

Applied Arts Division

ARCV 140

Archives and Collections Management

3 CREDITS

Winter, 2021



COURSE OUTLINE

ARCV 140

Archives and Collections Management

3 CREDITS

PREPARED BY: Clare Daitch

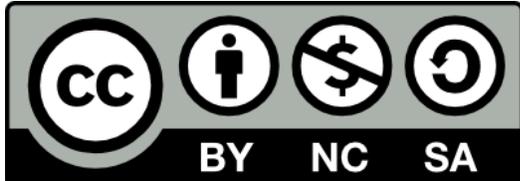
DATE: January 5, 2021

APPROVED BY: Name, Title

DATE: Click or tap to enter a date

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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COURSE TITLE

INSTRUCTOR: Clare Daitch	OFFICE HOURS: By Appointment
OFFICE LOCATION: N/A	CLASSROOM: Zoom/Moodle
E-MAIL: cdaitch@yukonu.ca	TIME: Wed. 17:30 – 18:50 + online
TELEPHONE: (867) 668-8770 (Admin)	DATES: January 4 – April 14, 2021

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

HIST 140

RELATED COURSE REQUIREMENTS

This course is taught via blended learning with a 1.5 hour weekly scheduled 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. The class will meet for a 1.5 hour Zoom session weekly, with additional online activities required for successful completion. The course will involve a variety of teaching and learning methods, including lectures, guest

speakers, on-line activities, 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

Learning Activities

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 discussion questions during course time 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 learning activities are worth 30% of the final grade.

Assignment 1: Imaginary Museum

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-Archives Appraisal and Processing

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

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 approval of the instructor, you may also select your own topic. The paper is worth 30% of your final mark.

EVALUATION

Learning Activities	30%
Assignment 1: Imaginary Museum	20%
Assignment 2: Mini-Archives Appraisal and Processing	20%
Assignment 3: Collections Management Paper	30%
Total	100 %

REQUIRED TEXTBOOKS AND MATERIALS

Course materials are placed on the course website. Textbooks are on reserve at the Yukon University Library.

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

Millar, L. (2017). *Archives: principles and Practices*. London: Facet Publishing.

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 University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see <http://www.yukonu.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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

TOPIC OUTLINE

Week / Module	Readings and Assignments
Module 1: Introduction and Definitions January 4-8, 2021	Readings: Willie (2014), 377-389 Millar (2017), 1-22 & 289 -306 Learning Activity: Definitions Quiz
Module 2: Structural Overview January 11-15, 2021	Readings: Willie (2014), 13 – 19 & 51 – 106, Millar (2017), 27-36 & 123-144 Learning Activity: Mission Statements Learning Activity: Job Descriptions Quiz
Module 3: Ethics and Foundational Principles January 18-22, 2021	Readings: ACA (2007); CMA (2006); Willie (2014), 41 – 47 or Eckert (2003), 31-33 & 47-53; Millar (2017), 37 – 66 & 93-106 Learning Activity: Ethical Dilemmas
Module 4: Archival Appraisal	Readings: Millar (2017), 179-212

January 25 – February 5, 2021	Learning Activity: Appraisal Policy Learning Activity: Appraisal Practice Learning Activity: Yukon Archives Treasure Hunt Assignment 1: Due February 7 at Midnight
Module 5: Archival Processing February 8 to February 19, 2021	Readings: Millar (2017), 213-262, SCAA, Basic Rules for Archival Description (RAD) Learning Activity: RAD Yukon Electrical Learning Activity: Whitehorse City Fonds
Module 6: Collections Management March 1 to 12, 2021	Readings: Willie (2014), 145 – 204 Learning Activity: Follow the Object Learning Activity: Condition Reporting Assignment 2: Due March 14 at Midnight
Module 7: Preventative Conservation March 15 – 19, 2021	Readings: Willie (2014), 205-226, Millar, 73-96 Learning Activity: CCI Notes
Module 8: Repatriation and Community Access to Collections March 22 to April 1, 2021	Readings: Select from Charlie (2007); Henessy (2016); Daitch (2013); Phillips (2012); 132-154. Learning Activity: Totem Movie Learning Activity: Film or Literature Review
Module 9: Historic Places Management Overview April 5 to 16, 2021	Readings: Canada's Historic Places (2010). Standards and Guidelines for the Conservation of Historic Places in Canada (pp. 1-46) Learning Activity: Historic Places Learning Activity: Course Reflections Assignment 3: Due April 16 at Midnight