LIS411

Introduction to Archives

This course provides an introduction to the profession of archival studies. In addition to the history, development, and nature of work in the profession, the basics of collections management and development, intellectual control, preservation, conservation, and technological applications will be presented. (3 credits)

Course Outcomes

Apply basic archival theory, principles and methods.

Synthesize the history and development of the archives profession, both nationally and internationally.

Manage archival activities.

Evaluate the impact of technologies on core archival functions.

Course Assessments

Students will lead course discussions and write a short essay exam on archival theory, principles and methods.

Students will create a presentation that critiques an archival professional organization.

Students will appraise and treat archival materials through hands on activities that address the assessment, organization and conservation of archival materials.

Students will create a presentation comparing best practices in digital archives using examples of existing digital archives.

For more information or to apply for a program, visit: http://www.lib.cwu.edu/Library-Information-Science-Programs
Diversity Statement

The success of this course is shaped by everyone’s mutual goal of creating a respectful, inclusive, equitable, and welcome environment for diverse ideas and individuals. Be respectful of different ideas, beliefs, opinions, and experiences by avoiding language that is derogatory toward an individual, group, culture, or demographic. Diverse voices are integral to growth and learning, but are not the sole responsibility of a single individual or group. We are all responsible for building knowledge diversity.

Note: This is only a course outline and not intended to replace the actual syllabus for this course.

Special Needs

If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a Student Disability Statement and to develop an Accommodation Plan. Course requirements will not be waived but reasonable accommodations will be developed to help you meet the requirements. You are expected to work with the instructor and the CWU Disability Support Specialist to develop and implement a reasonable Accommodation Plan. For contact information at Center for Disability Services (CDS) please visit http://www.cwu.edu/~dss/cms/.

Academic Integrity

Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others. Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term “academic dishonesty” in all its forms including, but not limited to:

- cheating on tests;
- copying from another student’s test paper;
- using materials during a test not authorized by the person giving the test;
- collaboration with any other person during a test without authority;
- knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test;
- bribing any other person to obtain an unadministered test or information about an unadministered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism” which shall mean the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit;
- “collusion” which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

Documented incidences of Academic Dishonesty will be referred to Office of the Vice President of Student Affairs.