygen4class

In Sakai/Resources there is a zipped folder titled ead_files. Please download it to your computer and unzip it. Inside you will find two more folders (dtds and styles) and an xml file, susan_grey_akers.xml and a word document, Oxygen Instructions.

Reading:

Wisser, Katherine, and Jackie Dean. "EAD Tag Usage: Community Analysis of the Use of Encoded Archival Description Elements." *American Archivist* 76, no. 2 (September 1, 2013): 542–566.

WEEK 12

March 24 Archivist Toolkit

Download and play with Archivist Toolkit. See the instructions at:

<http://archiviststoolkit.org/sites/default/files/ATInternalDatabaseInstallationProcedures.pdf>

Bradley D. Westbrook, Lee Mandell, Kelcy Shepherd, Brian Stevens, and Jason Varghese, "The Archivists' Toolkit: Another Step toward Streamlined Archival Processing," *Journal of Archival Organization* (Vol 4 No 1 & 2) 2006: 229-253

Sibyl Schaefer. "Challenges in Sustainable Open Source: A Case Study" *Code4Lib Journal*, Issue 9, 2010-03-22 <http://journal.code4lib.org/articles/2493>

Lisa Spiro, *Archival Management Software: A Report for the Council on Library and Information Resources* (January 2009), read pages 1-32. Available online at http://www.clir.org/PUBS/reports/spiro/spiro_Jan13.pdf.

March 26 ARCHON

<http://ils.unc.edu/archon/>

username: admin

password: ils757!

WEEK 13

March 31 CollectiveAccess and Collection Space

CollectiveAccess

Documentation:

http://docs.collectiveaccess.org/wiki/Main_Page

Download:

www.collectiveaccess.org/

CollectionSpace

<http://black.ils.unc.edu:8180/collectionspace/ui/core/html/>

User name: admin@core.collectionspace.org

Password: inls757AR

April 2 PREMIS and Accessioning Electronic Records

Readings:

PREMIS Editorial Committee. *PREMIS Data Dictionary for Preservation Metadata, Version 2.2*. July 2012. <http://www.loc.gov/standards/premis/v2/premis-2-2.pdf>

Specifically: The PREMIS Data Model (5-12); Object Entity (25-27); Event Entity (130); Agent Entity (151); Rights Entity (165-167); Special Topics (243-255)

Caplan, Priscilla (2009) Understanding PREMIS
<http://www.loc.gov/standards/premis/understanding-premis.pdf>

Glick, Kevin, and Eliot Wilczek. "Ingest Guide for University Electronic Records." 2006. <http://dca.lib.tufts.edu/features/nhprc/reports/ingest/index.html> Note: start with Appendix A, which gives information about using the guide

Lee, Christopher (2010) Open Archival Information System (OAIS) Reference Model. <http://www.ils.unc.edu/callee/p4020-lee.pdf>

WEEK 14

April 7 Archivemata and AtoM

Archivemata:

Documentation: https://www.archivemata.org/wiki/Main_Page

Access: <http://cyan.ils.unc.edu>

User name: anthonyd

Password: inls757AR

AtoM

Documentation: <https://www.accesstomemory.org/en/>

Access:

<http://cyan.ils.unc.edu:8050>

User name: anthonyd@email.unc.edu

Password: inls757AR

April 9 Archive-It with Ann Cooper

Readings:

The Web Archiving Life Cycle Model:

https://archive-it.org/static/files/archiveit_life_cycle_model.pdf

Niu, Jinfang (2012) An Overview of Web Archiving. D-Lib Magazine 18(3/4)

<http://dlib.org/dlib/march12/niu/03niu1.html>

WEEK 15

April 14 Resource Description Framework and Linked Data

Readings:

Corey A. Harper (2010) "Dublin Core Metadata Initiative: Beyond the Element Set." Information Standards Quarterly, Vol. 22, Issue 1, p. 20-28.

http://www.niso.org/publications/isq/free/FE_DCMI_Harper_isqv22no1.pdf

XML Namespaces: http://www.w3schools.com/xml/xml_namespaces.asp

RDF: http://www.w3schools.com/webservices/ws_rdf_intro.asp (Please review the 10 sections (Intro – Reference))

What is Linked Data?: http://www.youtube.com/watch?v=4x_xzT5eF5Q.

VIEW: Europeana: Linked Open Data - What is it?
<http://www.youtube.com/watch?v=uju4wT9uBIA>.

April 16 EAC

Readings:

Dow, Elizabeth H. "Encoded Archival Description as a Halfway Technology." *Journal of Archival Organization* 7, no. 3 (2009): 108-15.
<http://dx.doi.org/10.1080/15332740903117701>

Encoded Archival Context official website: <http://eac.staatsbibliothek-berlin.de/>

Tom J. Lynch, "Social Networks and Archival Context Project: A Case Study of Emerging Cyberinfrastructure" *Digital humanities quarterly*, 8 no. 3 (2014)
<http://www.digitalhumanities.org/dhq/vol/8/3/000184/000184.html>

Jenn Riley and Kelcy Shepherd, "A Brave New World: Archivists and Shareable Metadata," *American Archivist* (Vol 72 No 1) Spring/Summer 2009: 91-112.

WEEK 16

April 21 Catch up

April 23

The future of archival description / course wrap-up

Gracy, K., & Lambert, F. (2014). Who's Ready to Surf the Next Wave? A Study of Perceived Challenges to Implementing New and Revised Standards for Archival Description. *American Archivist*, 77(1), 96–132.

Paper on comparison of archives content management systems due.