YukonCollege

COURSE OUTLINE

ARCV 140

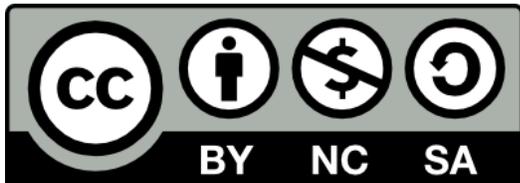## Archives and Collections Management

3 CREDITS

PREPARED BY: Clare Daitch, MMSt, Instructor
DATE: December 6, 2019

APPROVED BY: Name, Title
DATE: Click or tap to enter a date

APPROVED BY ACADEMIC COUNCIL: Click or tap to enter a date
RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date

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Academic Council, Governance Office
Academic Council MyYC: Policies, Procedures and Forms

Archives and Collections Management

INSTRUCTOR: Clare Daitch	**OFFICE HOURS:** By appointment
OFFICE LOCATION: N/A	**CLASSROOM:** A2102
E-MAIL: cdaitch@yukoncollege.yk.ca	**TIME:** Wednesday, 17:30 – 19:00 + online
TELEPHONE: (867) 668-8770 (Admin)	**DATES:** January 8 – April 22, 2020

COURSE DESCRIPTION
In this course, students will become acquainted with basic archival theory and archaeological and museum collections management principles. An introductory study of the theory and practice of acquiring, appraising and accessioning archival records is begun. Students are also introduced to some basic records management techniques. ARCV 140 is a core course in the certificate of Heritage and Culture.

PREREQUISITES

RELATED COURSE REQUIREMENTS
This course is taught via blended learning with a 1.5 hour weekly scheduled classroom/zoom component and a 1.5 hour weekly online component, accessible via the ARCV 140 Moodle course page. Access to a computer with internet is essential to successful participation in this course.

EQUIVALENCY OR TRANSFERABILITY

AU	AU HERM 322 (3)
KWAN	No Credit
SFU	SFU ARCH 2XX (3)
TRU	TRU SSEL 1XX0 (3)
TRU-OL	TRU-OL SOSC 1XX1 (3)
UBC	No Credit
UBCO	No Credit
UFV	UFV LIBT 270 (3)

UNBC	UNBC ANTH 303 (3)
UVIC	UVIC HA 100 lev (1.5)
VIU	VIU HUMA 1st (3)

LEARNING OUTCOMES
Upon successful completion of this course, students will be able to:

1. Explain the differences and similarities among archives, museums, cultural centres and historic sites, including the basic processes required in the development and management of these;

2. Describe varying aspects of archive, museum and cultural centre policy objectives;

3. Describe the means by which archives and museums appraise and process collections;

4. Explain the process of basic record-keeping techniques including familiarity with archive and museum forms and databases;

5. Identify basic conservation principles;

6. Describe the steps required to organize and present archive and museum exhibitions.

COURSE FORMAT
This course will be delivered via blended learning. Both classroom time and online learning time will be required. The course will involve a variety of teaching and learning methods, including lectures, guest speakers, on-line activities, journals and discussions forums and the use of a variety of audio-visual tools. Access to a computer with internet is essential to successful participation in this course.

ASSESSMENTS
Yukon College academic regulations with respect to attendance will apply for this course.

Classroom Participation
As a blended learning class, this course requires both classroom and online participation. The classroom portion will be focused on ensuring the students acquire the knowledge and technical skills needed to complete the course activities.

Attendance and thoughtful, engaged participation in the classroom portion of this class is worth 10% of the final grade.

Learning Activities (online)
All students will be expected to actively participate in learning activities (located on the Moodle course page). The material covered in the class is cumulative in nature, and keeping up with modules is to the advantage of all students. Students will be asked to respond to weekly questions in an online journal and complete learning activities for each module. This will help you keep up with the readings and ensure you are focused on key material. The completion of each module's learning activities and journal responses are worth 20% of the final grade.

Assignments
There are three major assignments for this class.

Assignment 1: Imaginary Museum. You will create an imaginary museum, either based on provided descriptions or a museum of your own choosing. For your imaginary museum, you will create a mission and mandate statement, staff your museum and write a collections management policy. You will create a presentation about your museum for your classmates. Your imaginary museum assignment is worth 20% of your final mark.

Assignment 2: Mini-Archive Appraisal and Processing. The purpose of this assignment is to assess students' ability to apply Canadian archival practice to organize and describe an archival donation. This assignment will involve using the Rules for Archival Appraisal (RAD) to create a fond-level description of an accession. The mini-archives exercise is worth 20% of your final mark.

Assignment 3: Collections Management Paper. This assignment requires the student to write an 8-10 page (2500 word) research or position paper addressing an issue in archives or collections management. You will be given a choice of topics for this assignment. With pre-approval of the instructor, you may also select your own topic. The paper is worth 30% of your final mark.

EVALUATION:

Classroom Participation	10%
Learning Activities	20%
Assignment 1	20%
Assignment 2	20%
Assignment 3	30%
Total	**100%**

REQUIRED TEXTBOOKS AND MATERIAL

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca.

TOPIC OUTLINE

Date	Topic	Readings
January 8 Module 1	Archives, Museums and Cultural Centres: Introduction and Definitions	Willie (2014), 377-389 Millar (2017), 1-22 & 289 -306
Jan 15 Module 2	Structural Overview of Archives, Museums and Cultural Centres	Willie (2014), 13 – 19 & 51 – 106, Millar (2017), 27-36 & 123-144
Jan 22 Module 3	Ethics & Foundational Principles	ACA (2007); CMA (2006); Willie (2014), 41 – 47 or Eckert (2003), 31-33 & 47-53; Millar (2017), 37 – 66 & 93-106
Jan 29 Module 4	Archival Appraisal	Millar (2017), 179 -212
Feb 5 Module 4/5	Archival Appraisal cont. Archival Processing <mark>Assignment 1: Imaginary Museums Due – Feb 10 at midnight</mark>	Millar (2017), 213-242; SCAA (1997)
Feb 12 Module 5	Archival Processing	Millar (2017), 234-263
Feb 19 Module 6	Museum/ Cultural Centre Collections Management	Willie (2014), 143-204 & 145 – 204
Feb 26 Module 6	Museum/ Cultural Centre Collections Management	Willie (2014), 143-204 & 145 – 204
March 4 Module 6	Museum/ Cultural Centre Collections Management <mark>Assignment 2: Mini-Archives Assignment Due – March 8 at Midnight</mark>	
March 11 Module 6	Museum/Cultural Centre Collections Management: Case Studies	Bowechop (2006), 57-64; Conaty (2005), 43-58; Scalplock (2006), 65 – 70, Steffian (2006), 27-41

March 18	Reading week no classes	n/a
March 25 Module 7	Preventative Conservation	Willie (2014), 205-226 or Eckert (2003), 205-222; Millar (2017), 145-178
April 1 Module 8	Issues in Collections Management: Repatriation and Community Access to Collections	Charlie (2007); Henessy (2016); Daitch (2013); Phillips (2012); 132-154.
April 8 Module 9	Issues in Collections Management: Digitization, Access and Privacy	Willie (2014), 327-376; Millar (2017), 107-120.
April 15	Recap and Student Led Discussion. <mark>Assignment 3: Paper Due April 15 at Midnight</mark>	

READINGS
All required readings are in the Willie (2014) or Millar (2017) textbooks, or available online through the moodle course page.

MODULE 1: INTRODUCTION AND DEFINITIONS

Required Readings:
Willie (Ed.) (2014). *Standard practices handbook for museums* (pp. 377-389). Edmonton: Alberta Museums Association.

Millar, L. (2017). What are archives? & Glossary of terms. In *Archives: principles and practices* (pp. 1-22 & 289 -306). London: Facet Publishing.

Recommended Readings:
Association of Canadian Archivists. (2005). What is an archives? (*posted on course web page*)

Archives Association of Alberta. (2006). Archival terminology select terms. (*posted on course web page*)

MODULE 2: STRUCTURAL OVERVIEW

Required Readings:
Willie (Ed.) (2014). *Standard practices handbook for museums*. (pp. 13 – 19 & 51 – 106). Edmonton: Alberta Museums Association.

Millar, L. (2017). *The nature of archives and Managing the Institution.* In Archives: principles and practices (pp. 27-66 & 123-144). London: Facet Publishing.

Recommended Readings:
Association of Canadian Archivists. (2004). What is an archivist? (*posted on course web page*)

Cooper, K.C. (2006) Starting a Museum or Cultural Centre. In Cooper, K.C. & Sandoval, N. (Eds.), *Living homes for cultural expressions: North American Native perspectives on creating community museums.* (pp. 11-16). Washington, DC and New York: Smithsonian Institution. Retrieved Oct. 14, 2014 from http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

Jones, M. (2006). Building the Squamish museum. In Cooper, K.C. & Sandoval, N. (Eds.) *Living homes for cultural expressions: North American Native perspectives on creating community museums* (pp. 71-74). Washington, DC and New York: Smithsonian Institution. Retrieved Oct. 14, 2014 from http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

UK Museums Association – Job Descriptions & Case Studies. Retrieved Oct. 14, 2014 from http://www.museumsassociation.org/careers/case-studies

MODULE 3: ETHICS & FOUNDATIONAL PRINCIPLES
Required Readings:
Association of Canadian Archivists Code of Ethics. *(posted on course web page)*

Canadian Museums Association Code of Ethics. Retrieved October 14, 2014, from http://www.museums.ca/uploaded/web/docs/ethicsguidelines.pdf

Willie (Ed.) (2014). *Standard practices handbook for museums*. (pp. 41-47). Edmonton: Alberta Museums Association.

Millar, L. (2017). *The principles of archival service*. In A*rchives: principles and practices* (pp. 93-106). London: Facet Publishing.

MODULE 4: ARCHIVAL APPRAISAL

Required Readings:

Millar, L. (2017). *Acquiring archives.* In *Archives: principles and practices* (pp. 179 – 211). London: Facet Publishing.

Recommended Readings:

Association of Canadian Archivists. (2007). Aboriginal Archives Guide. *(Posted on course webpage)*

Yukon Government (2009). *Yukon Archives Acquisition Policy.*

Yukon Government (2009). *Yukon Archives Private Records Appraisal Policy.*

Yukon Government (2009). *Yukon Archives Public Records Appraisal Policy.*

Yukon Government (2009). *Yukon Archives Appraisal Standards.*

MODULE 5: ARCHIVAL PROCESSING

Required Readings:
Millar, L. (2017). *Arranging and describing archives.* In *Archives: principles and practices* (pp. 213-242). London: Facet Publishing.

Miller, L. (2017). Making Archives Available. In Archives: principles and practices (pp. 234-263). London: Facet Publishing.

Saskatchewan Council for Archives and Archivists. (1997). Basic RAD. *(Posted on course webpage)*

Recommended Readings:

Canadian Council for Archives (2008). *Canadian Archival Standard Rules for Archival Description.* Retrieved Oct. 14, 2014 from http://www.cdncouncilarchives.ca/rad/radcomplete_july2008.pdf

Daitch, C. (2012). Yukon Archival Needs Assessment: An analysis of Yukon's holdings and recommendations for redesigned archives advisory service. Yukon: Yukon Council of Archives.

Yukon Government (2009). *Yukon Archives Digitization Policy.*

MODULE 6: COLLECTIONS MANAGEMENT

Required Reading:

Willie (Ed.) (2014). *Standard practices handbook for museums.* (pp. 145-204). Edmonton: Alberta Museums Association.

Recommended Reading:

Reibel, D. B. (1997). *Registration methods for the small museum*. Walnut Creek, CA: Altamira Press.

MODULE 6: COLLECTIONS MANAGEMENT (CASE STUDIES)

Required Readings: (Choose one of the following articles)
Bowechop, J. & Mauger, J. E. (2006). Tribal collections management at the Makah cultural and research centre. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 57-64). Washington D.C.: Smithsonian Institution.
http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

Conaty, G. & Carter, B. (2005). Our story in our words: Diversity and equality in the Glenbow museum. In. R. Janes & G. Conaty (Eds.), *Looking reality in the eye: Museums and social responsibility* (pp. 43-58). Calgary, AB: University of Calgary Press.

Scalplock, I. J. (2006). Tribal museums and the Siksika experience. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 65-70). Washington D.C.: Smithsonian Institution.
http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

Steffian, A. F. (2006). Teaching traditions: Public programming at the Alutiiq museum. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 27-41). Washington D.C.: Smithsonian Institution.
http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

MODULE 7: PREVENTATIVE CONSERVATION

Required Readings:

Willie. (Ed.) (2014). *Standard practices handbook for museums* (pp. 205-226). Edmonton: Alberta Museums Association.

Millar, L (2017). Preserving Archives. In *Archives: principles and practices* (pp. 145-178). London: Facet Publishing.

Recommended Readings:

Canadian Conservation Institute CCI Notes. Retrieved Oct. 14, 2014 from:
http://canada.phc.gc.ca/eng/1439925167385

Clavir, M. (2002). First Nations perspectives on preservation and museums. In
Preserving what is valued: Museums, conservation, and First Nations (pp. 69-97).
Vancouver, B.C.: UBC Press.

MODULE 8: REPATRIATION AND COMMUNITY ACCESS TO COLLECTIONS

Required Readings: (Choose two of the following articles)

Charlie, S. and Krahn, E. (2007). *Searching for our heritage*. Yukon, Canada:
Government of Yukon. Retrieved August 1, 2010 from
http://www.archimuse.com/ichim07/papers/charlie/charlie.html

Daitch, C. (2013). Repatriation in Yukon and Beyond. Yukon: Prepared for Yukon
Government Museums Unit. Retrieved from:
http://www.searchingforourheritage.ca/wp/wp-
content/uploads/2013/05/Searching-for-Our-Heritage-Paper-Final.pdf

Lyons, N. Hennessy, K, Arnold, C. and Joe, M. (2016). A Case of Access: Inuvialuit
Engagement with the Smithsonian's MacFarlane Collection. Retrieved from:
http://www.sfu.ca/ipinch/project-components/community-based-
initiatives/case-access-inuvialuit-engagement-smithsonian-s-macfa/

Phillips, Ruth. R. (2012). The Global Travels of a Mi'kmaq Coat: Colonial Legacies,
Repatriation, and the New Cosmopolitanism. In *Museum Pieces: Toward the
Indigenization of Canadian Museums*. (pp. 132-154). Montreal and Kingston:
McGill-Queens University Press.

Recommended Reading:

Government of Canada, the Council for Yukon Indians and the Government of Yukon
(1993). Umbrella Final Agreement. (Chapter 13, pp. 121-130). Retrieved Oct.
14, 2014 from http://www.eco.gov.yk.ca/pdf/umbrellafinalagreement.pdf

MODULE 9: ISSUES IN COLLECTIONS MANAGEMENT: DIGITIZATION, ACCESS AND PRIVACY

Required Readings:

Willie (Ed.) (2014). *Standard practices handbook for museums* (pp. 327-376). Edmonton: Alberta Museums Association.

Millar, L. (2017). *Balancing access and privacy*. In *Archives: principles and practices*. (pp. 107-120). London: Facet Publishing.

Recommended Readings:

Phillips, Ruth. R. (2012). The Digital (R)evolution of Museum-Based Research. In *Museum Pieces: Toward the Indigenization of Canadian Museums*. (pp. 177-196). Montreal and Kingston: McGill-Queens University Press.