YukonCollege

COURSE OUTLINE

ARCV 140

ARCHIVES AND COLLECTIONS MANAGEMENT

45 HOURS
3 CREDITS
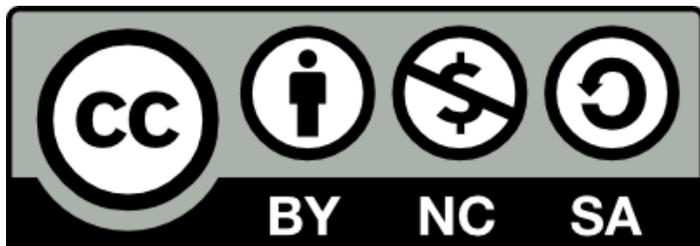
PREPARED BY: Clare Daitch   DATE: November 15, 2017

APPROVED BY: Andrew Richardson   DATE:

APPROVED BY ACADEMIC COUNCIL: (date)

RENEWED BY ACADEMIC COUNCIL: (date)

ARCHIVES AND COLLECTIONS MANAGEMENT

INSTRUCTOR: Clare Daitch		**OFFICE HOURS:** Contact instructor for appointment
OFFICE LOCATION: N/A		**CLASSROOM:** A2210
E-MAIL: cdaitch@yukoncollege.yk.ca		**TIME:** Tuesday, 5:30 to 7:00 p.m. plus online
TELEPHONE: Via e-mail or (867)668-8770 (Admin)		**DATES:** Jan 10 to April 21, 2017

COURSE CALENDAR 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

None.

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/learning methods, including lectures, guest speakers, on-line activities, journals and discussions forums and the use of a variety of audio-visual tools.

ASSESSMENTS

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.

Online Participation
All students will be expected to actively participate in online discussions and activities. The material coved in the class is cumulative in nature, and keeping up with modules is to the advantage of all students. Students will be also be asked to respond to weekly questions in an on-line journal. This will help you keep up with the readings and ensure you are focused on key material. The completion of online learning module activities and weekly journal responses are worth 20% of the final grade.

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

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 and upload a video 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. This assignment has two parts: the first involves appraising a potential donation to your community archives/museums. The second part involves 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 collections management. You will be given a choice of topics for this assignment. The paper is worth 30% of your final mark.

EVALUATION

Evaluation		Weight
Classroom Participation	Attendance and participation in the class	10%
Online Participation	Completion of weekly learning activities and the online journal	20%
Assignment 1	Imaginary Museum Assignment - **Feb 7**	20%
Assignment 2	Mini-Archives: appraise & processing a mini-archive - **March 7**	20%
Assignment 3	Paper: Respond to an issue in collections management - **April 4**	30%
Total		100%

REQUIRED TEXTBOOKS AND MATERIALS

Digital Readings (Links to digital readings will be posted to the class website).

Willie. (3rd Ed.) (2014). *Standard practices handbook for museums.* Edmonton: Alberta Museums Association.
This is available for purchase from Yukon College bookstore and online from the Alberta Museums Association at: http://www.museums.ab.ca/book-store/details.aspx?ID=6673ba81-faf0-460a-84fb-6d4484388b53
Note: Page numbers for readings from the 2003 edition, edited by Eckert are also included in the reading summary below, as some students may have the previous edition of the textbook. If possible, purchase the 2014 edition.

Millar, L. (2010). *Archives: principles and practices.* New York: Neal-Schuman Publishers.
This is available for purchase from the Yukon College bookstore and online from www.amazon.ca

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 students present

the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

TOPIC OUTLINE

Date	Topic	Readings
Week 1 January 10	Introduction: Moodle Introduction, Archives, Museums, Cultural Centres and Historic Places: What's the difference?	Willie (2014), 377-389 or Eckert (2003), 7-22 Millar (2010), 1-19 & 257 – 269
Week 2 Jan 17	Structural Overview of Archives, Museums and Cultural Centres: Authority, Mandate, Policies, Personnel	Willie (2014), 13 – 19 & 51 – 106, or Eckert (2003), 25-30, 57-110; Millar (2010) 27-72
Week 3 Jan 24	Ethics & Foundational Principles: Ethical Frameworks and Key Archival Principles (Provenance, Original Order and Respect des Fonds)	ACA (2007); CMA (2006); Willie (2014) 41 – 47 or Eckert (2003), 31-33 & 47-53; Millar (2010), 97-114
Week 4 Jan 31	Archival Appraisal	Millar (2010), pp. 115-143; YG (2009)
Week 5 Feb 7	Archival Appraisal cont. Archival Processing **Assignment 1: Imaginary Museums Due - Feb 7**	Millar (2010), pp. 145 – 181, SCAA (1997)
Week 6 Feb 14	Archival Processing	Millar (2010), pp. 183 – 204
Reading Week Feb 21	Reading Week No Classes	
Week 7 Feb 28	Museum/ Cultural Centre Collections Management	Willie (2014) pp. 143-204, or Eckert (2003) pp. 145 – 204
Week 8 March 7	Museum/Cultural Centre Collections Management: Case Studies **Assignment 2: Mini-Archives Assignment Due – March 7**	Bowechop (2006), pp. 57-64; Conaty (2005), pp. 43-58; Scalplock (2006), pp. 65 – 70

| Week 9
March 14	Preventative Conservation	Willie (2014) pp. 205-226 or Eckert (2003), pp. 205-222; Millar (2010), pp. 73-96
Week 10
March 21	Issues in Collections Management: Repatriation and Community Access to Collections	Charlie (2007), Henessy (2012)
Week 11
March 28	Historic Sites: Preservation and Management	CHP (2010), 1-46.
Week 12
April 4	Exhibitions and Digital Displays: Introduction to exhibition planning, considerations for collections on display, digital collections and exhibitions
Assignment 3: Paper Due April 4	Willie (2014), pp. 327-376; Millar (2010) pp. 205-222.

READINGS
All required readings are in the Willie (2014) or Millar (2010) textbooks, or available online.

WEEK 1: INTRODUCTION

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

Millar, L. (2010). What are archives? & Glossary of terms. In *Archives: principles and practices* (pp. 1-25 & 257 -269). New York: Neal-Schuman Publishers.

Recommended Readings:
Association of Canadian Archivists. (2005). What is an archives? Retrieved August 1, 2010, from
http://archivists.ca/sites/default/files/Attachments/Outreach_attachments/Whats-an- Archives.PDF

Archives Association of Alberta. (2006). Archival terminology select terms. Retrieved August 1, 2010, from
http://aabc.ca/media/5403/ASA_Archives_terminology_2006.pdf

WEEK 2: STRUCTURAL OVERVIEW

Required Readings:
Willie (Ed.) (2003). *Standard practices handbook for museums*. (pp. 13 – 19 & 51 – 106). Edmonton: Alberta Museums Association.

Millar, L. (2010). Archival Institutions and Archival Service. In Archives: principles and practices (pp. 27-72). New York: Neal-Schuman Publishers.

Recommended Readings:
Association of Canadian Archivists. (2004). What is an archivist? Retrieved August 1, 2010, from http://archivists.ca/sites/default/files/Attachments/Outreach_attachments/Whats-an-Archivist.PDF

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

WEEK 3: ETHICS & FOUNDATIONAL PRINCIPLES
Required Readings:
Association of Canadian Archivists Code of Ethics. Retrieved October 14, 2014 from http://archivists.ca/content/code-ethics

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. (2010). Provenance, original order and *respect des fonds*. In A*rchives: principles and practices* (pp. 97-114). New York: Neal-Schuman Publishers.

WEEK 4: ARCHIVAL APPRAISAL

Required Readings:

Millar, L. (2010). Appraising and acquiring archives. In *Archives: principles and practices* (pp. 115-143). New York: Neal-Schuman Publishers.

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

Recommended Readings:

Association of Canadian Archivists. (2007). Aboriginal Archives Guide. Retrieved November 23, 2012 from:
http://archivists.ca/sites/default/files/Attachments/Outreach_attachments/Aboriginal_Archives_English_WEB.pdf

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.*

WEEK 5: ARCHIVAL APPRAISAL/PROCESSING

Required Readings:
Millar, L. (2010). Arranging and describing archives. In *Archives: principles and practices* (pp. 145-181). New York: Neal-Schuman Publishers.

Saskatchewan Council for Archives and Archivists. (1997). *Basic RAD.* Retrieved August 1, 2010 from http://lib74123.usask.ca/scaa/rad/

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

WEEK 6: ARCHIVAL PROCESSING (CONT.)

Required Readings:

Miller, L. (2010). Making Archives Available. In *Archives: principles and practices* (pp. 183-204). New York: Neal-Schuman Publishers.

Recommended Readings:

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.*

WEEK 7: 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.

WEEK 8: COLLECTIONS MANAGEMENT (CASE STUDIES)

Required Readings:
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

WEEK 9: PREVENTATIVE CONSERVATION

Required Readings:

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

Millar, L (2010). Protecting Archives. In *Archives: principles and practices* (pp. 73-96).
    New York: Neal-Schuman Publishers.

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.

WEEK 10: REPATRIATION AND COMMUNITY ACCESS TO COLLECTIONS

Required Readings:

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

Hennessy, K., Wallace, R., Jakobsen, N. & Arnold, C. (2012, March). Virtual
    Repatriation and the Application Programming Interface: From the Smithsonian
    Institution's MacFarlane Collection to "Inuvialuit Living History". *In Museums and
    the Web Conference Proceedings*. Retrieved from:
http://www.museumsandtheweb.com/mw2012/papers/virtual_repatriation_and_the_
application_progr

Recommended Readings:

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

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

Lyons, N. Hennessy, K, Arnold, C. and Joe, M. (2011). Inuvialuit Smithsonian Project: Winter 2009-Spring 2011. Washington D.C.: Smithsonian Institution Report. Retrieved from: http://www.mnh.si.edu/arctic/html/pdf/Inuvialuit%20Smithsonian%20Report%202009-2011_FINAL.pdf

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.

WEEK 11: HISTORIC SITES: PRESERVATION AND MANAGEMENT

Required Readings:

Canada's Historic Places (2010). *Standards and Guidelines for the Conservation of Historic Places in Canada* (pp. 1-46). Retrieved Oct. 14, 2014 from http://www.historicplaces.ca/en/pages/standards-normes.aspx

Recommended Readings:

Yukon Government (2002). *Historic resources act*. Retrieved August 1, 2010 from http://www.gov.yk.ca/legislation/acts/hire_c.pdf

WEEK 12: EXHIBITIONS AND DIGITAL DISPLAYS

Required Readings:

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

Millar, L. (2010). The challenge of digital archives. In *Archives: principles and practices*. (pp. 205-222). New York: Neal-Schuman Publishers.

Recommended Readings:

Hill, R. W. (2006). Road map for Native museum exhibition planning. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 17-25). Washington D.C.: Smithsonian Institution. http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

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.

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